

**WHITEMARSH TOWNSHIP AUTHORITY  
MINUTES OF THE MEETING  
December 18, 2019**

**CALL TO ORDER:**

The Meeting of the Board of the Whitemarsh Township Authority on December 18, 2019, was called to order by Chairman Timothy Ferris at 7:00 p.m. at the Whitemarsh Township Building, 616 Germantown Pike, Lafayette Hill, Pennsylvania.

**PLEDGE OF ALLEGIANCE**

**IN ATTENDANCE:**

*Board Members Present:*

Timothy Ferris - Chairman  
Jonathan Riesberg – Vice Chairman  
Jeannette Quirus - Secretary  
Jori Broad – Treasurer (Excused Absence)  
Gene Swider – Assistant Secretary/Treasurer

*Also in Attendance:*

Michael Clarke, Esquire – Rudolph Clarke, LLC  
Alex Glassman, Esquire – Rudolph Clarke, LLC  
Allen Mason, P.E. – Carroll Engineering Corp.  
Brent Wagner, Manager  
Leland Newell, Operations Manager  
Kyle Detweiler, Finance Director

**PUBLIC COMMENT:**

None.

**CONFIRMED APPOINTMENTS:**

**Presentation by Christopher M. Gibbons of Concord Public Financial Advisors, Inc.**

Mr. Gibbons discussed the different options available to the Authority regarding a Sewer Revenue Note which was taken out in 2014 to finance Capital sewer projects. Discussion among the Board members included refinancing the Note and possibly borrowing more funds as well for upcoming sewer projects.

**APPROVAL OF MEETING MINUTES:**

A motion was made by Mr. Riesberg and seconded by Mr. Ferris to approve the Minutes of the November 20, 2019 meeting of the Board, the motion carried 4-0.

**STAFF REPORTS**

**ENGINEER'S REPORT:**

**Authority Office Building** – Mr. Mason reported that he intends to bid out this project early in the new year and plans to extend the bidding period for five to six weeks. Mr. Mason also reported that the Shade Tree Commission has approved the Authority’s revised landscaping plan.

**1032 E. Hector Street** – Mr. Mason reported that the developer has paid the tapping fees for this project and a Sewage Disposal Agreement will be executed at tonight’s meeting. As such, Mr. Mason will ask that the PennDOT Highway Occupancy Permit be closed out.

**WASTEWATER MANAGER’S REPORT:**

Mr. Newell reported that daily plant operations are running well.

Mr. Newell reported that four different classes from Plymouth Whitmarsh High School came down for a tour of the plant.

Mr. Newell reported that staff underwent CPR training and everyone is now certified.

**SOLICITOR’S REPORT:**

**Motion to Approve Sewage Disposal Agreement** – A motion was made by Ms. Quirus and seconded by Mr. Riesberg to approve the Sewage Disposal Agreement between the Authority and Seventh LLC, concerning property located at 1032 E. Hector Street, carried 4-0.

**Motion to Execute Contract for Professional Services** – A motion was made by Mr. Ferris and seconded by Mr. Swider to execute the Contract for Professional Services between the Authority and Paone Associates Inc., concerning property known as Cold Point Village Station, carried 4-0.

Mr. Clarke reported that Plymouth Township has officially decided not to sell their sewer system.

Mr. Clarke reported that the Authority has officially been sued regarding a sewage backup at a residence on Sugar Maple Drive. The Authority’s insurance carrier is handling this matter moving forward.

Mr. Clarke reported that the annual holiday dinner for the Board members will be held on January 15, 2020 at the conclusion of the Board meeting.

**EXECUTIVE SESSION:**

The Board, along with Mr. Clarke and Mr. Wagner, met in Executive Session regarding several personnel matters. At the conclusion of the Executive Session, based upon the discussions that ensued and upon the recommendation of Mr. Wagner, a motion was made by Mr. Ferris and seconded by Ms. Quirus to approve merit bonuses in the amount of \$1,500.00, along with a 3% increase in salary for 2020, for Kyle Detweiler, Dottie Winterbottom and Leland Newell, carried 4-0.

**MANAGER’S REPORT:**

Mr. Wagner reported plant operations are running very well.

Mr. Wagner reported that the Authority can proceed to bid the new Administration Building as the Shade Tree Commission approved our plan to install approximately 150 trees in Whitemarsh Township.

Mr. Wagner reported that he believes the Authority is moving in a good direction and is happy with the operations and staff.

**FINANCIAL REPORT:**

Mr. Detweiler reported that commercial bills went out the week of Thanksgiving and the Authority is doing very well with the collection of our commercial accounts to date.

**Approval of Monthly Expenditures** – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to pay the expenditures and bills as presented in the amount of \$1,046,994.32, carried 4-0.

**ADJOURNMENT:**

A motion to adjourn the meeting at 7:45 p.m. was made by Mr. Ferris and seconded by Ms. Quirus, carried 4-0.

*Minutes Prepared by Dottie Winterbottom*