

**WHITEMARSH TOWNSHIP AUTHORITY
MINUTES OF THE MEETING
December 19, 2018**

CALL TO ORDER:

The Meeting of the Board of the Whitemarsh Township Authority on December 19, 2018, was called to order by Chairman Timothy Ferris at 7:00 p.m. at the Whitemarsh Township Meeting Room, 616 Germantown Pike, Lafayette Hill, Pennsylvania.

PLEDGE OF ALLEGIANCE

IN ATTENDANCE:

Board Members Present:

Timothy Ferris - Chairman
Jonathan Riesberg – Vice-Chairman
Jeannette Quirus - Secretary
Jeff Mitchell – Treasurer
Jori Broad – Assistant Secretary/Treasurer

Also in Attendance:

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

PUBLIC COMMENT:

None.

CONFIRMED APPOINTMENTS:

Edmunds Software Review by Cathy Seiler, Brinker Simpson & Co.

Ms. Seiler and Mr. Detweiler discussed their concerns and findings regarding the proposed switch from the Authority's current accounting software program to Edmunds software. After reaching out to various municipalities that made the switch to Edmunds, it was determined that not one of them is completely happy with the software. The reviews were mediocre at best. As such, it was decided that the Authority will not be moving forward with the purchase of the Edmund's software but will continue their search for alternative software options.

Presentation by Kevin Fox, HRG, Inc. – Rate Study Review and Proposal

Kevin Fox was asked by the Authority to analyze its current sewer rates to see if it is necessary for the Authority to increase its rates over the next five years in order to meet future projected expenditures including capital improvement costs. Mr. Fox explained to the Board everything that went into his analysis and concluded that a rate increase of up to 12% will be necessary. The Board will discuss this matter further at a future meeting.

APPROVAL OF MEETING MINUTES:

A motion was made by Mr. Ferris and seconded by Ms. Quirus to approve the Minutes of the November 20, 2018 meeting of the Board, the motion carried 5-0.

STAFF REPORTS

ENGINEER'S REPORT:

Chlorination/De-Chlorination System – Mr. Mason reported that this project is near completion and the contractor should be done by next week.

Portable Emergency Generator – Mr. Mason reported that he received the bids for this project on December 6 and the low bidder was MJF Electrical Contracting, Inc. As such, a motion was made by Mr. Ferris and seconded by Ms. Quirus to award the contract for the base bid to MJF Electrical Contracting, Inc. in the amount of \$29,500.00, carried 5-0.

Whitemarsh Station – Mr. Mason reported that he has talked to the developer regarding the preparation of asphalt drawings and the project is nearing dedication.

Township Manager – Mr. Mason reported that the Township Manager has inquired about having an emergency generator installed at the plant for the Township's use. The Board will discuss this matter further at their next meeting.

Mr. Ferris suggested to Mr. Mason that moving forward he would like some kind of safety language incorporated into proposals to and from contractors.

WASTEWATER MANAGER'S REPORT:

Mr. Newell reported that everything is running well at the plant.

Mr. Newell reported that the pumps were repaired and reinstalled at Pump Station #3.

Mr. Newell reported that the trickling filters are cleaned on a weekly basis.

Mr. Wagner reported that a part-time electrician has been hired to do work at the plant. Currently he is concentrating on performing safety checks at the plant.

SOLICITOR'S REPORT:

MANAGER'S REPORT:

Mr. Wagner reported that the plant is running well.

Mr. Wagner reported that he plans on asking the Township in February for approval for the new administrative building.

Mr. Wagner stated that it's been a good year for the Authority with a lot going on and thinks we are headed in a good direction.

FINANCIAL REPORT:

Motion to Approve 2019 Operating Budget - Mr. Detweiler spoke in detail about the 2019 proposed operating budget. A motion was made by Ms. Broad and seconded by Ms. Quirus to approve the 2019 Operating Budget, carried 5-0.

Motion to Approve 2019 Board Meeting Dates – A motion was made by Mr. Riesberg and seconded by Ms. Broad to approve the 2019 Board Meeting Dates, carried 5-0.

Motion to Approve 2019 Fee Schedule – A motion was made by Mr. Ferris and seconded by Ms. Quirus to approve the 2019 Fee Schedule, carried 5-0.

Approval of Monthly Expenditures – A motion was made by Ms. Broad and seconded by Mr. Ferris to pay the expenditures and bills as presented in the amount of \$916,898.66, carried 5-0.

EXECUTIVE SESSION:

The Board met in Executive Session to discuss personnel matters.

Motion to Approved Pay Raise – Mr. Wagner proposed a pay increase for 2019 for administrative staff as well as a goal oriented incentive. As such, a motion was made by Mr. Ferris and seconded by Ms. Quirus to approve a 3% pay raise for administrative staff, along with a goal oriented incentive, carried 5-0.

ADJOURNMENT:

A motion to adjourn the meeting at 8:15 p.m. was made by Mr. Ferris and seconded by Ms. Quirus, carried 5-0.

Minutes Prepared by Dottie Winterbottom