

**WHITEMARSH TOWNSHIP AUTHORITY  
MINUTES OF THE MEETING  
January 17, 2018**

**CALL TO ORDER:**

The Meeting of the Board of the Whitemarsh Township Authority on January 17, 2018, was called to order by Vice Chairman Jonathan Riesberg at 5:00 p.m. at the Whitemarsh Township Meeting Room, 616 Germantown Pike, Lafayette Hill, Pennsylvania.

**PLEDGE OF ALLEGIANCE**

**IN ATTENDANCE:**

*Board Members Present:*

Jonathan Riesberg – Vice Chairman  
Jeannette Quiris – Secretary  
Jeff Mitchell - Treasurer  
Jori Broad – Assistant Secretary/Treasurer

*Also in Attendance:*

Michael Clarke, Esquire – Rudolph Clarke, LLC  
Alexander M. Glassman, Esquire - Rudolph Clarke, LLC  
Allen Mason, P.E. – Carroll Engineering Corp.  
Brent Wagner – Executive Director  
Kyle Detweiler - Finance Director  
Robert Tagert - Operations Manager

\*Mr. Ferris, Chairman, was unable to attend this meeting as he had a very personal matter to tend to.

**REORGANIZATION**

**CHAIRMAN** – A motion was made by Mr. Riesberg and seconded by Mr. Mitchell to nominate Tim Ferris to the position of Chairman. The motion carried 4-0 to appoint Mr. Ferris to the position of Chairman.

**VICE CHAIRMAN** – A motion was made by Ms. Quiris and seconded by Ms. Broad to nominate Jonathan Riesberg to the position of Vice Chairman. The motion carried 4-0 to appoint Mr. Riesberg to the position of Vice Chairman.

**SECRETARY** – A motion was made by Mr. Riesberg and seconded by Mr. Mitchell to nominate Ms. Quiris to the position of Secretary. The motion carried 4-0 to appoint Ms. Quiris to the position of Secretary.

**TREASURER** – A motion was made by Mr. Riesberg and seconded by Ms. Quiris to nominate Mr. Mitchell to the position of Treasurer. The motion carried 4-0 to appoint Mr. Mitchell to the position of Treasurer.

**ASSISTANT SECRETARY/TREASURER** – A motion was made by Mr. Riesberg and seconded by Ms. Quiris to nominate Ms. Broad to the position of Assistant Secretary/Treasurer. The motion carried 4-0 to appoint Ms. Broad to the position of Assistant Secretary/Treasurer.

**OPEN RECORDS OFFICER** – A motion was made by Mr. Riesberg and seconded by Ms. Broad to nominate Kyle Detweiler to the position of Open Records Officer. The motion carried 4-0 to appoint Mr. Detweiler to the position of Open Records Officer.

**SOLICITOR** – A motion was made by Mr. Riesberg and seconded by Ms. Quiris to re-appoint Michael Clarke, Esquire of Rudolph & Clarke, LLC as solicitor for the Authority. The motion carried 4-0.

**ENGINEER** – A motion was made by Mr. Riesberg and seconded by Ms. Quiris to re-appoint Allen Mason, P.E. of Carroll Engineering Corp. as Engineer for the Authority. The motion carried 4-0.

**AUDITOR/CERTIFIED PUBLIC ACCOUNTANT** – A motion was made by Mr. Riesberg and seconded by Ms. Quiris to re-appoint Cathy Seiler of Brinker Simpson & Co. as Auditor for the Authority. The motion carried 4-0.

**MANAGEMENT CONSULTANT** - A motion was made by Mr. Riesberg and seconded by Ms. Quiris to re-appoint Brent Wagner as Management Consultant of the Authority. The motion carried 4-0.

#### **REORGANIZATION ADJOURNMENT**

A motion was made by Mr. Riesberg and seconded by Mr. Mitchell to adjourn the reorganization portion of the meeting, carried 4-0.

#### **PUBLIC COMMENT:**

None.

#### **CONFIRMED APPOINTMENTS:**

None.

#### **APPROVAL OF MEETING MINUTES:**

A motion was made by Ms. Quiris and seconded by Mr. Riesberg to approve the Minutes of the December 20, 2017 meeting of the Board, the motion carried 4-0.

#### **STAFF REPORTS**

##### **ENGINEER'S REPORT:**

**Oaks at Lafayette Hill** – Mr. Mason reported that there are still a few very minor issues remaining on the punch list which should be taken care of shortly.

**Root Control Contract** – Mr. Mason reported that the Authority's staff has been videoing sewer lines in problem areas and Mr. Tagert has been in contact with the contractor for our root control contract to see when he can come out and retreat the lines with live roots in them.

**Motion to Authorize to Bid for Liquid Chlorine Contract** – A motion was made Ms. Quiris and seconded by Mr. Mitchell to Authorize Mr. Mason to advertise for bids for the Liquid Chlorine Contract, carried 4-0.

**WASTEWATER MANAGER’S REPORT:**

Mr. Tagert reported that the plant was in compliance for ammonia levels for the month of December.

Mr. Tagert reported that sludge pump #2 had a small leak in it. Staff diagnosed and fixed the problem and the pump is working properly again.

Mr. Tagert reported that there was a faulty fuel pump at Pump Station #9 and he is working with the contractor to get the pump repaired.

Mr. Tagert reported that a resident on Joshua Road had a lateral blockage. Staff responded and plunged the lateral, quickly clearing the blockage.

Mr. Tagert reported that there are just a few very minor items left on the punch list for the SCADA project.

Mr. Tagert reported that the trickling filter froze during a cold spell. Staff responded and quickly unfroze the filter.

**SOLICITOR’S REPORT:**

**Motion to Approve Sewage Disposal Agreement** – A motion was made by Ms. Quiris and seconded by Mr. Mitchell to approve the Sewage Disposal Agreement between the Authority and DJB Properties, LLC, concerning property located at 903 Spring Mill Avenue, having a tax parcel number of 65-00-10771-009, subject to receipt by the Authority of all payments required of the Developer under the terms of the Agreement and all other items deemed necessary by the Manager and duly executed copies of the Agreement, carried 4-0.

**Motion to Approve Contract for Professional Services** – A motion was made by Ms. Broad and seconded by Ms. Quiris to approve a Contract for Professional Services between the Authority, Matthew Andraka and Brittany Andraka, concerning property located at 1109 Righter Street, having a tax parcel number of 65-00-10027-006, subject to receipt by the Authority of all payments required of the Developer under the terms of the Agreement for engineer, legal and administrative fees, and all other items deemed necessary by the Manager and duly executed copies of the Agreement, carried 4-0.

**Motion to Ratify 2018 Insurance Renewals** – A motion was made by Ms. Quiris and seconded by Mr. Mitchell to ratify the Authority’s 2018 Insurance renewals, retroactive to January 1, 2018, carried 4-0.

**MANAGER’S REPORT:**

Mr. Wagner reported that the ammonia levels at the plant continue to be good but he would not be surprised if this month’s levels were high due to the extremely cold temperatures we were experiencing.

Mr. Wagner reported that the plant is continually making improvements in many aspects as well as in the quality of the effluent.

Mr. Wagner reported that he has been working on the grant application for the upgrade of the trickling filters.

Mr. Wagner reported that he is working on a long term capital plan and is hoping to present a Power Point presentation at the February or March board meeting outlining this plan.

Mr. Wagner met with Authority staff and the professional staff to discuss the Conshohocken Brewery. It was decided that further analysis of the Brewery's discharge needs to be done and a draft Consent Agreement will be reviewed and modified by the Authority's solicitor. Hopefully by February or March the Authority will have the information needed to proceed with communications with the Brewery to achieve a resolution to this matter.

Mr. Wagner reported that he would also like to implement a plan of keeping track of work orders and maintenance done on the plant and pump stations so the Authority knows when upgrades and maintenance is needed in the future.

#### **FINANCIAL REPORT:**

Mr. Detweiler reported that the Authority is a little over on the revenue side for the month and a little under on expenses.

Mr. Detweiler reported that he will have a sample of the Notice regarding shut-offs, that will be included with our spring bills, at the February or March board meeting for the board's approval.

Mr. Detweiler reported that with all of our collection efforts on delinquent accounts, it is the Authority's hope that we will be able to self-fund all of our capital projects rather than seeking outside borrowing.

**Motion to Approve Amendment to 2018 Fee Schedule** – A motion was made by Ms. Quiris and seconded by Mr. Mitchell to approve the amendment to the 2018 fee schedule concerning the lien filing fee, carried 4-0.

**Approval of Monthly Expenditures** – A motion was made by Mr. Mitchell and seconded by Ms. Quiris to pay the expenditures and bills as presented in the amount of \$185,185.35, carried 4-0.

#### **ADJOURNMENT:**

A motion to adjourn the meeting at 5:45 p.m. was made by Mr. Riesberg and seconded by Ms. Broad, carried 4-0.

*Minutes Prepared by Dottie Winterbottom*