

**WHITEMARSH TOWNSHIP AUTHORITY
MINUTES OF THE MEETING
January 18, 2017**

CALL TO ORDER:

The Meeting of the Board of the Whitemarsh Township Authority on January 18, 2017, was called to order by Chairperson Timothy Ferris at 5:00 p.m. at the offices of Whitemarsh Township Authority, 462 Germantown Pike, Suite One, Lafayette Hill, Pennsylvania.

PLEDGE OF ALLEGIANCE

IN ATTENDANCE:

Board Members Present:

Timothy Ferris, Chairperson
Carolyn Hanel
Jeff Mitchell
Jeannette Quirus

Also in Attendance:

Michael Sullivan, Private Utility Enterprises, Inc. – Authority Management Consultant
Michael Clarke, Esquire – Rudolph Clarke, LLC
Alexander M. Glassman, Esquire - Rudolph Clarke, LLC
Martin Kepner – Carroll Engineering Corp.
Kyle Detweiler – Finance Director
Robert Tagert, Operations Manager

REORGANIZATION

A motion was made by Ms. Hanel and seconded by Mr. Ferris to re-appoint the current slate of officers as outlined below, carried 3-0.

CHAIRMAN – Timothy Ferris

VICE CHAIRMAN – Carolyn Hanel

SECRETARY – Jeffrey Mitchell

TREASURER – Jonathan Riesberg

ASSISTANT SECRETARY/TREASURER – A motion was made by Ms. Hanel and seconded by Mr. Ferris to nominate Jeannette Quirus to the position of Assistant Secretary/Treasurer. The motion carried 3-0 to appoint Ms. Quirus to the position of Assistant Secretary/Treasurer.

OPEN RECORDS OFFICER – A motion was made by Ms. Hanel and seconded by Mr. Ferris to nominate Kyle Detweiler to the position of Open Records Officer. The motion carried 3-0 to appoint Mr. Detweiler to the position of Open Records Officer.

A motion was made by Ms. Hanel and seconded by Ms. Quirus to re-appoint the current slate of professionals as outlined below, subject to the terms of their engagement letters, carried 3-0.

SOLICITOR – Michael Clarke, Esquire of Rudolph Clarke, LLC

ENGINEER – Allen Mason, P.E. of Carroll Engineering Corp.

AUDITOR/CERTIFIED PUBLIC ACCOUNTANT – Cathy Seiler of Brinker Simpson & Co.

MANAGEMENT CONSULTANT - Michael Sullivan of Private Utility Enterprises, Inc.

PUBLIC COMMENT:

None.

CONFIRMED APPOINTMENTS:

None.

APPROVAL OF MEETING MINUTES:

A motion was made by Mr. Mitchell and seconded by Ms. Hanel to approve the minutes of the December 21, 2016 meeting of the board, the motion carried 3-0-1.

STAFF REPORTS

ENGINEER’S REPORT:

PQ Corporation – Wastewater Analysis – Mr. Kepner reported that his firm has forwarded their comments on PQ Corporation’s 4th quarter report to the Authority.

PCB Minimization Plan and Monitoring – Mr. Kepner reported that his firm has submitted the annual report to the PADEP on January 9, 2017.

Wissahickon TMDL – Mr. Kepner reported that the treatment plant owners are scheduling a meeting within the next two weeks to discuss the DEP’s proposed consent order.

Fairway Road and Joshua Knoll Sanitary Sewer Replacement Project – Mr. Kepner reported that all work is complete on this project and the contractor has addressed all outstanding property owner claims. A final adjusting change order was forwarded to the Authority on January 13, 2017.

Motion to Approve Change Order No. 1 – A motion was made by Ms. Hanel and seconded by Mr. Mitchell to approve a change order from PACT One, LLC for Contract 16-2, Fairway Road and Joshua Knoll Sanitary Sewer Replacement, in the amount of \$37,842.39, carried 3-0.

Chlorination/De-Chlorination Alternatives – Mr. Kepner reported that his firm has forwarded their evaluation and report to the Authority last week.

The Reserve at Creekside (aka Creekside Commons) – Mr. Kepner reported that his firm is continuing to perform building sewer inspections on an as-needed basis.

McNeil-East Valley Green Road Force Main – Mr. Kepner reported that the gravity sewer within the easement on the Township Park Property has been completed and tested. Mr. Kepner also reported that his firm approved the revised plans sent to them from McNeil’s engineer.

Oaks at Lafayette Hill – Mr. Kepner reported that he expects the sanitary sewer and pump station construction to resume sometime in the next two weeks. Mr. Kepner also reported that to date, eight homes have been connected to public sewer and his firm is performing sewer inspections on an as-needed basis. Mr. Kepner also stated that his firm forwarded their Certificate of Compliance associated with the requested reduction in the developer’s performance bond to the Authority on January 13, 2017.

Whitemarsh Station – Mr. Kepner reported that his firm is continuing to perform sewer inspections as needed. To date, twelve homes have been connected.

336 Skippack Pike – Mr. Kepner reported that his firm has provided copies of the requested Authority Standard Details to the developer’s engineer last month.

737 Spring Mill Avenue – Mr. Kepner reported that sewer construction is complete and his firm will be performing sewer inspections on an as-needed basis.

735 Bethlehem Pike - Mr. Kepner stated that his firm is currently reviewing the revised plans for this project. .

Home Properties (1101 E. Hector Street) – Mr. Kepner reported that all punch list items should be addressed within the next four to six weeks.

903 Spring Mill Road – Mr. Kepner reported that his firm is currently reviewing the plans for this proposed eight unit development.

WASTEWATER MANAGER’S REPORT:

Mr. Tagert reported that there were three SSO’s reported this month. All calls were responded to quickly and the lines were jetted and cleared very soon after arrival.

Mr. Tagert also reported that the press is running much better since the clock has been fixed.

Mr. Tagert also reported that the security gate at the plant is now operating correctly. The gate is on a timer and all essential personnel were notified that they will need their key fob to gain access to the plant after hours.

SOLICITOR’S REPORT:

Home Properties - Mr. Clarke reported on a recapture agreement that was entered into regarding the Oaks at Lafayette Hill. Under the agreement, the Authority was to collect monies during the maintenance period. Once the maintenance period was over, Home Properties would be entitled to receive this money. Mr. Clarke reported that there is an issue on some of the wording in the agreement and Mr. Clarke will meet with Mr. Sullivan and Mr. Mason next week to discuss the agreement and decide whether or not to release this money to Home Properties at this time.

Congregation Or Ami - Mr. Clarke updated the board on the situation regarding this commercial property which is being charged a large service fee based on the size of their water meter. After analyzing the water reports for this property, Aqua has determined that this property can reduce the size of its water meter. Aqua will be looking to make this change in the next few months.

Conshohocken Brewing Company - Mr. Clarke updated the board on the on-going issues of concern stemming from the strength of the sewage coming from Conshohocken Brewing Company. If the owners of the Brew Pub cannot remedy this situation, they could be looking at paying surcharges, as well as being served with a cease and desist order.

State Ethics Commission – Statement of Financial Interests Form – Mr. Clarke stated that his firm is putting together a memo which he will be distributing to all of his clients giving guidance on how to fill out this form correctly.

Motion to Execute General Release Agreement – A motion was made by Ms. Hanel and seconded by Ms. Quirus to execute the General Release Agreement as prepared by the Authority Solicitor, between the Authority and Daniel R. Slezak, III and Karen L. Halpen, concerning property located at 282 Birch Drive, carried 4-0.

Motion to Execute Encroachment in Sewer Easement Agreement – A motion was made by Ms. Quirus and seconded by Ms. Hanel to approve and execute the Encroachment into Sewer Easement Agreement as prepared by the Authority Solicitor, between the Authority and William J. Morrison, Jr. and Mary Kate Morrison, concerning property located at 4017 North Warner Road, carried 4-0.

Motion to Adopt Resolution No. 2017-01 – A motion was made by Ms. Hanel and seconded by Mr. Mitchell to adopt Resolution No. 2017-01 which would reduce the performance bond of Toll PA XIV, LP from \$774,000.15 to \$582,562.15, carried 4-0.

MANAGER’S REPORT:

SCADA System – Mr. Sullivan reported that he has executed all agreements and documents necessary to begin the SCADA project.

2017 PMAA Board Member Training – Mr. Sullivan mentioned to the board that if any member is interested in going to one of the training sessions to let him know so he can get them registered.

FINANCIAL REPORT:

Mr. Detweiler reported on the year end financials of the Authority operating fund, stating that we came in a little over on our projected revenues for 2016 and a little under on our expenses.

Approval of Monthly Expenditures – A motion was made by Ms. Hanel and seconded by Mr. Mitchell to pay the expenditures and bills as presented in the amount of \$236,665.67, carried 4-0.

ADJOURNMENT:

A motion to adjourn the meeting at 5:30 p.m. was made by Ms. Hanel and seconded by Mr. Mitchell, carried 4-0.

Minutes Prepared by Dottie Winterbottom