

**WHITEMARSH TOWNSHIP AUTHORITY
MINUTES OF THE MEETING
January 20, 2016**

CALL TO ORDER:

The Meeting of the Board of the Whitemarsh Township Authority on January 20, 2016, was called to order by Chairperson Carolyn Hanel at 6:00 p.m. at the Whitemarsh Township Meeting Room, 616 Germantown Pike, Lafayette Hill, Pennsylvania.

PLEDGE OF ALLEGIANCE

IN ATTENDANCE:

Board Members Present:

Carolyn Hanel, Chairperson
Timothy Ferris
Jonathan Riesberg
Jeff Mitchell

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
Allen Mason, P.E. – Carroll Engineering Corp.
Kyle Detweiler, Director of Finance of WTA
Lorenzo Cuoci, Operations Manager

REORGANIZATION

CHAIRMAN – A motion was made by Ms. Hanel and seconded by Mr. Riesberg 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 Mr. Ferris and seconded by Mr. Riesberg to nominate Carolyn Hanel to the position of Vice Chairman. The motion carried 4-0 to appoint Ms. Hanel to the position of Vice Chairman.

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

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

ASSISTANT SECRETARY/TREASURER – This position will remain vacant at the present time.

OPEN RECORDS OFFICER – A motion was made by Mr. Mitchell and seconded by Mr. Ferris 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 Ms. Hanel and seconded by Mr. Riesberg 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 Ms. Hanel and seconded by Mr. Riesberg to conditionally re-appoint Allen Mason, P.E. of Carroll Engineering Corp. as Engineer for the Authority upon review of the terms and conditions by the Authority Solicitor. The motion carried 4-0.

AUDITOR/CERTIFIED PUBLIC ACCOUNTANT – A motion was made by Ms. Hanel and seconded by Mr. Riesberg 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 Mr. Mitchell to re-appoint Michael Sullivan of Private Utility Enterprises, Inc. as Management Consultant of the Authority. The motion carried 4-0.

REORGANIZATION ADJOURNMENT

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

PUBLIC COMMENT:

Whitemarsh Township resident, Karen Slezak, who lives at 282 Birch Drive, Lafayette Hill, was in attendance at the meeting. Ms. Slezak was inquiring as to whether the Authority will be reimbursing her deductible for the damage which occurred at her residence on November 16, 2015 as a result of a sewage back-up issue. The Authority Board instructed Michael Clarke, the Authority's solicitor to prepare a release for Ms. Slezak's consideration and signature.

CONFIRMED APPOINTMENTS:

None.

APPROVAL OF MEETING MINUTES:

A motion was made by Ms. Hanel and seconded by Mr. Riesberg to approve the Minutes of the December 16, 2015 meeting of the Board, the motion carried 4-0.

STAFF REPORTS

ENGINEER'S REPORT:

Motion to Pay Blooming Glen Contractors, Inc. – A motion was made by Ms. Hanel and seconded by Mr. Mitchell to pay Blooming Glen Contractors, Inc.'s Application for Payment No. 1, for Contract 15-3, Pump Stations 5A and 7 Upgrades, in the amount of \$8,036.82, carried 4-0.

2016 Root Control Contract – A motion was made by Ms. Hanel and seconded by Mr. Mitchell to approve the bid tabulation for the 2016 root control contract and awarding the contract to Municipal Sales, Inc. who came in as the lowest bidder with a bid offer of \$35,806.11, carried 4-0.

WASTEWATER MANAGER'S REPORT:

Lorenzo Cuoci introduced himself as the new Operations Manager at the plant. He discussed the daily operations at the plant since taking over as the Manager and also reported on a blockage which occurred at a residential property on January 18, 2016.

SOLICITOR'S REPORT:

Reserve at Creekside (Deed of Dedication) – A motion was made by Mr. Riesberg and seconded by Ms. Hanel to execute the Deed of Dedication of Public Sewer Easements Agreement between the Authority and The Reserve at Creekside Commons, carried 4-0.

Cold Point Commercial, LLC – A motion was made by Ms. Hanel and seconded by Mr. Riesberg to execute the Contract for Professional Services Agreement between the Authority and Cold Point Commercial, LLC concerning properties located at 2400 and 2410 Butler Pike, carried 4-0.

McNeil Consumer Healthcare – A motion was made by Mr. Riesberg and seconded by Mr. Mitchell to execute the Contract for Professional Services Agreement between the Authority and Johnson and Johnson Consumer Inc., McNeil Consumer Healthcare Division concerning property located at 7050 Camp Hill Road, carried 4-0.

Whitemarsh Continuing Care Retirement Community – A motion was made by Mr. Riesberg and seconded by Mr. Mitchell to execute the Contract for Professional Services Agreement between the Authority and Whitemarsh Continuing Care Retirement Community concerning the property located at 4000 Fox Hound Drive, carried 4-0.

Springfield Matter Update – Mr. Clarke reported that the solicitor for Springfield Township informed him that they are unhappy with some of the terms of the signed agreement and want the language changed. Mr. Clarke informed Springfield's solicitor that the Authority will not be changing any terms in the agreement. As such, the Authority is still holding onto Springfield's settlement check.

805-807 Spring Mill Road – A motion was made by Mr. Mitchell and seconded by Mr. Riesberg to reduce the letter of credit concerning 805-807 Spring Mill Road, carried 4-0.

MANAGER'S REPORT:

Personnel Update – Mr. Sullivan reported that Patrick Sarro accepted and executed the Release prepared on his behalf. A motion was made by Ms. Hanel and seconded by Mr. Riesberg to accept the signed Release between the Authority and Patrick Sarro, carried 4-0.

Rate Study Update – Mr. Sullivan reported that Mr. Woods has given him an update on the work he has done so far on the new residential rate structure. Mr. Woods will be scheduling a meeting within the next few weeks to meet with Mr. Sullivan and Mr. Detweiler to go over his findings to date.

Ethics Forms – Mr. Sullivan distributed the State Ethics forms to the board members and asked that they be filled out and returned to the Authority office.

2016 Fee Schedule – A motion was made by Ms. Hanel and seconded by Mr. Riesberg to approve the Authority's 2016 fee schedule, carried 4-0.

FINANCIAL REPORT:

Approval of Monthly Expenditures – A motion was made by Ms. Hanel and seconded by Mr. Riesberg to pay the expenditures and bills for January 2016 as presented in the amount of \$190,790.89, carried 4-0.

ADJOURNMENT:

A motion to adjourn the meeting at 7:10 p.m. was made by Ms. Hanel and seconded by Mr. Riesberg, carried 4-0.

Minutes Prepared by Dottie Winterbottom