

**WHITEMARSH TOWNSHIP AUTHORITY
MINUTES OF THE MEETING
January 20, 2021**

CALL TO ORDER:

The Meeting of the Board of the Whitemarsh Township Authority on January 20, 2021, was called to order by Chairman Timothy Ferris at 6:00 p.m. and held via video conferencing. This change in location was announced by placing a Notice on the front door at the Whitemarsh Township Building, 616 Germantown Pike, Lafayette Hill, Pennsylvania and also by a Notice posted on the Authority's website.

PLEDGE OF ALLEGIANCE

IN ATTENDANCE:

Board Members Present:

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

Also in Attendance:

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

REORGANIZATION

A Motion was made by Mr. Riesberg and seconded by Mr. Ferris to appoint Ms. Broad as temporary Chairman for the Reorganization of the Board portion of the meeting, the motion carried 4-0.

CHAIRMAN – A motion was made by Mr. Riesberg and seconded by Ms. Quirus 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. Broad and seconded by Ms. Quirus 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. Ferris and seconded by Ms. Broad to nominate Ms. Quirus to the position of Secretary. The motion carried 4-0 to appoint Ms. Quirus to the position of Secretary.

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

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

OPEN RECORDS OFFICER – A motion was made by Mr. Ferris and seconded by Ms. Quirus to nominate Kyle Detweiler to the position of Open Records Officer. The motion carried 5-0 to appoint Mr. Detweiler to the position of Open Records Officer.

Mr. Ferris took over as Chairman for the Reorganization of the Professional Staff portion of the meeting.

SOLICITOR – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to re-appoint Michael Clarke, Esquire of Rudolph & Clarke, LLC as solicitor for the Authority. The motion carried 5-0.

ENGINEER – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to re-appoint Allen Mason, P.E. of Carroll Engineering Corp. as Engineer for the Authority. The motion carried 5-0.

AUDITOR/CERTIFIED PUBLIC ACCOUNTANT – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to re-appoint Cathy Seiler of Brinker Simpson & Co. as Auditor for the Authority. The motion carried 5-0.

MANAGEMENT CONSULTANT - A motion was made by Mr. Ferris and seconded by Mr. Riesberg to re-appoint Brent Wagner as Management Consultant of the Authority. The motion carried 5-0.

PUBLIC COMMENT:

None.

APPROVAL OF MEETING MINUTES:

A motion was made by Mr. Riesberg and seconded by Ms. Broad to approve the Minutes of the December 16, 2020 meeting of the Board, the motion carried 5-0.

STAFF REPORTS

ENGINEER'S REPORT:

Tabulation of Bids for WPCC New Sludge Dewatering Facilities – Mr. Mason reported the following concerning bids received for this project:

Six bids received for the General Construction contract, lowest bid received by Blooming Glenn Contractors.

Five bids received for the Electrical Construction contract, lowest bid received by BSI.

Two bids received for the Mechanical Construction contract but neither contractor complies with the Authority's Responsible Contractor Resolution. As such, the Mechanical contract will need to go out to bid again.

Motion to Issue Notice of Intent to Award – A motion was made by Ms. Quirus and seconded by Mr. Riesberg to allow Mr. Mason to Issue a Notice of Intent to Award to Blooming Glen Contractors and BSI for the General Construction Contract and the Electrical Construction contract respectively, carried 5-0.

Motion to Pay Application for Payment No. 2 (Contract 20-1M) – A motion was made by Mr. Ferris and seconded by Ms. Broad to pay Application for Payment No. 2 (Contract 20-1M) in the amount of \$39,600.00 to Hirschberg Mechanical, carried 5-0.

Motion to Pay Application for Payment No. 2 (Contract 20-1P) – A motion was made by Mr. Ferris and seconded by Ms. Broad to pay Application for Payment No. 2 (Contract 20-1P) in the amount of \$5,400.00 to Hirschberg Mechanical, carried 5-0.

Motion to Pay Application for Payment No. 6 (Contract 20-1E) – A motion was made by Mr. Ferris and seconded by Ms. Broad to pay Application for Payment No. 6 (Contract 20-1E) in the amount of \$12,941.06 to Lenni Electric Corporation, carried 5-0.

Motion to Pay Application for Payment No. 7 (Contract 20-1G) – A motion was made by Mr. Ferris and seconded by Ms. Broad to pay Application for Payment No. 7 (Contract 20-1G) in the amount of \$129,675.71 to McCarthy Construction, Inc., carried 5-0.

Motion to Pay Invoice No. 10651 from Passerini Construction, Inc. – A motion was made by Mr. Ferris and seconded by Ms. Broad to pay Invoice No. 10651 in the amount of \$19,475.00 to Passerini Construction, Inc. for the Field Drive and Juniper Drive underdrain improvements project, carried 5-0.

WASTEWATER MANAGER'S REPORT:

See Manager's Report.

SOLICITOR'S REPORT:

Motion to Approve Resolution No. 2021-01 - A motion was made by Mr. Ferris and seconded by Mr. Riesberg to approve Resolution No. 2021-01 which permits the carryover and payout of a portion of the employees' 2020 unused vacation time due to Covid-19 State of Emergency, carried 5-0.

Motion to Approve Resolution No. 2021-02 - A motion was made by Mr. Ferris and seconded by Ms. Broad to approve Resolution No. 2021-02 which releases the balance of the escrow fund for property located at 735 Bethlehem Pike, carried 5-0.

Motion to Approve Deed of Dedication – A motion was made by Mr. Ferris and seconded by Ms. Quirus to approve a Deed of Dedication between the Authority and TB-BDN Plymouth Apartments, L.P., carried 5-0.

Motion to Approve Public Works Employees Association Agreement – A motion was made by Mr. Ferris and seconded by Ms. Quirus to approve and execute the Agreement between the Whitmarsh Township Authority and Public Works Employees Association for the term of January 1, 2021 through December 31, 2023, carried 5-0.

Mr. Clarke started a discussion as to when the Authority should end their lease with the current building they are working out of in anticipation of the new Authority office building being ready for occupancy. Mr. Mason reported that the new building should be ready by the beginning of April. The Board is considering holding onto the old building for an extra month in case the new building is not done in the time frame expected.

MANAGER'S REPORT:

Mr. Wagner reported that the plant is operating very well and is continuing to be in compliance.

Mr. Wagner and Mr. Bonjo reported on a major force main break at Pump Station #1 that occurred on January 8, 2021. Authority staff was very quick to respond. Upon arrival, Mr. Bonjo contacted DEP, Blooming Glenn Contractors and Franc Environmental. After many hours of work, the force main was repaired and the pump station running back to normal again. The DEP inspector was very pleased in how this situation was handled, especially the fact that no sewage had leaked into the nearby creek because of the quick action of Authority staff. Mr. Wagner and Mr. Mason both believe the break in the pipe was caused by a manufacturer's defect. Mr. Wagner stated the Authority will be getting a violation notice from DEP since it was a dry weather event.

FINANCIAL REPORT:

Mr. Detweiler reported on the Authority's revenue and expenditure numbers for the month.

Mr. Detweiler reported that the Authority is looking into purchasing a new on-line billing system that integrates with the Harris billing software that the Authority currently uses. Mr. Detweiler will update the Board next month with more details.

Motion to Ratify 2021 Insurance Renewals – A motion was made by Mr. Ferris and seconded by Ms. Broad to ratify the Authority's 2021 insurance renewals, carried 5-0.

Approval of Monthly Expenditures – A motion was made by Mr. Ferris and seconded by Ms. Quirus to pay the expenditures and bills as presented in the amount of \$450,166.48, carried 5-0.

ADJOURNMENT:

A motion to adjourn the meeting at 7:06 p.m. was made by Mr. Ferris and seconded by Ms. Quirus, carried 5-0.

EXECUTIVE SESSION:

The Board met in Executive Session to discuss a personnel matter.

Minutes Prepared by Dottie Winterbottom