

**WHITEMARSH TOWNSHIP AUTHORITY
MINUTES OF THE MEETING
January 21, 2015**

CALL TO ORDER:

The Meeting of the Board of the Whitemarsh Township Authority on January 21, 2015, 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, Vice-Chairperson
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.
Patrick Sarro – Wastewater Manager

REORGANIZATION

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

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

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

SOLICITOR – A motion was made by Mr. Riesberg and seconded by Mr. Mitchell 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. Ferris and seconded by Mr. Mitchell 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 Mr. Ferris to re-appoint Cathy Seiler of Brinker Simpson & Co. as Auditor for the Authority. The motion carried 4-0.

OPERATIONS/ADMINISTRATIVE CONSULTANT - A motion was made by Mr. Ferris and seconded by Mr. Mitchell to re-appoint Michael Sullivan of Private Utility Enterprises, Inc. as Operations and Administrative Consultant of the Authority. The motion carried 4-0.

REORGANIZATION ADJOURNMENT

The reorganization portion of the meeting was adjourned at 6:05 p.m.

PUBLIC COMMENT:

None.

APPROVAL OF MEETING MINUTES:

A motion was made by Mr. Ferris and seconded by Mr. Mitchell to approve the Minutes of the December 17, 2014 meeting of the Board, the motion carried 4-0.

STAFF REPORTS

ENGINEER'S REPORT:

Applewood/Brook/Hillside - Mr. Mason reported that he will be holding off on advertising on the sanitary sewer replacement project as there will be discussions later this evening concerning a possible resolution to this matter.

Pump Station 5 – Mr. Mason reported that construction has commenced at Pump Station 5.

Creekside Commons – Mr. Mason reported that crews are working on the construction of the on-site gravity sewer and force main.

Motion to Pay Eastern Construction & Electric – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to pay Eastern Construction & Electric's Payment Application #4 for Contract 13-2, Mechanical – WPCC Project, in the amount of \$18,891.23, carried 4-0.

Motion to Pay BSI – A motion was made by Mr. Ferris and seconded by Mr. Mitchell to pay BSI Electrical Contractors Payment Application #11 for Contract 13-3, Electrical – WPCC Project, in the amount of \$18,857.00, carried 4-0.

Motion to Pay LB Industries – A motion was made by Mr. Ferris and seconded by Mr. Mitchell to pay LB Industries Payment Application #14 for Contract 13-1, General Construction – WPCC Project, in the amount of \$67,612.23, carried 4-0.

WASTEWATER MANAGER’S REPORT:

Mr. Sarro reported that everything is running smoothly.

SOLICITOR’S REPORT:

P3 Towers – Mr. Clarke provided a proposal to the board members for their review from P3 Towers to construct a cellular communication tower at the treatment plant. If after reviewing the proposal, the board members would like to hear more on this proposal, the principals of P3 Towers would be available at the February board meeting to make a presentation and answer any questions.

Creekside Commons – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to approve and execute the Sewage Disposal Agreement between Whitemarsh Township Authority and Judd Associates, L.P., carried 4-0.

Creekside Commons - A motion was made by Mr. Ferris and seconded by Mr. Riesberg to approve and execute the Deed of Dedication for Public Sewer Improvements between Whitemarsh Township Authority, Highway Materials and Judd Associates, L.P., carried 4-0.

6262 Henry Lane – Mr. Clarke reported that he would like to get the Development Agreement executed tonight.

AIM Development – The Contract for Professional Services Agreement was taken off of the agenda for this evening.

Revised Bid Limits – Mr. Clarke reported on the new bidding thresholds for municipal authorities. Contracts for purchases which exceed \$19,400 must be advertised and competitively bid. Contracts for purchases below this amount, but in excess of \$10,500, require solicitation of written or telephonic quotations from at least three sources. Mr. Clarke also reported that the new mileage rate as of January 1, 2015 is 57.5 cents per mile.

Responsible Contractors Agreement – A motion was made by Mr. Ferris and seconded by Mr. Mitchell to approve a Resolution of the Whitemarsh Township Authority Providing for Responsible Contractors, as amended with a \$100,000 threshold, carried 4-0.

Springfield Township – Mr. Clarke reported that Springfield Township’s solicitor asked Mr. Clarke to hold off on filing a lawsuit until a meeting can be arranged between Mr. Clarke, Mr. Sullivan, Mr. Mason and Springfield Township’s solicitor, manager and engineer in the hope they can resolve the underlying issue at this meeting, avoiding the necessity of a lawsuit.

Davis Matter – Mr. Glassman reported that Rudolph Clarke will be filing a Request for Admissions on behalf of the Authority later this week and defendants will have 30 days in which to respond.

Cutler Matter – Mr. Glassman reported that he is waiting to hear back from plaintiff’s attorney to get some clarification as to what plaintiff is alleging in his complaint against the Authority.

MANAGER’S REPORT:

Mr. Sullivan handed out Ethics forms to each board member and asked that they be filled out and returned by May 1, 2015.

Mr. Sullivan reported that there are three Authority employees that, when they moved over from the Township, were not fully vested, and therefore, would lose their pension money. After meeting with Rick Mellor and speaking with ICMA, these employees will get to keep their money and will follow the same vesting provisions they had while being a Township employee.

Revised Personnel Policy Manual - A motion was made by Mr. Mitchell and seconded by Mr. Ferris to approve the revised Personnel Policy Manual of the Authority, carried 4-0.

FINANCIAL REPORT:

Approval of Monthly Expenditures – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to pay the expenditures and bills as presented in the amount of \$417,035.76, carried 4-0.

ADJOURNMENT:

A motion to adjourn the meeting at 7:00 p.m. was made by Mr. Ferris and seconded by Mr. Riesberg, carried 4-0.

Minutes Prepared by Dottie Winterbottom