

**WHITEMARSH TOWNSHIP AUTHORITY  
MINUTES OF THE MEETING  
July 18, 2018**

**CALL TO ORDER:**

The Meeting of the Board of the Whitemarsh Township Authority on July 18, 2018, was called to order by Chairman Timothy Ferris at 7:00 p.m. at the Whitemarsh Township Meeting Room, 616 Germantown Pike, Lafayette Hill, Pennsylvania.

**PLEDGE OF ALLEGIANCE**

**IN ATTENDANCE:**

*Board Members Present:*

Timothy Ferris – Chairman  
Jeannette Quiris – Secretary  
Jeff Mitchell - Treasurer  
Jori Broad – Assistant Secretary/Treasurer

*Also in Attendance:*

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

**PUBLIC COMMENT:**

None.

**CONFIRMED APPOINTMENTS:**

None.

**APPROVAL OF MEETING MINUTES:**

A motion was made by Mr. Ferris and seconded by Mr. Mitchell to approve the Minutes of the June 20, 2018 meeting of the Board, the motion carried 4-0.

**STAFF REPORTS**

**ENGINEER'S REPORT:**

**Oaks at Lafayette Hill** – Mr. Mason reported that there are just a few items left to be completed on this project which should be taken care of in the next few weeks.

**735 Bethlehem Pike** – A motion was made by Mr. Ferris and seconded by Ms. Quiris to accept the proposal of S. Vecchione, Inc. to complete the pavement restoration for a cost of \$2,050.00, carried 4-0.

## **WASTEWATER MANAGER'S REPORT:**

Mr. Tagert reported that his staff did routine maintenance at the plant including draining and cleaning the clarifiers and chlorine tanks.

Mr. Tagert reported that the summer staff is wrapping up painting at the plant. They are now doing painting at some of the pump stations.

Mr. Tagert reported that there was a minor SSO on Wagner Road on June 28 due to a root blockage. Staff responded quickly, jetted the line and cleared the blockage.

Mr. Tagert reported that a sinkhole had formed next to a manhole on Jones Drive due to deterioration of the brick manhole. Staff responded quickly, made the repairs and worked with the Public Works Department to patch up the road.

Mr. Tagert reported that the plant is running well and ammonia levels are getting better every month.

## **SOLICITOR'S REPORT:**

**Motion to Approve and Execute Encroachment Agreement** – A motion was made by Ms. Quiris and seconded by Mr. Mitchell to approve and execute the Agreement for Encroachment into Sewer Easement between the Authority and Kara Barnes, concerning property located at 5 Righter Street, Conshohocken, carried 4-0.

**Motion to Approve and Execute Encroachment Agreement** – A motion was made by Ms. Mitchell and seconded by Mr. Ferris to approve and execute the Agreement for Encroachment into Sewer Easement between the Authority and Mark and Erin Wachlin, concerning property located at 6113 W. Mill Road, Flourtown, carried 4-0.

**Motion to Execute PA One Call Agreement** – A motion was made by Ms. Broad and seconded by Mr. Mitchell to approve and execute the Pennsylvania One Call Agreement between the Authority and Austin and Patricia Meehan, concerning property located at 336 Skippack Pike, Ft. Washington, carried 4-0.

**Motion to Approve Resolution No. 2018-05** – A motion was made by Ms. Quiris and seconded by Mr. Ferris to approve Resolution No. 2018-05 which reduces the cash escrow to \$2,500.00, for a project located at property address 336 Skippack Pike, Ft. Washington, carried 4-0.

**Motion to Approve Resolution No. 2018-06** – A motion was made by Mr. Ferris and seconded by Ms. Broad to approve Resolution No. 2018-06 which reduces the cash escrow to \$2,500.00, for a projected located at property address 274 Woodcock Lane, Ambler, carried 4-0.

**Motion to Re-Execute Water Termination Agreement** – A motion was made by Mr. Ferris and seconded by Mr. Quiris to re-execute the Water Termination Agreement between the Authority and Aqua Pennsylvania, Inc., carried 4-0.

**Motion to Approve and Execute Sewage Disposal Agreement** – A motion was made by Mr. Ferris and seconded by Ms. Broad to Execute the Sewage Disposal Agreement between the Authority and

Whitemarsh Continuing Care Retirement Community, concerning property located at 4000 Fox Hound Drive, Lafayette Hill, carried 4-0.

**Motion to Approve and Execute Reimbursement Agreement** – A motion was made by Mr. Ferris and seconded by Ms. Broad to execute the Reimbursement Agreement between the Authority and Peter and Shelley Zeichner, for reimbursement of \$1,000.00, concerning property located at 112 Red Rambler Drive, contingent upon receipt to the Authority of proof of payment of deductible by the homeowner, carried 4-0.

**Memo Regarding Chemical Procurement Bidding Issue** – Mr. Glassman spoke regarding the memo he prepared regarding the issue of the Authority purchasing chemicals during the interim period between the expiration of the Chemical Procurement Contract for liquid chlorine and sulfur dioxide that was in place and the implementation of the Authority's new alternative method of disinfection and dechlorination. It was determined that the Authority can purchase chemicals on an as-needed basis without violating any public bidding regulations.

**MANAGER'S REPORT:**

Mr. Wagner reported that the plant is operating very well. Staff is doing a good job keeping it clean and well maintained.

Mr. Wagner reported that he met with three separate architects regarding the design of the new Authority office and will hopefully have proposals available by next month's board meeting for the board's review.

Mr. Wagner reported that he received the bar codes for the asset management system and will be moving forward with the implementation of this system in the next few weeks.

Mr. Wagner reported that the first meeting of the Capital Finance Committee will take place in September.

**FINANCIAL REPORT:**

Mr. Detweiler reported that he, Mr. Wagner and Ms. Winterbottom met with a new software provider as the Authority is looking into possibly replacing the billing software system that is currently in place. Mr. Detweiler spoke of all of the pros of this company including the excellent customer service that they provide.

Mr. Detweiler reported that the Authority will hopefully receive notice by the end of the month as to whether or not we will receive the state grant for the clarifiers.

Mr. Detweiler reported that the Authority has sent out the first wave of 30 day water shut-off letters to customers with balances exceeding \$2,000.

Mr. Detweiler reported that a representative of ICMA came out to give a presentation to staff on the different retirement plans offered to Authority employees.

Mr. Ferris asked for an update on the 142/144 Barren Hill matter. Mr. Glassman responded by saying that a meeting has been set up with all parties involved for next week.

Mr. Ferris also asked for an update on the Conshohocken Brewery matter. Mr. Detweiler stated that the Authority has not received payment of their initial bill but the brewery has until the end of the year to pay. Mr. Detweiler also stated that the first quarter bill has been sent to the brewery and we are in the process of gathering data to finalize the second quarter bill.

**Approval of Monthly Expenditures** – A motion was made by Ms. Quiris and seconded by Mr. Mitchell to pay the expenditures and bills as presented in the amount of \$154,106.09, carried 4-0.

**MISCELLANEOUS:**

Ms. Broad spoke to the Board regarding the Colonial School District Educational Foundation and the upcoming Foundation Day happening in the fall. Being a board member for this Foundation, Ms. Broad asked the Authority if they'd be willing to contribute money for a sponsorship. Mr. Glassman informed Ms. Broad that he would have to research whether the Authority is legally able to make such a contribution. Mr. Glassman will report his findings at the next Board meeting.

**ADJOURNMENT:**

A motion to adjourn the meeting at 7:45 p.m. was made by Mr. Ferris and seconded by Ms. Broad carried 4-0.

*Minutes Prepared by Dottie Winterbottom*