

**WHITEMARSH TOWNSHIP AUTHORITY  
MINUTES OF THE MEETING  
March 18, 2015**

**CALL TO ORDER:**

The Meeting of the Board of the Whitemarsh Township Authority on March 18, 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  
Jonathan Riesberg  
Jeff Mitchell  
Tim Ferris

*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.

**PUBLIC COMMENT:**

None.

**APPROVAL OF MEETING MINUTES:**

A motion was made by Mr. Ferris and seconded by Mr. Riesberg to approve the Minutes of the February 18, 2015 meeting of the Board, the motion carried 4-0.

**STAFF REPORTS**

**ENGINEER'S REPORT:**

**6262 Henry Lane** – Mr. Mason reported that work is essentially complete at this point. The contractors are expected to test the force main over the next few weeks.

**Joshua Road Force Main Project** – Mr. Mason reported that this project is very near completion, in fact tonight should be the last night of construction.

**Creekside Commons** – Mr. Mason reported that the review of the plans for the pump station is complete and the plans were sent out today.

**Change Order #7** – A motion was made by Mr. Ferris and seconded by Mr. Mitchell to approve a change order from LB Industries, Inc., Contract 13-1, General Construction, in the amount of \$9,736.12, carried 4-0.

**Change Order #5** – A motion was made by Mr. Ferris and seconded by Mr. Mitchell to approve a change order from BSI Electrical Contractors, Contract 13-3, Electrical, in the amount of \$9,930.00, carried 4-0.

**Motion to Pay LB Industries** – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to pay LB Industries, Inc.’s Payment Application #15 for Contract 13-1, General Construction – WPCC Upgrade, in the amount of \$32,143.61, carried 4-0.

**Motion to Pay Eastern Construction and Electric** – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to pay Eastern Construction and Electric, Inc.’s Payment Application #5 for Contract 13-2, Mechanical – WPCC Upgrade, in the amount of \$1,539.00, carried 4-0.

**Motion of Notice of Intent to Award** – A motion of notice of intent to award the contract for the Applewood Drive and Brook Lane Sewer Replacement Project to Out of Site Infrastructure, Inc. was made by Mr. Ferris and seconded by Mr. Riesberg, carried 4-0.

**Motion for Consideration of Proposal** – A motion for consideration of the proposal of Carroll Engineering Corporation for engineering services related to the Emerson, Helman and Hillside sewer replacement/upgrade was made by Mr. Ferris and seconded by Mr. Mitchell, carried 4-0.

**Motion for Consideration of Approval of Chapter 94 Report** – A motion was made by Mr. Mitchell and seconded by Mr. Ferris for consideration of approval of the 2014 Chapter 94 Report to be submitted upon staff review, carried 4-0.

**WASTEWATER MANAGER’S REPORT:**

In the absence of Mr. Sarro, Mr. Sullivan reported that due to the extremely cold temperatures in February, we exceeded our monthly Ammonia Nitrogen permit levels at the plant.

**SOLICITOR’S REPORT:**

**Springfield Matter** – Mr. Clarke reported that a meeting was held with he, Mr. Sullivan, Mr. Clarke, Mr. Mason and the solicitor, engineer and manager of Springfield Township at the Authority offices. This meeting led to a resolution of the matter and an agreement is being drafted.

**Davis Matter** – Mr. Glassman reported that he has not received any documents from opposing counsel in response to his Request for Production of Documents in this matter. Mr. Glassman also stated that we are still within the 30 day time frame allowed for opposing counsel’s response.

**Cutler Matter** – Mr. Glassman reported that he is still working on setting up a meeting with opposing counsel to hopefully reach a resolution to this matter.

Mr. Clarke reported that there have been a significant number of liens filed by the Authority over the past few months. A large amount of payments have been coming in as a result of these liens.

Mr. Clarke reported that the he is still working on some issues in regard to the commercial rate study to make sure it is compliant with the Authority’s Act.

Mr. Clarke reported that Mr. Glassman and Mr. Mason have been working with the Township Manager regarding sewer codes and wording in the Rates, Rules and Regulations.

Mr. Clarke reported that employee policies are being updated so everyone is covered and the Authority is protected.

**MANAGER'S REPORT:**

**Commercial Rate Study** - Mr. Sullivan reported that Mr. Roizman of Whitemarsh-Ridge Associates 2012, L.P. and Ruth Hoang of Home Properties Whitemarsh have signed letters agreeing to defer their billing until we initiate the consumption based billing system. Mr. Sullivan also reported that the Authority was working on clarifying the definition of “commercial” properties. Mr. Sullivan would like to get the rate study added to the Authority’s website and the Township’s website as soon as possible. Mr. Hanel also recommended that there be a press release to advertise the new billing structure and when it will commence. Mr. Sullivan would like to get the new rate structure approved by the next Board meeting so it can be instituted in our May billing. Mr. Sullivan also reported that Mr. Woods recommends doing a new rate study after two billing cycles to see if any adjustment will need to be made.

Mr. Sullivan reported that the Fire Marshall will need to come out to the plant to inspect the chlorination and de-chlorination system.

**Plant Tour** – Mr. Sullivan would like to invite the Board members and Township representatives to take a tour of the plant before the May 20 Board meeting. The Board meeting will still take place at the Township Building at its usual time.

**ShareFile** – Mr. Sullivan stated that the Authority has enrolled in Sharefile so Board meeting documents can be accessed from any device.

**PMAA Spring Dinner Meeting** – Mr. Sullivan asked if any Board member was interested in attending this meeting to please let him know so arrangements can be made.

**FINANCIAL REPORT:**

**Approval of Monthly Expenditures** – A motion was made by Mr. Riesberg and seconded by Mr. Ferris to pay the expenditures and bills as presented in the amount of \$186,078.52, carried 4-0.

**PRESENTATION BY LARRY ROMANOWSKI OF P3 TOWERS FOR PROPOSED ANTENNAE SITE**

Mr. Romanowski of P3 Towers made a presentation regarding the possible construction of a cellular tower at 2015 Joshua Road. The Board entered into a question and answer session with Mr. Romanowski. After consideration, a motion was made by Mr. Ferris and seconded by Mr. Mitchell to execute the Option and Lease Agreement as prepared by the Authority Solicitor, between the Authority and P3 Towers LLC, concerning property located at 2015 Joshua Road, tax parcel number 65-00-06409-00-6, subject to receipt by the Authority of all payments required under the terms of the Agreement and all other items deemed necessary by the Manager and duly executed copies of the Agreement, carried 4-0.

**ADJOURNMENT:**

A motion to adjourn the meeting at 8 p.m. was made by Mr. Ferris and seconded by Mr. Mitchell, carried 4-0.

*Minutes Prepared by Dottie Winterbottom*