

**WHITEMARSH TOWNSHIP AUTHORITY
MINUTES OF THE MEETING
May 16, 2018**

CALL TO ORDER:

The Meeting of the Board of the Whitemarsh Township Authority on May 16, 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
Jonathan Riesberg – Vice Chairman
Jeannette Quirus – Secretary
Jori Broad – Assistant Secretary/Treasurer

Also in Attendance:

Michael Clarke, 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 Ms. Broad and seconded by Ms. Quirus to approve the Minutes of the April 18, 2018 meeting of the Board, the motion carried 4-0.

STAFF REPORTS

ENGINEER'S REPORT:

NPDES Permit and DRBC Docket Renewal – Mr. Mason reported that he reviewed the draft docket renewal and permit and there are no new requirements for the renewal.

249 Hillcrest Avenue – Mr. Mason reported that this is going to be a new project consisting of a 3 lot subdivision. All information regarding the project was submitted to the Authority's solicitor so a Contract for Professional Services can be prepared.

The Hill at Whitemarsh – Phase II – Mr. Mason reported that this project is beginning to move forward.

336 Skippack Pike – Mr. Mason reported that PennDOT has closed out the permit on this project so the Authority will be able to release some of the escrow in the next week or two.

Chlorination/De-Chlorination System - Mr. Ferris asked Mr. Mason why Blooming Glen Contractors are hiring a subcontractor for this project. Mr. Mason responded by saying that a certified installer is needed to perform some of the work associated with completing this project.

WASTEWATER MANAGER'S REPORT:

Mr. Tagert thanked everyone who came out for a tour of the plant this evening and asked if there were any questions. There were none.

Mr. Tagert reported that the plant is running well and it was again in compliance for the month of April.

Mr. Tagert reported that there was an exceedance to report for the month of May which occurred as a result of low chlorine in a cylinder.

Mr. Tagert reported that the installation of the new blower and blower shed was done in house and staff did an excellent job completing this project.

Mr. Tagert reported that a new shed to house the chemical tanks will be arriving shortly.

Mr. Tagert reported that on Friday, May 25, all staff will receive Confined Space Training right at the plant.

SOLICITOR'S REPORT:

Motion to Accept Bid of Blooming Glen Contractors, Inc. – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to authorize the Authority to accept the bid of Blooming Glen Contractors, Inc. for the liquid chlorine contract, carried 4-0.

Motion to Adopt Resolution No. 2018-03 – A motion was made by Mr. Ferris and seconded by Ms. Quirus to adopt Resolution No. 2018-03 which declares that the Authority intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008, carried 4-0.

Motion to Adopt Resolution No. 2018-04 – A motion was made by Mr. Ferris and seconded by Ms. Quirus to adopt Resolution No. 2018-04 which releases the balance of the escrow less any professional fees to Whitemarsh Boat Club, LLC d/b/a Hines Rowing Center, carried 4-0.

Update on 142-144 Barren Hill Road – Mr. Clarke reported that legal notice was given to both home owners regarding the common lateral issue. Mr. Clarke stated that the back property owner has not made any attempt to respond even though he is clearly aware of the situation. Mr. Clarke reported that the front property owner has reached out to him stating that this is the first he is hearing of any issues with the lateral and would like some time to reach out to the developer to see if there's a chance he will rectify the situation to avoid legal action.

Update on Conshohocken Brewery – Mr. Clarke reported that him and Authority staff met with owners of the Brewery to discuss their ongoing issues and the terms of the proposed Agreement between the Authority and the Brewery. The Authority informed the Brewery that they will not have to pay the huge surcharge that was applied to their previous bill. Instead, they will be sent a new bill in the amount of \$19,476.10 which is based on a formula directly relating to the Authority’s treatment costs, as well as costs related to staff and professional services. The Brewery in turn asked if they could have until the end of the year to pay this bill. Moving forward, the Authority will bill the Brewery quarterly based on the terms outlined in the Agreement. Mr. Clarke also reported that Brewery owners informed him that they are finalizing arrangements for a new facility in King of Prussia where they will be doing most of their brewing. The Conshohocken site will still brew beer but not in the large amounts as they did previously. Mr. Clarke hopes to have the Agreement signed and approved at the July Board meeting.

New Office Space – Mr. Clarke reported that he met with the Township Engineer to show him the plans for the proposed new Authority office and get his feedback on how the Authority should proceed with the land development process. Mr. Clarke was informed that the Authority will have to go in front of the Planning Commission and the Board of Supervisors with their proposal. Mr. Mason is putting together the plans and preparing the Application for presentation to the Township in June. After the land development process is approved and completed, the Authority will get architectural designs with specifics of the proposed new building to present to the Board.

MANAGER’S REPORT:

Mr. Wagner thanked everyone who came out to tour the plant and complimented Mr. Tagert and his staff on how well they’ve met their goals in improving the plant.

Mr. Wagner reported that HRG has started their rate analysis which should take a couple of months to complete. The end goal is to have a new rate structure for the next three years.

Mr. Wagner reported that the asset management plan and work order system is in the final phase of implementation. Every piece of equipment will have a bar code put on it. This will help manage our capital investments and develop a capital plan for maintenance.

Mr. Wagner reported that he has a meeting set up for Wednesday with owners of Conshohocken Brewery to discuss the proposed Agreement.

Mr. Wagner made a recommendation for two board members to become part of a finance committee that will meet quarterly to discuss financial matters of the Authority. Mr. Ferris and Ms. Quirus volunteered to be part of this committee.

FINANCIAL REPORT:

Mr. Detweiler reported that between the 5% rate increase and the shutoff notice which was included in the residential bills, the Authority saw an increase of approximately \$20,000 in revenue from this same time last year.

Mr. Detweiler reported that the Authority received the water meter readings from Aqua. Our commercial bills will be going out after all data is entered into our commercial accounts.

Mr. Detweiler reported that, in conjunction with our solicitor's office, we are doing a quarterly reconciliation of liens to make sure all records are kept up-to-date.

Mr. Detweiler reported that after the penalties are applied to accounts for non-payment of the current sewer bill, staff will do a thorough analysis of our seriously delinquent accounts and initiate the first steps of the shut-off process on those accounts.

Mr. Detweiler reported that he has been working with VIST bank to initiate a process by which credit/debit card payments can be made directly at our office or over the phone. At the present time, credit/debit card payments can only be made through our website.

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 \$154,636.74, carried 4-0.

ADJOURNMENT:

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

Minutes Prepared by Dottie Winterbottom