

**WHITEMARSH TOWNSHIP AUTHORITY
MINUTES OF THE MEETING
May 21, 2014**

CALL TO ORDER:

The Meeting of the Board of the Whitemarsh Township Authority on May 21, 2014, was called to order by Chairperson Carolyn Hanel at 7:05 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
Jeffrey Mitchell (arrived at 7:25 p.m.)
Jonathan Riesberg
Jerold Glick

Also in Attendance:

Michael Sullivan, Private Utility Enterprises, Inc. - Authority Management Consultant
Allen Mason, Carroll Engineering – Authority Engineer
Michael Clarke, Esquire, Rudolph & Clarke, LLC
Dana Etkowicz, Esquire, Rudolph & Clarke, LLC
Patrick Sarro, Sewer Manager
Laurie Hagey, Director of Finance
Cathy Seiler, CPA at MDG, LLC

PUBLIC COMMENT:

None.

REPORT OF CATHY SEILER OF MDG, LLC RE: AUDIT OF THE AUTHORITY'S 2013 FINANCIAL STATEMENT

Ms. Seiler gave an overview of the Authority's Audited Financial Statement. One of the highlights included an increase in cash flow of \$1.5 million. She also pointed out there were some prior period adjustments that had to be included in the Financial Statement, which included reimbursements to Whitemarsh Township and installment loans for the Stenton/Sheaff properties. Mr. Glick was questioning the wording used on Page 12, Footnote 3 concerning deposits being collateralized. Ms. Seiler said she would change the wording to reflect his concerns. A motion was made by Mr. Ferris and seconded by Mr. Riesberg to approve the Audit Financial Report with the noted change by Mr. Glick, unanimously carried.

Ms. Seiler also reported that she is working on the DCEP report which will be filed by June 30, 2014 deadline.

APPROVAL OF MEETING MINUTES:

There was a Ferris – Riesberg motion to approve the Minutes of the April 16 meeting of the Board, the motion carried with a 4-0 vote (Mr. Mitchell had not yet arrived).

STAFF REPORTS

ENGINEER'S REPORT:

Additions:

Treatment Plant – Mr. Mason reported that because of the bad winter weather and the electrical conduit issues, construction was about 90 days behind schedule. Since all major equipment, except for the bar screen has been delivered, construction should move along at a rapid pace over the next few months. He noted that a full time inspector will not be needed on premises once the final piping is in place.

Motion to Pay LB Industries – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to pay LB Industries Payment Application #6 for Contract 13-1, General Construction – WPCC Project, in the amount of \$278,100.40, carried with a 4-0 vote (Mr. Mitchell had not yet arrived).

Motion to Pay BSI - A motion was made by Mr. Ferris and seconded by Mr. Riesberg to pay BSI's Payment Application #4 for Contract 13-3, Electrical – WPCC Project, in the amount of \$156,600.00, carried with a 4-0 vote (Mr. Mitchell had not yet arrived).

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's Payment Application #1 for Contract 13-2, Mechanical – WPCC Project, in the amount of \$1,458.00, carried with a 4-0 vote (Mr. Mitchell had not yet arrived).

The Change Order for the general contractor has been tabled for a later date.

Revisions to Authority's Rates, Rules and Regulations – Mr. Mason reported that he was asked by the Authority Manager to review and document the differences between the Township's sewer code and the Authority's sewer code. He provided an analysis for the Board's review. Mr. Clarke sent a letter to the Township's solicitor asking that the Township's Code be amended to reflect the Authority's rules and regulations to avoid any confusion for industrial users of the sewage system. Mr. Clarke reported that he received a response to this letter stating they are reviewing our request and will get back to us. Mr. Mason also requested that the Authority changes its pH range to reflect that a range of between 6 and 9 is acceptable. A motion was made by Mr. Ferris and seconded by Mr. Riesberg to approve the change to the Authority's Rates, Rules and Regulations concerning the pH numbers, which was unanimously carried.

WASTEWATER MANAGER'S REPORT:

Mr. Sarro reported that there were two SSO's at Pump Stations 4 and 6 due to heavy rain.

Mr. Sarro also reported that he and his men are still televising, root cutting and jetting all of the lines in the Township and is continuing with routine maintenance.

SOLICITOR’S REPORT:

Mr. Clarke reported that the Board may want to update the policy regarding delinquent accounts as it applies to landlord/tenant situations. A draft update was supplied to the Board. This issue will be addressed at the next meeting.

Executive Session - Mr. Clarke requested that the Board meet in Executive Session which took place from 7:30 – 8:00 p.m. to discuss a matter of potential litigation and a matter of litigation.

MANAGER’S REPORT:

Mr. Sullivan asked Mr. Mason to discuss the Carroll Engineering proposals for the renovation of Pump Station 5A and the replacement of Pump Station 7.

A motion to accept the professional engineering proposals for Pump Stations 5A and 7 was made by Mr. Riesberg and seconded by Mr. Mitchell, unanimously carried.

Mr. Sullivan asked that all State Ethic Forms be turned in to either himself or Laurie Hagey over the next few days.

Mr. Sullivan discussed a concern over payroll reimbursement for some Township employees, which he will bring up in an upcoming meeting with the Township.

Separation Agreement - Mr. Sullivan and Mr. Clarke are still in discussions with the Township regarding the Separation Agreement.

Rate Study - Mr. Sullivan stated now that the Commercial billing has been done, the Rate Study can move forward.

FINANCIAL REPORT:

Ms. Hagey presented the Amortization Schedule for the Authority’s loan with Univest Bank.

Ms. Hagey stated that the commercial billing went out on May 21. Harris Software was able to assist with the processing of this billing since it was the first time the commercial billing was being processed by Ms. Hagey and Ms. Winterbottom.

Mr. Sullivan discussed creating an Investment Policy for the Authority. He will begin drafting a policy for the Board’s review at a future meeting.

PAYMENT OF BILLS:

Approval of Monthly Expenditures – a motion was made by Mr. Reisberg and seconded by Mr. Ferris to pay the expenditures and bills as presented in the amount of \$663,969.11 (this amount includes the addition of the Conshohocken Borough Authority invoices in the amount of \$731.94), unanimously carried.

ADJOURNMENT:

A motion to adjourn the meeting at 8:20 p.m. was made by Mr. Ferris and unanimously carried.

Minutes Prepared by Dottie Winterbottom