

**WHITEMARSH TOWNSHIP AUTHORITY
MINUTES OF THE MEETING
November 19, 2014**

CALL TO ORDER:

The Meeting of the Board of the Whitemarsh Township Authority on November 19, 2014, was called to order by Chairperson Carolyn Hanel 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:

Carolyn Hanel, Chairperson
Timothy Ferris, Vice-Chairperson
Jonathan Riesberg
Jeffrey 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.

PUBLIC COMMENT:

None.

APPROVAL OF MEETING MINUTES:

There was a Ferris – Mitchell motion to approve the Minutes of the October 23, 2014 meeting of the Board, the motion carried 4-0.

COMMERCIAL BILLING RATE STUDY PRESENTED BY HOWARD J. WOODS, JR.

Howard Woods was asked to do a rate study of Authority's commercial billing procedures. Mr. Woods' examined the existing rates and variables that went into the present way of billing commercial customers. This present method consisted of billing based on three main factors – number of employees, number of bathrooms and consumption. After a thorough examination of all metered accounts, Mr. Woods' recommendation is to switch to a more uniform system of billing commercial customers. He suggested that there be a fixed service charge on each meter, such charge would depend on the size of the meter. Additionally, each customer would be charged a usage charge based on the volume of water the customer actually uses. This rate per gallon usage charge would be standard for all customers. Mr. Woods also recommended that the billing be done quarterly, rather than semi-annually. Lastly, he suggested looking into an automated process of having Aqua readings transferred into each customer's account, instead of being manually entered as is done now. Mr. Woods stated that switching to this type of billing structure would generate the same revenue for the Authority as the present billing structure is

generating. The Board directed staff to verify the meter sizes and uses from the various water suppliers for the accounts that Mr. Wood identified as being severely impacted by the rate conversion.

STAFF REPORTS

ENGINEER'S REPORT:

Applewood/Brook/Hillside - Mr. Mason reported that he will be receiving bids in December for the Applewood/Brook/Hillside sewer replacement project.

Motion to Pay BSI – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to pay BSI Electrical Contractors Payment Application #9 for Contract 13-3, Electrical – WPCC Project, in the amount of \$75,381.00, 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 #12 for Contract 13-1, General Construction – WPCC Project, in the amount of \$204,577.60, carried 4-0.

Joshua Road Force Main – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to award the contract to the lowest bidder, Joao and Bradley Construction Co., Inc., in the amount of \$492,881.00, pending a review of all contract documents, carried 4-0.

Authorization to Bid – Pump Station 5A – tabled until next meeting.

Authorization to Bid – Pump Station 7 – tabled until next meeting.

WASTEWATER MANAGER'S REPORT:

In lieu of Mr. Sarro presenting his report as he was not in attendance, Mr. Sullivan stated that the Authority will be waiting until the separation from the Township is official on January 1, 2015 before hiring more sewer personnel.

SOLICITOR'S REPORT:

Home Properties (The Courts at Spring Mill Station) – A motion was made by Mr. Ferris and seconded by Mr. Mitchell to approve the Deed of Easement between Whitemarsh Township Authority and Home Properties, carried 4-0. .

Creekside Commons – A motion was made by Mr. Ferris and seconded by Ms. Hanel to approve the Sewage Disposal Agreement between Whitemarsh Township Authority and Creekside Commons, pending final review by the solicitor, carried 4-0.

Creekside Commons – A motion was made by Mr. Ferris and seconded by Mr. Mitchell to approve the Deed of Dedication between Whitemarsh Township Authority and Creekside Commons, carried 4-0.

MANAGER'S REPORT:

2015 Operating Budget – Mr. Sullivan discussed the revised preliminary draft operating budget for 2015 for Whitemarsh Township Authority. He noted there are still some changes to be made. The draft budget will be considered at the December Authority Board meeting.

2015 Board Meeting Dates – Mr. Sullivan stated that the proposed 2015 meeting dates will be finalized at the December board meeting and they will be advertised in January.

DRBC Settlement Agreement – A motion was made by Mr. Ferris and seconded by Mr. Mitchell to approved the Settlement Agreement between the Delaware River Basin Commission and Whitemarsh Township Authority in the amount of \$251.00 for a monitoring violation, carried 4-0.

Holiday Luncheon – Mr. Sullivan stated that there will be a holiday luncheon for the Authority employees on Thursday, December 11 at the offices of the Authority. Any questions or concerns the employees may have regarding the transition will be discussed at the luncheon.

Whitemarsh Township Staff Meetings – Mr. Sullivan reported that he has been attending the weekly staff meetings of Whitemarsh Township as requested.

Transfer Update – Mr. Sullivan reported that the staff of the Authority has been working with ICMA and DVIT to ensure a smooth transfer of benefits for the Authority employees.

Motion to Approve ICMA Resolutions – A motion was made by Mr. Ferris and seconded by Ms. Hanel to approve Resolution 2014-07 (Resolution for a legislative body relating to a money purchase plan), Resolution 2014-08 (Resolution relating to a 457 deferred compensation plan) and Resolution 2014-09 (Resolution relating to DVIT participation), 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 \$521,802.41, carried 4-0.

ADJOURNMENT:

A motion to adjourn the meeting at 9:10 p.m. was made by Mr. Mitchell and seconded by Mr. Riesberg, carried 4-0.

Minutes Prepared by Dottie Winterbottom