

**WHITEMARSH TOWNSHIP AUTHORITY
MINUTES OF THE MEETING
November 20, 2018**

CALL TO ORDER:

The Meeting of the Board of the Whitemarsh Township Authority on November 20, 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
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
Leland Newell – Operations Manager

PUBLIC COMMENT:

None.

CONFIRMED APPOINTMENTS:

Presentation by Bob Edmunds, Jr. of Edmunds & Associates, Inc. regarding new Software

Mr. Edmunds introduced himself and his company, a company which provides billing and financial management software to municipalities and municipal authorities. Mr. Edmunds stated his company is located in New Jersey, has been in business for over 30 years and has a 98% client retention rate. He also stated all of its software is developed in house as they employ their own programmers. He spoke very highly of his customer support team and the quick response time promised to their clients. Board members and the Authority auditor asked many questions throughout the presentation which were answered fully by Mr. Edmunds. It was stated that if the Authority chooses to switch to the Edmunds software, it would be a 6 -8 month time frame from start to finish for the data conversion of the old software system coupled with employee training which would be done in house. The proposed cost of this software system is \$36,535.00 with an annual maintenance fee of \$7,000.00 which fee would start after a two year period. A meeting will be arranged for Mr. Edmunds to come to the Authority's office in

the near future and offer a presentation of the software to staff and the Authority's auditor. This matter will be discussed again at next month's board meeting.

Presentation by Architectural Firm Lenhardt Rodgers regarding new Administration Building

Philip Rodgers of Lenhardt Rodgers returned again this month to provide the Board with a cost analysis of a green roof versus a solar roof for the Authority's new administration building. Mr. Rodgers reported that a green roof would add approximately an additional \$25,000 to the cost of the project, along with a yearly maintenance cost. Mr. Rodgers stated that putting a number on the additional cost of a solar roof is a little more difficult. He said he would have to have an energy analysis done but it would probably add an additional \$3 - \$5 per watt. Mr. Rodgers then answered questions posed to him from board members concerning the advantages and disadvantages of a green roof versus solar.

After Mr. Rodgers' presentation, board members discussed their concerns and preferences regarding the roof and other aspects of the new building including a potential drive-thru window. After much discussion, it was eventually agreed upon that the building will have a solar roof and there will not be a drive-thru window.

APPROVAL OF MEETING MINUTES:

A motion was made by Ms. Broad and seconded by Mr. Mitchell to approve the Minutes of the October 17, 2018 meeting of the Board, the motion carried 5-0.

STAFF REPORTS

ENGINEER'S REPORT:

Chlorination/De-Chlorination System – Mr. Mason reported that the contractor is ready to begin work on this project next week.

Portable Emergency Generator – Mr. Mason reported that the bid opening for this project is scheduled for December 6, 2018.

Incinerator Building – Mr. Mason reported that a structural engineer from his firm performed a condition assessment of this abandoned building and his findings were sent to the Authority on November 16. There was discussion among the board as to whether to incur the cost of tearing the building down now or just having it stay dormant until further notice. Mr. Detweiler will look into incorporating the cost of tearing down the building into our rate structure analysis and report back to the board with his findings at next month's meeting.

Motion to Put Project Out for Bid – Secondary Trickling Filter Upgrade – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to allow Carroll Engineering Corp. to obtain bids for the trickling filter replacement project, carried 5-0.

Henry Lane Subdivision – Mr. Mason reported that the sewer main construction is complete and laterals have been installed and inspected.

WASTEWATER MANAGER'S REPORT:

Mr. Wagner reported that the plant is running very well all around, and ammonia levels have been good.

Mr. Wagner reported that the Authority is headed in a good direction with the plant and the administration building. The next project he would like to focus on is the pump stations, taking inventory of the pumps and spare parts and see what is needed in each station to ensure they run properly on a daily basis.

Mr. Wagner reported that Pump Station #3 has been running on back-up pumps for the past month and a half as both original pumps failed due to a storm. The back-up pumps have been running well but Mr. Wagner will be looking into new companies to do our pump repairs in the future as he believes the turn -round time for these repairs have been excessive.

SOLICITOR'S REPORT:

Motion to Approve and Execute General Release Agreement – 226 Birch Drive – A motion was made by Mr. Ferris and seconded by Mr. Mitchell to approve and execute the General Release Agreement between the Authority and Jeffrey and Jacqueline Zelle, concerning property located at 226 Birch Drive, carried 5-0.

Mr. Glassman reported on the topic of possibly acquiring a portion of Plymouth Township's collection system, a portion that serves approximately 600 customers that are currently customers of and billed by the Authority. Mr. Glassman spoke of what the acquisition process would look like from determining valuation of the system to putting together a proposal and other details. A discussion ensued between board members and professional staff regarding the pros and cons of acquiring this system. After much discussion it was decided to move forward with the acquisition process. As such, the following motions were approved:

Motion to Move Forward with Plymouth Township Collection System Acquisition – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to move forward with the Acquisition of the Plymouth Township Collection System, carried 5-0.

Motion to Approve Proposal of HRG for Bid Assistance – A motion was made by Mr. Ferris and seconded by Ms. Quirus to accept the proposal of HRG to offer bid assistance in an amount not to exceed \$25,000.00, carried 5-0.

Motion to Add Bond Counsel to Advisor Packet – A motion was made by Mr. Ferris and seconded by Ms. Broad to add Bond Counsel to the Advisor Packet, carried 5-0.

MANAGER'S REPORT:

Mr. Wagner discussed the need to hire a new full time employee at the plant whose duties would include being a lab technician/fats oil and grease/collections systems operator. Mr. Wagner is in the process of putting together a complete job description.

Motion to Approve Purchase of Case Loader Skid Steer – A motion was made by Mr. Ferris and seconded by Mr. Mitchell to purchase a new Case Loader through Costars, carried 5-0. Once the new loader is purchased, the old one will be sold.

FINANCIAL REPORT:

Mr. Detweiler reported on the monthly financial statement indicating in particular the increase in revenue for the month of October was due to the residential billing going out and payments received accordingly. Mr. Detweiler also stated that the commercial billing will be going out shortly.

Mr. Detweiler presented the 2019 proposed operating budget highlighting a few areas of increased projections. Mr. Detweiler will look to get this budget approved at next month's board meeting.

Mr. Detweiler reported that Kevin of HRG will be at next month's board meeting to discuss the rate study.

Approval of Monthly Expenditures – A motion was made by Ms. Broad and seconded by Mr. Ferris to pay the expenditures and bills as presented in the amount of \$195,427.48, carried 5-0.

ADJOURNMENT:

A motion to adjourn the meeting at 9.30 p.m. was made by Mr. Ferris and seconded by Ms. Quirus, carried 5-0.

Minutes Prepared by Dottie Winterbottom