

**WHITEMARSH TOWNSHIP AUTHORITY
MINUTES OF THE MEETING
October 17, 2018**

CALL TO ORDER:

The Meeting of the Board of the Whitemarsh Township Authority on October 17, 2018, was called to order by Vice-Chairman Jonathan Riesberg 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:

Jonathan Riesberg – Vice-Chairman
Jeannette Quirus - Secretary
Jeff Mitchell – Treasurer
Jori Broad – Assistant Secretary/Treasurer

Also in Attendance:

Michael Clarke, Esquire – Rudolph Clarke, LLC
Alex Glassman, Esquire – Rudolph Clarke, LLC
Allen Mason, P.E. – Carroll Engineering Corp.
Brent Wagner – Executive Director
Leland Newell – Operations Manager

PUBLIC COMMENT:

None.

CONFIRMED APPOINTMENTS:

Presentation by Architectural Firm Lenhardt Rodgers regarding new Administration Building

Philip Rodgers of Lenhardt Rodgers presented two different design options for the proposed new Authority Administration Building. Board members asked questions and provided feedback as to their top design choice. Once a design is chosen with all desired specifications, the next step will be to present a sketch plan to the Board of Supervisors at one of their upcoming meetings.

APPROVAL OF MEETING MINUTES:

A motion was made by Mr. Riesberg and seconded by Ms. Quirus to approve the Minutes of the September 19, 2018 meeting of the Board, the motion carried 4-0.

STAFF REPORTS

ENGINEER'S REPORT:

Motion to Put Project Out for Bid – Portable Emergency Generator – A motion was made by Mr. Riesberg and seconded by Ms. Quirus to allow Carroll Engineering Corp. to obtain bids for the electrical modifications needed on the Authority’s portable emergency generator, carried 4-0.

Motion to Assess Condition of Incinerator Building – Mr. Mason reported that he would like to perform a condition assessment of an old abandoned incinerator building that still exists on the Authority’s property. Mr. Mason reported that the building is a potential safety hazard and also was found to contain asbestos and lead paint. In light of these concerns, a Motion was made by Mr. Riesberg and seconded by Mr. Mitchell to accept the proposal of Carroll Engineering Corp. to formally assess the condition of the incinerator building, carried 4-0.

Sludge Dewatering Facilities – Mr. Mason reported that he is moving forward with the development of plans for the new belt filter press and hopes to have a final design done by the spring.

735 Bethlehem Pike – Mr. Mason reported that the site contractor corrected the pavement settlement on September 12 and has recommended that the Authority make payment to the contractor.

WASTEWATER MANAGER’S REPORT:

Mr. Wagner introduced the new Operations Manager Leland Newell who started with the Authority on October 8.

SOLICITOR’S REPORT:

Motion to Accept Resolution No. 2018-07 – A motion was made by Ms. Quirus and seconded by Mr. Mitchell to accept Resolution No. 2018-07 which reduces the balance of the escrow fund to \$35,540.72 for the project known as Maple Hill, located at 3037 and 3047 Spring Mill Avenue, carried 4-0.

Motion to Approve Contract for Professional Services – MJ3 Properties, LLC – A motion was made by Mr. Mitchell and seconded by Ms. Quirus to approve and execute the Contract for Professional Services between the Authority and MJ3 Properties, LLC, concerning properties located at 6201, 6203 and 6205 Henry Lane, carried 4-0.

Motion to Approve Sewage Disposal Agreement – MJ3 Properties, LLC – A motion was made by Mr. Mitchell and seconded by Ms. Broad to approve and execute the Sewage Disposal Agreement between the Authority and MJ3 Properties, LLC, concerning properties located at 6201, 6203 and 6205 Henry Lane, carried 4-0.

Motion to Approve Grinder Pump Agreement – 2700 Butler Pike – A motion was made by Ms. Quirus and seconded by Mr. Mitchell to approve and execute the Grinder Pump Agreement between the Authority and Karen Bramblett, concerning property located at 2700 Butler Pike, carried 4-0.

MANAGER’S REPORT:

Mr. Wagner reported that the Authority has had good success with the Aqua water-shutoff policy. Out of nine accounts that were slated for water shut-off with account balances over \$2,000.00, each account either paid in full or set up a payment plan with the Authority to avoid their water being shut-off. Authority staff will start this same process in the spring focusing on accounts with balances in excess of \$1,000.00.

Mr. Wagner reported that the new trickling filter project, partially funded with a state grant, will begin in the spring. Mr. Mason added that this project will go out to bid in December.

Mr. Wagner reported that the Authority's press had some problems in the last month and staff had to arrange for pumping and hauling for about a week. An outside service was called in to troubleshoot the issues and got the press up and running in good condition. Mr. Wagner stated that the Authority is still moving forward with replacing the existing press with a belt filter press as this is the best option for the plant.

Mr. Wagner reported that the new asset management and work order system is in operation now.

Mr. Wagner reported that internal changes have been made as to staff's job descriptions. Three new divisions have been created for staff at the plant which include an operations division, maintenance division and collections division.

Mr. Wagner reported that two sewage pumps failed at Pump Station #3 over the course of 3 days. The pumps were serviced and are back to running properly.

Mr. Wagner reported that since the plant is now running well, the staff's next focus will be on evaluating all of the pump stations to see what may be needed to get them running at optimal performance.

FINANCIAL REPORT:

Mr. Wagner reported that he and Kyle prepared a draft 2019 Operating Budget and have included it in the board packet and will have it finalized by the next board meeting. Of particular note is the preliminary numbers have come in for the employees' health insurance and it looks like there will be a 6% increase next year.

Mr. Clarke inquired of the Board if the November Board Meeting was going to be changed to an alternative date as the scheduled date currently is the night before Thanksgiving. It was decided that the new date of the November Board Meeting will be Tuesday, November 20 at 7:00 p.m.

Approval of Monthly Expenditures – A motion was made by Ms. Broad and seconded by Ms. Quirus to pay the expenditures and bills as presented in the amount of \$133,837.71, carried 4-0.

ADJOURNMENT:

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

Minutes Prepared by Dottie Winterbottom