

**WHITEMARSH TOWNSHIP AUTHORITY  
MINUTES OF THE MEETING  
October 23, 2014**

**CALL TO ORDER:**

The Meeting of the Board of the Whitemarsh Township Authority on October 23, 2014, was called to order by Chairperson Carolyn Hanel at 6:00 p.m. at the Whitemarsh Township Authority office, 462 Germantown Pike, Suite 1, 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  
Patrick Sarro

**PUBLIC COMMENT:**

None.

**APPROVAL OF MEETING MINUTES:**

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

**STAFF REPORTS**

**ENGINEER’S REPORT:**

**Motion to Pay BSI** – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to pay BSI Electrical Contractors Payment Application #8 for Contract 13-3, Electrical – WPCC Project, in the amount of \$111,365.00, 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 #11 for Contract 13-1, General Construction – WPCC Project, in the amount of \$145,863.78, carried 4-0.

**Change Order #6** – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to approve a change order from LB Industries for Contract 13-1, in the amount of \$49,817.85 for hydraulic gate replacement, carried 4-0.

**Authorization to Bid** - A motion was made by Mr. Ferris and seconded by Mr. Riesberg to authorize Carroll Engineering to proceed with bid documents for the Applewood/Brook/Hillside project, carried 4-0.

**Authorization to Bid** - A motion was made by Mr. Ferris and seconded by Mr. Mitchell to authorize Carroll Engineering to proceed with bid documents for the Reserve at Creekside project, carried 4-0.

**WASTEWATER MANAGER'S REPORT:**

No report at this time.

**SOLICITOR'S REPORT:**

**Cutler and Davis Litigation** – Mr. Clarke reported that the Cutler matter is moving forward and could possibly be resolved in the near future. Mr. Clarke also reported that there has not been much progress or movement in the Davis matter.

**Springfield Township** – Mr. Clarke reported that he sent a letter to Springfield Township's solicitor last month asking him to review the Authority's engineer Allen Mason's assessment of sewer fees Springfield has been charging to the Authority. If Springfield does not agree with Mr. Mason's assessment, Mr. Clarke offered the suggestion of getting a neutral engineer to review each side's assessments and whatever the neutral engineer decides would be binding.

**Creekside Commons** – Mr. Clarke reported that he is close to finalizing the sewage disposal agreement between the Authority and Creekside Commons. The agreement may be ready for approval by the November board meeting.

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

**Operations Agreement** - A motion was made by Ms. Hanel and seconded by Mr. Riesberg to execute the Operations Agreement between Whitemarsh Township Authority and Whitemarsh Township regarding the management and operation of the sanitary sewer system, carried 4-0.

**Memorandum of Understanding** - A motion was made by Ms. Hanel and seconded by Mr. Ferris to accept and execute the Memorandum of Understanding between Whitemarsh Township and Whitemarsh Township Authority regarding the flow of money in the Sewer Revenue Reserve Fund and the Sewer Special Assessment Fund, carried 4-0.

**Personnel Transition Agreements**

A motion was made by Mr. Ferris and seconded by Mr. Mitchell to accept the Personnel Transition Agreement between Whitemarsh Township Authority and **Patrick Sarro**, carried 4-0.

A motion was made by Mr. Ferris and seconded by Mr. Mitchell to accept the Personnel Transition Agreement between Whitemarsh Township Authority and **Timothy Donovan**, carried 4-0.

A motion was made by Mr. Ferris and seconded by Mr. Mitchell to accept the Personnel Transition Agreement between Whitemarsh Township Authority and **Frank Strayline**, carried 4-0.

A motion was made by Mr. Ferris and seconded by Mr. Mitchell to accept the Personnel Transition Agreement between Whitemarsh Township Authority and **Brian Charbonnier**, carried 4-0.

A motion was made by Mr. Ferris and seconded by Mr. Mitchell to accept the Personnel Transition Agreement between Whitemarsh Township Authority and **Jacob Cramer**, carried 4-0.

### **MANAGER'S REPORT:**

**SCADA System Update** – Mr. Sullivan reported Joe Guagno has been touring the various pump stations and plant with Patrick Sarro in preparation of putting together a cost proposal for the board's review and approval at an upcoming meeting.

**Rate Analysis Update** – Mr. Sullivan reported that he has met with Howard Woods a few times regarding his preparation of the commercial rate analysis. Mr. Sullivan stated the analysis is coming along great and Mr. Woods should be able to make a presentation of his analysis at an upcoming board meeting.

**Personnel** – Mr. Sullivan reported that Matt Kelly has been hired to replace Laurie Hagey as the Director of Finance for Whitemarsh Township Authority. Mr. Kelly has been training with Ms. Hagey to ensure a smooth transition.

**Board Appointment** – Mr. Sullivan informed Mr. Riesberg that his term as a board member for the Whitemarsh Township Authority expires this year and asked if he wanted to be reconsidered for another term.

**Budget** – Mr. Sullivan discussed the preliminary draft budget for 2015 for Whitemarsh Township Authority. It will be discussed further at next month's board meeting.

### **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 \$496,757.62, carried 4-0.

### **ADJOURNMENT:**

A motion to adjourn the meeting at 6:45 p.m. was made by Mr. Ferris and seconded by Mr. Riesberg, carried 4-0.

*Minutes Prepared by Dottie Winterbottom*