

**WHITEMARSH TOWNSHIP AUTHORITY
MINUTES OF THE MEETING
September 19, 2018**

CALL TO ORDER:

The Meeting of the Board of the Whitemarsh Township Authority on September 19, 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
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

PUBLIC COMMENT:

None.

CONFIRMED APPOINTMENTS:

None.

APPROVAL OF MEETING MINUTES:

A motion was made by Mr. Ferris and seconded by Mr. Riesberg to approve the Minutes of the August 15, 2018 meeting of the Board, the motion carried 3-0.

STAFF REPORTS

ENGINEER'S REPORT:

735 Bethlehem Pike – Mr. Mason reported that the site contractor corrected the pavement settlement on September 12 and PennDOT put an additional 2 ½” of material on the trench so there’ll be a slight increase in the cost originally quoted. Mr. Mason also reported that he asked PennDOT to close out the permit.

Root Control Contract – Mr. Mason reported that the contractor completed the required retreatment work on September 11.

Mr. Mason spoke regarding the need to replace the Authority's trickling filter. Mr. Mason reported that the Authority received a grant in the amount of \$323,000 which will help with the total cost of the project which is estimated to be \$383,000.

Mr. Mason and Mr. Wagner also spoke regarding the need to replace the press at the plant as it is failing. It was discussed that to do a complete overhaul on the existing press would cost approximately \$200,000 while a brand new belt filter press would cost approximately \$350,000 with a total cost of this project being around \$650,000. Mr. Mason stated that he will provide more of a breakdown of these costs at the next board meeting.

Motion Regarding Trickling Filter and Belt Press Filter Replacement – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to authorize the Authority Engineer to Produce and Design Bid Specs for the Trickling Filter and Belt Filter Press Replacement, carried 3-0.

WASTEWATER MANAGER'S REPORT:

Please see Manager's Report.

SOLICITOR'S REPORT:

Motion to Approve Assignment Agreement – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to approve and authorize the Assignment Agreement between the Authority and Whitmarsh Township, concerning property located at 857 Valley View Road, Flourtown, carried 3-0.

Executive Director Contract Renewal – A motion was made by Mr. Ferris and seconded by Mr. Riesberg to approve the Employment Agreement between the Authority and Brent M. Wagner, as written, with a salary increase of 3%, carried 3-0.

Memorandum regarding Aggressive Delinquent Account Procedures – Mr. Glassman discussed a memorandum his firm prepared outlining various options available to the Authority to collect on delinquent accounts.

Memorandum regarding Professional Services Escrow Procedures – Mr. Glassman discussed a memorandum his firm prepared outlining whether or not it is required to use interest-bearing and individual escrow accounts for developers.

MANAGER'S REPORT:

Mr. Wagner reported that the Authority's Operations Manager, Robert Tagert, resigned and his last day was Friday, September 14. As such, Mr. Wagner stated that he started interviewing potential candidates over the weekend.

Mr. Wagner reported that as part of the Authority's capital plan, he interviewed three different architectural firms to get a conceptual plan for the Authority's new office space. After careful consideration, the top choice of firms was Lenhardt Rodgers. As such, a motion was made by Mr. Ferris and seconded by Ms. Broad to engage the firm of Lenhardt Rodgers and move forward with the process of designing a conceptual plan for the Authority's new office space, carried 3-0.

Mr. Wagner reported that he is expediting the Asset Management Plan and expects to be going live next week with the work order system. Staff will be undergoing training for this system next week.

FINANCIAL REPORT:

Mr. Detweiler reported that he will have a draft 2019 Operating Budget at the next board meeting.

Mr. Detweiler gave an update on the potential water shutoff of nine of our seriously delinquent accounts by Aqua. Mr. Detweiler outlined the entire process from start to finish.

Mr. Detweiler reported that he has been working with HRG for the past few months regarding a new rate study. Mr. Detweiler stated that the Authority is looking to recoup 50% of projected capital expenditures over the next five years.

Mr. Detweiler reported that he received notice that the interest rate for our Operating Fund is increasing.

Mr. Detweiler reported that he is looking into some investment opportunities for our cash reserve. He will bring any required paperwork to the next board meeting.

Mr. Detweiler brought up the fact that the November board meeting falls on the Wednesday before Thanksgiving. It was suggested that this board meeting be changed to either Wednesday, November 14 at 6:00 p.m. or Tuesday, November 20. Mr. Detweiler will send out a group e-mail inquiring as to everyone's availability.

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 \$219,726.98, carried 3-0.

ADJOURNMENT:

A motion to adjourn the meeting at 8:00 p.m. was made by Mr. Ferris and seconded by Mr. Riesberg, carried 3-0.

EXECUTIVE SESSION:

The Board met in Executive Session to discuss personnel matters.

Minutes Prepared by Dottie Winterbottom