

**WHITEMARSH TOWNSHIP AUTHORITY
MINUTES OF THE MEETING
January 15, 2020**

EXECUTIVE SESSION:

The Board met in Executive Session to discuss a personnel matter.

CALL TO ORDER:

The Meeting of the Board of the Whitemarsh Township Authority on January 15, 2020, was called to order by Chairman Timothy Ferris at 6:00 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
Jori Broad – Treasurer
Gene Swider – Assistant Secretary/Treasurer (Excused Absence)

Also in Attendance:

Michael Clarke, Esquire – Rudolph Clarke, LLC
Alexander Glassman, Esquire – Rudolph Clarke, LLC
Allen Mason, P.E. – Carroll Engineering Corp.
Brent Wagner – Executive Director
Kyle Detweiler - Finance Director

REORGANIZATION

A Motion was made by Mr. Riesberg and seconded by Mr. Ferris to appoint Ms. Broad as temporary Chairman for the Reorganization of the Board portion of the meeting, the motion carried 4-0.

CHAIRMAN – A motion was made by Ms. Quirus and seconded by Mr. Riesberg to nominate Tim Ferris to the position of Chairman. The motion carried 3-0 to appoint Mr. Ferris to the position of Chairman.

VICE CHAIRMAN – A motion was made by Mr. Ferris and seconded by Ms. Broad to nominate Jonathan Riesberg to the position of Vice Chairman. The motion carried 3-0 to appoint Mr. Riesberg to the position of Vice Chairman.

SECRETARY – A motion was made by Ms. Broad and seconded by Mr. Ferris to nominate Ms. Quirus to the position of Secretary. The motion carried 3-0 to appoint Ms. Quirus to the position of Secretary.

TREASURER – A motion was made by Ms. Quirus and seconded by Mr. Riesberg to nominate Ms. Broad to the position of Treasurer. The motion carried 3-0 to appoint Ms. Broad to the position of Treasurer.

ASSISTANT SECRETARY/TREASURER – A motion was made by Ms. Quirus and seconded by Ms. Broad to nominate Mr. Swider to the position of Assistant Secretary/Treasurer. The motion carried 3-0 to appoint Mr. Swider to the position of Assistant Secretary/Treasurer.

OPEN RECORDS OFFICER – A motion was made by Ms. Broad and seconded by Mr. Riesberg to nominate Kyle Detweiler to the position of Open Records Officer. The motion carried 3-0 to appoint Mr. Detweiler to the position of Open Records Officer.

Mr. Ferris took over as Chairman for the Reorganization of the Professional Staff portion of the meeting.

SOLICITOR – A motion was made by Ms. Broad and seconded by Ms. Quirus to re-appoint Michael Clarke, Esquire of Rudolph & Clarke, LLC as solicitor for the Authority. The motion carried 4-0.

ENGINEER – A motion was made by Ms. Quirus and seconded by Ms. Broad to re-appoint Allen Mason, P.E. of Carroll Engineering Corp. as Engineer for the Authority. The motion carried 4-0.

AUDITOR/CERTIFIED PUBLIC ACCOUNTANT – A motion was made by Ms. Quirus and seconded by Ms. Broad to re-appoint Cathy Seiler of Brinker Simpson & Co. as Auditor for the Authority. The motion carried 4-0.

MANAGEMENT CONSULTANT - A motion was made by Ms. Quirus and seconded by Ms. Broad to re-appoint Brent Wagner as Management Consultant of the Authority. The motion carried 4-0.

REORGANIZATION ADJOURNMENT

A motion was made by Mr. Ferris and seconded by Mr. Riesberg to adjourn the reorganization portion of the meeting, carried 4-0.

PUBLIC COMMENT:

None.

CONFIRMED APPOINTMENTS:

Presentation by Christopher Gibbons of Concord Public Finance – As a follow up from his presentation at last month's meeting, Mr. Gibbons presented two different proposals to the Board regarding financing options for upcoming capital projects for the Authority. The first proposal was refinancing the original sewer note of 2014 . The second proposal was adding 3.5 million dollars to the original sewer note for a 20 year term. It was discussed that sewer rates would need to increase by 5% if the Authority chooses the second proposal. As the Board was leaning in favor of this option, Mr. Gibbons was instructed to begin putting all necessary paperwork together for the extra borrowing and the Board will review this at their next meeting.

APPROVAL OF MEETING MINUTES:

A motion was made by Ms. Quirus and seconded by Ms. Broad to approve the Minutes of the December 18, 2019 meeting of the Board, the motion carried 4-0.

STAFF REPORTS

ENGINEER'S REPORT:

Sludge Dewatering Facilities – Mr. Mason reported that the DEP issued the Water Quality Management Permit for this project last month. Mr. Mason also reported that he is in the process of finalizing the electrical design and will forward final design documents to the Authority by the beginning of March.

265 Stenton Avenue – Mr. Mason reported the as-built plan for this project has been approved.

Authority Office Building – Mr. Mason reported that he would like to advertise this project for bids. Mr. Ferris inquired into a few additional items he would like to see before this happens. Once Mr. Ferris gives his final approval, Mr. Mason will advertise this project.

WASTEWATER MANAGER'S REPORT:

See Manager's Report.

SOLICITOR'S REPORT:

Motion to Approve Resolution No. 2020-01 - A motion was made by Mr. Ferris and seconded by Ms. Quirus to approve Resolution No. 2020-01 which releases the balance of the professional escrow fund less any outstanding professional fees, for a project located at 265 Stenton Avenue, carried 4-0.

MANAGER'S REPORT:

Mr. Wagner reported that the plant is operating very well and is continuing to be in compliance.

Mr. Wagner reported that the Authority's three year capital plan includes the following projects: the new administration building, trickling filter upgrade, new press building, and upgrades to all of our pump stations and collection system.

Mr. Wagner reported that he has sent an offer of employment to a gentleman to assist with the Authority's fats, oils and grease program and with the collection system.

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FINANCIAL REPORT:

Mr. Detweiler reported that our revenue and expenditure numbers are right where they should be for the end of the year.

Mr. Detweiler reported that the Authority's collection efforts are ongoing and continues to be successful in bringing in past due revenue.

Motion to Ratify 2020 Insurance Renewals – A motion was made by Mr. Ferris and seconded by Ms. Broad to ratify the Authority's 2020 insurance renewals, retroactive to January 1, 2020, carried 4-0.

Motion to Approve 2020 Board Meeting Dates – A motion was made by Ms. Broad and seconded by Ms. Quirus to approve the 2020 Board meeting dates, carried 4-0.

Motion to Approve 2020 Fee Schedule – A motion was made by Mr. Ferris and seconded by Ms. Quirus to approve the 2020 Fee Schedule, carried 4-0.

Approval of Monthly Expenditures – A motion was made by Mr. Ferris and seconded by Ms. Quirus to pay the expenditures and bills as presented in the amount of \$178,081.54, carried 4-0.

ADJOURNMENT:

A motion to adjourn the meeting at 6:40 p.m. was made by Mr. Ferris and seconded by Ms. Broad, carried 4-0.

Minutes Prepared by Dottie Winterbottom