

MINUTES OF THE REGULAR MEETING APRIL 24, 2017 WARWICK TOWNSHIP WATER AND SEWER AUTHORITY

The regular April 24, 2017 meeting of the Warwick Township Water and Sewer Authority was called to order at 7:00 p.m. by Chairman Paul Stavrides. The following Board members were present: Secretary John Sklencar, Secretary/Treasurer Edward Thompson and Member Stan Rockovich. Vice Chairman Richard Carlin participated via teleconference and was later excused from the meeting at 7:45 p.m.

Also present at the invitation of the Board were the following:

Michael Sullivan, Executive Director
Edward Rudolph, Rudolph Clarke LLC
Frederick Ebert, P.E., Ebert Engineering

MINUTES

Upon motion of Mr. Thompson, seconded by Mr. Sklencar, the Board approved the minutes of the March 27, 2017 board meeting by a vote of 4-0-1 with Mr. Rockovich abstaining.

PUBLIC COMMENT

A. Confirmed Appointments – Cathy Seiler – Brinker, Simpson, LLC.

Ms. Seiler presented the 2016 draft audited financial statements to the Authority Board of Directors. The Authority Finance Committee reported to the Board on their review process and provided a recommendation to the Board to approve the financial statements as presented. After a brief discussing the following motion was made.

On motion of Mr. Sklencar, seconded by Mr. Rockovich, the Board approved the Audited 2016 Financial Statement by a vote of 5-0.

B. From the Floor – None

FINANCIAL REPORT

Mr. Sullivan discussed with the Board the ability to auto sign checks using the existing General Ledger system. The Board authorized the staff to move forward in the process. Staff will generate Standard Operating Procedures to reduce any potential fraud prior to utilizing the auto signature.

Mr. Sullivan reviewed the Quarterly Financial Report with the Board.

TREASURER'S REPORT

Requisitions

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Requisition No. 110 a transfer of \$20,636.06 from the BRIF Funds to Operating Account was approved 5-0.

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Requisition No. 111 a transfer of \$312,468.99 from the Revenue Funds to Operating Account was approved 5-0.

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Bill Payment List 04/17-A in the amount of \$280,505.058 was approved 5-0.

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Bond Construction Fund Requisition #92 to Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$1,371.37 was approved 5-0.

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Bond Construction Fund Requisition #93 to Philips Brothers Electrical Contractors, Inc. for Fish Creek WWTP Upgrade Phase II in the amount of \$32,906.24 was approved 5-0.

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Bond Construction Fund Requisition #94 to LB Industries, Inc. for Fish Creek WWTP Upgrade Phase II in the amount of \$500,322.25 was approved 5-0.

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Bond Construction Fund Requisition #95 to Cardno BCM for Fish Creek WWTP Upgrade Phase II in the amount of \$8,361.84 was approved 5-0.

Releases

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Professional Services Releases (TD Bank) in the total amount of \$2,105.62 were approved 3-0.

SOLICITOR'S REPORT

Authority Business

Mr. Rudolph referred the Board to his written report.

WTWSA v. Warwick Realty Company, LLP – Upon motion by Mr. Thompson, seconded by Mr. Sklencar and with a vote of 4-0, the following resolution was approved by the Board.

RESOLVED, that subject to terms and provisions of the Memorandum of Understanding ("MOU") acceptable by the Executive Director and the Solicitor of the Authority, as designated and authorized representatives of the Authority, and Warwick Realty Co., L.P. ("Customer") related to water service at the subject ice rink, facilities and ancillary activities located on the subject property ("Property") owned by the Customer, the Authority shall permit the continuation of water service to the Property consistent and in compliance with the terms and provisions by the Customer of the MOU.

Effective upon date of execution of the MOU by both parties thereto.

Developments

The Authority Solicitor referred the Board to his written report.

ENGINEER'S REPORT

Authority Projects

The Authority's Executive Director referred to the Board to the Engineers written engineering report.

Route 263 Improvements – Mr. Ebert provided an update of the project. Mr. Sullivan worked with PennDot and resolved the issue with credits for work not performed as part of the project. These credits will be reflected in the final bill from PennDot.

Fish Creek Sewage Treatment Plant Upgrade– Mr. Ebert provided an update to the Board. Testing of the aeration system began. Mr. Ebert reviewed the five change orders received from the contractor, totaling \$25,421.32, with the Board. The project is expected to be completed by the end of July, 2017.

Creek Road Water Main Extension Update – Mr. Ebert provided an update of the project. All of the services have been installed.

AUTHORITY REPORT

Operations – Executive Director

Operations Report – Water/Sewer – Mr. Sullivan referred the Board to the written operations reports.

Administrative – Executive Director

Invoices – The Board generally reviewed one of the largest operating expenses.

Update on Various Proposed Developments – Warwick Mill developer plans have been approved by the Township and Authority. The installation of the water main at the development is complete.

U.S. Navy – Water Main Extension Project – Mr. Sullivan provided an update on the project to the Board.

DVIT – Mr. Sullivan discussed with the Board the change to DVIT insurance. This will decrease the cost of all insurance while providing the same coverage to both the Authority and staff. The Medical insurance will change effective August 1, 2017. The medical insurance provides the same coverage to the employees at a reduced monthly cost. Staff is working with DVIT to provide Property, Liability and Auto insurance as well.

Developments – Executive Director

Various Correspondence – Mr. Sullivan referred the Board to the attached various correspondence.

CHAIRMAN'S MINUTE

A. Adjournment – There being no further business, the Board, upon motion of Mr. Rockovich, seconded by Mr. Sklencar, and with a 4-0 aye vote, adjourned at 9:05 p.m.

Respectfully submitted,

BY: 
Warwick Township Water and Sewer Authority