

**MINUTES OF THE REGULAR MEETING  
APRIL 28, 2014  
WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular April 28, 2014 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: Vice Chairman/Treasurer Richard Carlin, Secretary John Sklencar and Secretary/Treasurer Edward Thompson. Member Stanley Rockovich was excused from attendance.

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

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

**MINUTES**

Upon motion of Mr. Thompson, seconded by Mr. Carlin, the Board approved the minutes of the March 24, 2014 Board Meeting by a vote of 4-0.

**PUBLIC COMMENT**

- A. Confirmed Appointments – None
- B. From the Floor – None

**FINANCIAL REPORT**

The Executive Director reported that there have been no comments submitted to the Authority related to the recent rate increase. Mr. Sullivan also presented the quarterly financial statements.

The Board then entered into a review and discussion of the 2013 audited financial statements led by the finance committee of Mr. Carlin and Mr. Sklencar. Mr. Carlin noted that the net income may be perceived to be higher than expected because of the unexpected tapping fee income and the Eddowes Road grant proceeds. Mr. Carlin continued to explain several GASB changes that impacted the financial statements.

Mr. Carlin then moved to adopt the 2013 audit financial statements as presented and to have staff post the documents on the Authority web site. Mr. Sklencar seconded the motion which was approved unanimously 4-0.

**TREASURER'S REPORT**

**Requisitions**

On motion of Mr. Sklencar, seconded by Mr. Carlin, Requisition No. 36 a transfer of \$33,212.62 from the BRIF Funds to Operating Account was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Carlin, Requisition No. 37, a transfer of \$220,361.09 from the Revenue Funds to Operating Account was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Carlin, Bill Payment List 04/14-A in the amount of \$200,648.71 was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Carlin, Bond Construction Fund Requisition #25 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$855.63 was approved 4-0.

### **Releases**

On motion of Mr. Sklencar, seconded by Mr. Carlin, Professional Services Releases (TD Bank) in the total amount of \$649.82 were approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Carlin, other releases (TD Bank) in the amount of \$4,415.00 were approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Carlin, Developer Construction Escrow Release #4 for Prime Customer Builders – Deerfield Estate II was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, professional service releases (TD Bank) for Warwick Village Commons (WaWa) in the amount of \$527.45 was approved by a vote of 3-0 with Mr. Carlin recusing himself from the discussion and vote.

### **SOLICITOR'S REPORT**

#### **Authority Business**

Mr. Rudolph referred the Board to his written report.

Lot #27 Proposed Sale Agreement – The Authority Solicitor recommended that the Board enter into an executive session to discuss a potential real estate transaction.

#### **Legal Complaints**

Klipper v. Carroll Engineer and WTWSA – The Authority Solicitor referred the Board to his written report. He noted that the case continues through the appeals process.

#### **Developments**

Mr. Rudolph provided an overview of several developments that his office has been working on including the Kruse water main extension, Warwick Village Commons easement and development agreements and the Basile Senior Housing agreement.

## **ENGINEER'S REPORT**

### **Authority Projects**

The Authority's Engineer generally reviewed the projects within the written engineering report.

Route 263 Improvements –Mr. Ebert noted that the work related to the Authority's work has halted while the contractor locates a disposal site for the trench spoils.

Fish Creek Upgrade – Staff continues to work with the special project engineer, equipment and process manufacturers to finalize the design and bid specifications.

SCADA Update – Mr. Ebert reported that the contractor has made significant progress with the installation and the system should be functional before the Authority's May 2014 meeting.

Chapter 94 Report – Mr. Ebert reported that Chapter 94 reports were submitted to the PA DEP prior to the March 31, 2014 deadline.

1680 Meetinghouse Road – Water and Sewer Service Agreement – Upon motion by Mr. Sklencar, seconded by Mr. Thompson the Board approved the water and sewer agreement and the allocation of one (1) water and sewer EDU for 1680 Meetinghouse Road with a 4-0 vote.

Heritage Creek Leak Repair – The Authority Engineer explained that the Authority staff discovered a significant leak in the sanitary collection system in an undedicated portion of the Heritage Creek system. His office has coordinated and inspected the repairs to an uncapped sewer lateral.

## **AUTHORITY REPORT**

### **Operations – Executive Director**

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

### **Administrative – Executive Director**

Electric/Sludge Hauling Invoices – The Board generally reviewed two of the largest operating expenses.

Personnel Discussion – The Board entered into an Executive Session to discuss personnel matters at 8:00 p.m. The Board reconvened to the regular meeting at 8:10 p.m. There was no action taken.

**Developments – Executive Director**

Various Correspondence – Mr. Sullivan referred the Board to the contents of the meeting packet.

**CHAIRMAN'S MINUTE**


PMMA Region I Meeting – The Chairman requested that any member of the Board that is interested in attending the semi-annual meeting to contact the Executive Director.

Next Authority Meeting – May 19, 2014 – The Board Chairman noted that the next Authority meeting will be held on the third Monday of May due to the Memorial Day holiday.

Adjournment – There being no further business, the Board, upon motion of Mr. Sklencar, seconded by Mr. Carlin, and with a 4-0 aye vote, adjourned at 8:35 p.m.

Respectfully submitted,

BY:

  
Warwick Township Water and Sewer Authority