

**MINUTES OF THE REGULAR MEETING  
DECEMBER 15, 2014  
WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular December 15, 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 Richard, Secretary John Sklencar and Member Stanley Rockovich. Secretary/Treasurer Edward Thompson arrived at the meeting at 8:05 p.m.

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. Sklencar, seconded by Mr. Thompson, the minutes from the November 17, 2014 Board Meeting were approved by a vote of 3-0-2 with Mr. Rockovich and Mr. Carlin abstaining.

**PUBLIC COMMENT**

- A. Confirmed Appointments – There were no confirmed appointments.
- B. From the Floor – There were no visitors in attendance.

**FINANCIAL REPORT**

The Authority received the Budget Certification from the Engineer and it has been forwarded to the Bank. The Authority has met all year end Trust Indenture with the Bank. The Board will receive the fourth quarter budget reports at the next Authority meeting.

**TREASURER'S REPORT**

**Requisitions**

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Requisition No. 52 a transfer of \$8,355.21 from the BRIF Funds to Operating Account was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Requisition No. 53, a transfer of \$209,953.30 from the Revenue Funds to Operating Account was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Bill Payment List 12/14-A in the amount of \$173,394.32 was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Bond Construction Fund Requisition #34 for Fish Creek WWTP Upgrade Phase II for Ebert Engineering in the amount of \$9,667.48 was approved 4-0.

## **Releases**

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Professional Services Releases (TD Bank) in the total amount of \$4,018.03 were approved 4-0.

On motion of Mr. Rockovich, seconded by Mr. Sklencar, professional services (TD Bank) for Warwick Village Commons (Wawa) in the amount of \$484.82 were approved 3-0-1 with Mr. Carlin recusing himself.

## **SOLICITOR'S REPORT**

### **Authority Business**

Mr. Rudolph referred the Board to his written report.

### **Legal Complaints**

Klipper v. Carroll Engineer and WTWSA – Mr. Rudolph provided an update to the Board related to the ongoing litigation. He noted that the Authority is still awaiting the Commonwealth Court Decision.

Lot # 27 – A check in the amount of \$7,502.14 was received by the Authority resolving all matters related to the first buyer plus \$2.14 in interest.

Warwick Ice Rink – Mr. Rudolph provided an update to the Board related to recent actions on this commercial account. A lien was filed for approximately \$86,400.00 for eight (8) EDU's. In addition, the Authority processed a request for an additional four (4) EDU's based on the Ice Rink usage. Warwick Ice Rink filed an objection to the lien filing. The Authority will file another lien for the additional four (4) EDU's this month. The EDU calculation is based on the water meter use at the Ice Rink.

York Road Car Wash – Mr. Rudolph informed the Board that the York Road Car Wash will potentially be sold. The buyer questions whether or not the current agreement for annual consumption charges for one million gallons will still be charged even if the water is not used. Per the agreement, if the existing well is permanently eliminated on the property the consumption provision will be removed.

### **Developments**

Woodlands of Warwick – The development plans have been approved. All necessary documents have been received and the pre-construction was held. It is anticipated that construction will begin in early January.

Warwick Village Commons – The development plans have been approved. All necessary documents have been received. The matter remains open pending settlement of the property scheduled before the end of the year.

WAWA – Pre-Construction meeting is scheduled for December 22, 2014 at 9:00 a.m.

Basile Senior Housing – Basile Senior housing has requested a Pre-Construction meeting. However, they have not gotten their final coordination of the internal plumbing plans with the lateral outlet.

## **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 contractor is continuing to work on the project. The Authority is waiting on price estimates for the water line extension. The Authority submitted the first request for reimbursement to PennDOT in excess of \$100,000.

Sludge Bid – On motion of Mr. Sklencar, seconded by Mr. Rockovich, the Board voted to award the three year sludge bid contract to McGovern for a rate of .0543 cents per gallon by a vote of 4-0.

## **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.

Bulk Water Report – The Board generally reviewed the Bulk Water Report.

2015 Rate/Fee Schedule – On motion of Mr. Sklencar, seconded by Mr. Rockovich, the Board voted to approve the 2015 Rate/Fee Schedule by a vote of 4-0.

2015 Meeting and Holiday Schedule – On motion by Mr. Sklencar, seconded by Mr. Rockovich and with a 4-0 aye vote, the Board approved the 2015 Meeting and Holiday Schedule.

Water Tapping Fee Application – 1996 Almshouse Road – 1 Water EDU – On motion by Mr. Rockovich, seconded by Mr. Sklencar, the Board approved the Water Tapping Fee Applications for 1996 Almshouse Road by a vote of 4-0.

2014 Audit – On motion by Mr. Rockovich, seconded by Mr. Sklencar, the Board approved the proposal for audit services from Brinker Simpson & Co. LLC, not to exceed \$12,000, upon receipt of a passed peer review from the AICPA, by a vote of 4-0.

Update on Various Proposed Developments – Mr. Sullivan updated the Board on various proposed and active developments.

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

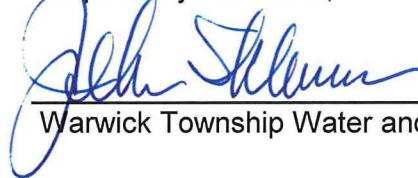
Harris Computer System – Mr. Sullivan reviewed the proposals for new Utility Billing System, General Ledger System and Web-Portal System. The board had some concerns regarding audit issues related to the conversion to the new systems as well as security concerns in regards to the web-portal system. Mr. Sullivan will set up a conference call with the Authority IT, Harris IT and Paul Stavrides to discuss the Web-portal. In addition, staff will continue to research costs for bill printing and mailing services.

**CHAIRMAN'S MINUTE**

Adjournment – There being no further business, the Board, upon motion of Mr. Rockovich, seconded by Mr. Carlin, and with a 4-0 aye vote, adjourned at 8:10 p.m.

Respectfully submitted,

BY:



Warwick Township Water and Sewer Authority