

**MINUTES OF THE REORGANIZATIONAL AND  
REGULAR MEETING JANUARY 23, 2017  
WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular January 23, 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 and Secretary/Treasurer Edward Thompson. Vice Chairman Richard Carlin and Member Stan Rockovich were excused from attendance.

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

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

After the pledge of Allegiance, Mr. Stavrides announced that this is a duly advertised public meeting as published in the December 29, 2016 edition of The Intelligencer.

**REORGANIZATION**

**Open for Nominations**

Chairman Stavrides turned the election of the officers for the Board of Directors over to the Chairman Pro-Tem, Michael Sullivan. Accordingly, the Chairman Pro-Tem opened the floor for nominations. Mr. Sullivan asked if there were any proposed changes to the current slate of officers.

Mr. Thompson moved to nominate the members of the Board to the following positions:

Paul Stavrides – Chairman  
Richard Carlin – Vice-Chairman/Treasurer  
John Sklencar – Secretary  
Edward Thompson – Assistant Secretary/Treasurer  
Stanley Rockovich - Member  
Michael Sullivan – Assistant Secretary – signature purposes only

The Chairman Pro-tem then asked for a motion to close the nominations and for the Chairman Pro-Tem to cast a unanimous ballot for the following slate of officers.

Mr. Thompson moved to close the nominations and for the Chairman Pro-Tem to cast a unanimous ballot, duly seconded by Mr. Sklencar and approved by a 3-0 vote.

The remainder of the meeting was turned over to the Chairman Paul Stavrides.

The Chairman opened the floor for discussion regarding the appointment of the Authority's Solicitor. There being none, a motion was made by Mr. Sklencar to appoint the law firm of Rudolph and Clarke using the established rates as submitted by their firm and attached to these minutes. The motion was seconded by Mr. Rockovich and unanimously approved by the Board 3-0.

Chairman Stavrides opened the floor for discussion to appoint the Authority's Engineer. There being none, Mr. Thompson moved to appoint Ebert Engineering, Inc. as the Authority Engineer to perform engineering services as assigned by the Executive Director using the established rates as submitted by Ebert Engineering, Inc. and attached to these minutes. The motion was seconded by Mr. Sklencar and passed with a unanimous 3-0 vote.

A motion was made by Mr. Thompson to appoint Brinker Simpson & Company LLC in accordance with the November 2, 2016 proposal as the Authority's Certified Public Accountant firm to conduct the year 2016 annual audit, seconded by Mr. Sklencar and unanimously approved by the Board 3-0.

The following financial institutions were reaffirmed by the Board upon motion of Mr. Sklencar, seconded by Mr. Rockovich, approved 3-0 by the Board.

TD Bank, N.A. – Bond Funds  
TD – Checking and Escrow Accounts  
Hatboro Federal – Savings Account  
PLGIT – Savings Account  
PNC – Savings/Checking Accounts  
Team Capital Bank – Savings Account

The Chairman asked if there was any further business or comments for the reorganizational meeting. There being none, Mr. Thompson motioned to adjourn the reorganizational meeting and continue with the regular meeting and agenda of the Warwick Township Water and Sewer Authority. The motion was seconded by Mr. Sklencar, and with a 3-0 aye vote the reorganizational meeting ended at 7:04 p.m., and the Board continued with the Authority's regular monthly meeting.

## **MINUTES**

Upon motion of Mr. Sklencar, seconded by Mr. Thompson, the Board approved the minutes of the December 19, 2016 board meeting by a vote of 3-0.

## **PUBLIC COMMENT**

- A. Confirmed Appointments – There were no confirmed appointments.
- B. From the Floor – None

## **FINANCIAL REPORT**

There was no financial report at this time.

The 2016 Audit will begin January 30, 2017.

## **TREASURER'S REPORT**

### **Requisitions**

On motion of Mr. Sklencar, seconded by Mr. Thompson, Requisition No. 104 a transfer of \$1,420.63 from the BRIF Funds to Operating Account was approved 3-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Requisition No. 105, a transfer of \$221,008.13 from the Revenue Funds to Operating Account was approved 3-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Bill Payment List 01/17-A in the amount of \$156,678.76 was approved 3-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Bond Construction Fund Requisition #80 for LB Industries, Inc. for Fish Creek WWTP Upgrade Phase II in the amount of \$170,488.31 was approved 3-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Bond Construction Fund Requisition #81 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$1,186.04 was approved 3-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Bond Construction Fund Requisition #82 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$453.89 was approved 3-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Bond Construction Fund Requisition #83 for Certified Testing Labs, Inc. for Fish Creek WWTP Upgrade Phase II in the amount of \$524.84 was approved 3-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Bond Construction Fund Requisition #84 for Cardno BCM for Fish Creek WWTP Upgrade Phase II in the amount of \$4,952.51 was approved 3-0.

### **Releases**

On motion of Mr. Sklencar, seconded by Mr. Thompson, Professional Services Releases (TD Bank) in the total amount of \$2,881.56 were approved 3-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Escrow releases and professional service invoices (pending) in the amount of \$591.67 were approved 3-0.

## **SOLICITOR'S REPORT**

### **Authority Business**

Mr. Glassman referred the Board to his written report.

**Legal Complaints**

WTWSA v. Warwick Realty Company, LLP – At 7:15 p.m. the Board entered into an executive session regarding Resolution No. 2017-01. On motion by Mr. Thompson, seconded by Mr. Sklencar, the following resolution was approved by a vote of 3-0.

**RESOLUTION NO. 2017-01**

**RESOLVED**, that in response to the offer presented by Warwick Realty Company, LP as Defendant, that the Authority should respond as follows:

“Mr. Pulley’s “good faith proposal” is merely what he is already asking the Commonwealth Court to grant him, and so is no settlement proposal at all. Nonetheless, in deference to the Commonwealth Court, the Authority is willing to waive the interest accrued on its judgement, as well as its costs on appeal. Therefore, the Authority’s good-faith response is a demand of \$205,956.53, which is the sum of the \$170,036.53 awarded to the Authority and of the \$35,920.00 in attorney’s fees the Authority has accrued thus far in defending this meritless appeal.”

**APPROVED AND ADOPTED** this 23<sup>rd</sup> day of January, 2017.

**WARWICK TOWNSHIP  
WATER & SEWER AUTHORITY**

ATTEST: \_\_\_\_\_

By: \_\_\_\_\_

The Board reconvened at 7:18 p.m.

**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 –The water and sewer portion of the project is complete. The contractor has submitted construction credits on the project. The engineer is working with Penndot and the contractor to reconcile the construction credits on the project.

Fish Creek Sewage Treatment Plant Upgrade Change Order #2 – On motion of Mr. Thompson, seconded by Mr. Sklencar, The Fish Creek Sewage Treatment Plant Upgrade Change Order #2 as presented to the Board in the amount of \$60,731.45, including a time extension of 90 days was approved 3-0.

2016 Chapter 94 Proposal – Mr. Ebert presented a proposal for the 2016 Chapter 94 report for the Board's consideration. On motion of Mr. Sklencar, seconded by Mr. Thompson, the 2016 Chapter 94 proposal, as presented, was approved 3-0.

Creek Road/Navy Water Main Extension Update – Mr. Ebert provided an update of the project. At 7:50 p.m. the Board entered into an executive session regarding the legal agreement for the Navy Project. The Board reconvened at 8:00 p.m.

Act 537 Plan – Ebert Engineering continues to work on the update to the Plan.

## **AUTHORITY REPORT**

### **Operations – Executive Director**

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

### **Administrative – Executive Director**

CORE BTS IT Audit Review - Mr. Sullivan provided a general overview of the IT audit. The Board will have a detailed discussion on the results at the February meeting.

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

### **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. Sklencar, seconded by Mr. Thompson, and with a 3-0 aye vote, adjourned at 8:15 p.m.

Respectfully submitted,

BY: 

Warwick Township Water and Sewer Authority