

**MINUTES OF THE REORGANIZATIONAL AND
REGULAR MEETING JANUARY 27, 2014
WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular January 27, 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

After the pledge of Allegiance, Mr. Stavrides announced that this is a duly advertised public meeting as published in the December 19, 2013 edition of The Intelligencer.

REORGANIZATION

The Authority Board acknowledged the re-appointment of Chairman Paul Stavrides by the Warwick Township Board of Supervisors to a five (5) year term on the Authority Board of Directors.

Open for Nominations

Chairman Stavrides turned the 2014 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.

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.

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

Mr. Sklencar moved to close the nominations and for the Chairman Pro-Tem to cast a unanimous ballot, duly seconded by Mr. Carlin and approved by a 4-0 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. Thompson and unanimously approved by the Board 4-0.

Chairman Stavrides opened the floor for discussion to appoint the Authority's professional staff. There being none, Mr. Sklencar 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. Thompson and passed with a unanimous 4-0 vote.

A motion was made by Mr. Sklencar to appoint MDG LLC in accordance with the December 13, 2013 proposal as the Authority's Certified Public Accountant firm to conduct the year 2013 annual audit, seconded by Mr. Thompson and unanimously approved by the Board 4-0.

The following financial institutions were reaffirmed by the Board upon motion of Mr. Sklencar, seconded by Mr. Thompson, approved 4-0 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. Sklencar 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. Thompson, and with a 4-0 aye vote the reorganizational meeting ended at 7:15 p.m., and the Board continued with the Authority's regular monthly meeting.

MINUTES

Upon motion of Mr. Carlin, seconded by Mr. Thompson, the Board approved the minutes of the November 18, 2013 board meeting by a vote of 4-0.

The minutes for December 16, 2013 were tabled.

PUBLIC COMMENT

- A. Confirmed Appointments – There were no confirmed appointments.
- B. From the Floor – John Meyer. Mr. Meyer confirmed that he has agreed to provide an easement across the Goddard School property for a proposed sewer line. In exchange, the Authority will relinquish an existing easement on an open lot off of

Kendarben Drive. Mr. Rudolph noted that the swap of easements will be done by agreement and prepared by his office.

FINANCIAL REPORT

Mr. Sullivan reported that the 2013 financial audit has commenced. Mr. Carlin requested that the Authority staff prepare an analysis of the 2013 year end budget to provide an explanation of any substantial differences in the proposed vs. actual numbers in the Authority budget.

Mr. Carlin reported that he inadvertently approved a bill payment and signed checks related to the Warwick Village Commons for which he has an interest. Mr. Sullivan noted that moving forward he will separate future payments or actions from the rest of the bill payment list for additional clarification for the Board.

TREASURER'S REPORT

Requisitions

On motion of Mr. Sklencar, seconded by Mr. Thompson, Requisition No. 30 a transfer of \$33,136.81 from the BRIF Funds to Operating Account was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Requisition No. 31, a transfer of \$216,657.50 from the Revenue Funds to Operating Account was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Bill Payment List 01/14-A in the amount of \$207,454.31 was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Bond Construction Fund Requisition #20 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$1,283.62 was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Bond Construction Fund Requisition #21 for Rudolph, Clarke LLC for Fish Creek WWTP Upgrade Phase II in the amount of \$660.00 was approved 4-0.

Releases

On motion of Mr. Sklencar, seconded by Mr. Thompson, Professional Services Releases (TD Bank) in the total amount of \$3,606.35 were approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Developer Construction Escrow Release #11 for Mignatti Companies Heritage Creek II Phase I in the amount of \$19,456.00 was approved 4-0.

SOLICITOR'S REPORT

Authority Business

Mr. Rudolph referred the Board to his written report.

Legal Complaints

Klipper v. Carroll Engineer and WTWSA – Mr. Thompson inquired about the correspondence provided to the Board by the Solicitor's office. Mr. Rudolph suggested that Mr. Amuso would call him directly to discuss the correspondence.

Developments

The Authority Solicitor reported that he is currently working with staff on a number of development agreements including Kruse Tool and Die, Warwick Village Commons, Basile Senior Housing and Heritage Creek II.

TMDLS

The Authority Solicitor and Executive Director provided a brief update with regards to the recent environmental hearing board decision concerning the recovery of professional fees from litigation.

ENGINEER'S REPORT

Authority Projects

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

Route 263 Improvements – Mr. Ebert reported that the project is moving forward and his office is currently reviewing shop drawing submittals. The Authority Engineer and Authority Staff recently attended the preconstruction meeting for the project.

Fish Creek Upgrade – Mr. Ebert reported that the plans are currently under review and staff has had several meetings with the design engineer and manufacturer's representative.

2013 Chapter 94 Proposal – Mr. Ebert presented a proposal to prepare the Authority's annual Chapter 94 report as required by March 31, 2014. The Pennsylvania Department of Environmental Protections requires two separate reports for each of the Authority's sewage systems. On motion by Mr. Carlin, seconded by Mr. Thompson and a 4-0 vote, the Board approved the proposal by Ebert Engineering, Inc. to prepare the Authority's 2013 Chapter 94 report for a price not to exceed \$9,400.00 unless additional costs are agreed in writing.

AUTHORITY REPORT

Operations – Executive Director

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

Water Supply Report – The Authority Executive Director noted that the unaccounted for water remains in the single digits.

Administrative – Executive Director

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

Statement of Financial Interests – Mr. Sullivan provided the Statement of Financial Interests to the members of the Board and Professional Staff.

York Road Car Wash – Mr. Sullivan reported that the Township has worked out its agreement with the developer. The developer has also executed the revised agreement with the Authority and has provided the required down payment on the reserved EDUs. Mr. Rudolph will record the agreement once all of the professional fees have been paid.

Fish Creek Sewage Treatment Plant – The Executive Director reported that there seems to be issues again with the backup generator at the Wastewater Treatment Plant and an evaluation is being performed by the maintenance contractor.

Developments – Executive Director

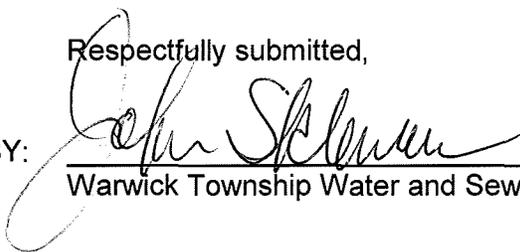
Various Correspondence – Mr. Sullivan referred the Board to the attached various correspondence. He also commended the Authority's operating staff for their efforts during the recent severe weather.

CHAIRMAN'S MINUTE

A. Adjournment – There being no further business, the Board, upon motion of Mr. Thompson, seconded by Mr. Sklencar, and with a 4-0 aye vote, adjourned at 8:30 p.m.

Respectfully submitted,

BY:


Warwick Township Water and Sewer Authority