

MINUTES OF THE REGULAR MEETING
June 27, 2016
WARWICK TOWNSHIP WATER AND SEWER AUTHORITY

The regular June 27, 2016 meeting of the Warwick Township Water and Sewer Authority was called to order at 7:05 p.m. by Chairman Paul Stavrides. The following Board members were present: Vice Chairman Richard Carlin and Secretary John Sklencar, Secretary/Treasurer, Edward Thompson and Member Stan Rockovich.

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. Sklencar, seconded by Mr. Thompson, the Board approved the minutes of the February 22, 2016 board meeting by a vote of 3-0.

Upon motion of Mr. Thompson, seconded by Mr. Rockovich, the Board approved the minutes of the March 28, 2016 board meeting by a vote of 3-0.

Upon motion of Mr. Sklencar, seconded by Mr. Thompson, the Board approved the minutes of the April 25, 2016 board meeting by a vote of 3-0.

Upon motion of Mr. Carlin, seconded by Mr. Sklencar, the Board approved the minutes of the May 23, 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

- A. New General Ledger – New General ledger system has been implemented. The second quarter financial statements will be included in the July meeting packet.

TREASURER'S REPORT

Requisitions

On motion of Mr. Carlin, seconded by Mr. Rockovich, Requisition No. 91 a transfer of \$47,289.90 from the BRIF Funds to Operating Account was approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Requisition No. 92, a transfer of \$277,420.2116 from the Revenue Funds to Operating Account was approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Bill Payment List 06/16-A in the amount of \$258,960.11 was approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Bond Construction Fund Requisition #56 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$7,194.30 was approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Bond Construction Fund Requisition #57 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$795.77 was approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Bond Construction Fund Requisition #58 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$23,040.00 was approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Bond Construction Fund Requisition #59 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$27,416.18 was approved 4-0.

Releases

On motion of Mr. Carlin, seconded by Mr. Rockovich, Professional Services Releases (TD Bank) in the total amount of \$27,416.18 were approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Escrow releases and professional service invoices (pending) in the amount of \$427.63 were approved 4-0.

On motion of Mr. Rockovich, seconded by Mr. Thompson, Professional Services Releases (TD Bank) for Warwick Village Commons (WaWa) in the amount of \$140.25 for May and \$96.11 for June were approved by a vote of 3-0-1 with Mr. Carlin recusing himself from the vote.

On motion of Mr. Carlin, seconded by Mr. Rockovich, the closing of account and disbursement of funds for Creek Road Holding Tank in the amount of \$1,000.0 was approved by a vote of 4-0.

SOLICITOR'S REPORT

Authority Business

Mr. Rudolph referred the Board to the Solicitor's written report.

Developments

The Authority Solicitor referred the Board to the written report.

WTWSA v. Warwick Realty Co. LP – Mr. Rudolph provided a brief update on the matter.

Resolution #2016-02 – Grinder Pump Management Plan – On motion by Mr. Thompson and seconded by Mr. Carlin with a 5-0 aye vote, the following resolution was approved.

RESOLUTION NO. 2016-02

**RESOLUTION OF THE WARWICK TOWNSHIP WATER AND SEWER AUTHORITY
ENACTING A GRINDER PUMP MANAGEMENT PLAN**

WHEREAS, the Warwick Township Water and Sewer Authority (the “Authority”) is a body politic and corporate operating as a municipal corporation under the Municipality Authorities Act of 1945, as amended; and

WHEREAS, the Authority is mandated to adopt a Grinder Pump Management Plan (“Plan”) pursuant to the requirements imposed upon the Authority from the Pennsylvania Department of Environmental Protection (“DEP”) related to residential facilities requiring the implementation of conventional low pressure sanitary sewer systems; and

WHEREAS, the Authority proposes the Plan set forth the means of maintenance, repair and/or replacement of grinder pumps, as defined and set forth in the Plan; and

WHEREAS, the Authority desires to adopt the Plan and insert the Plan within the Rules and Regulations of the Authority (“Rules”).

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT, the attached document entitled, “Grinder Pump Management Plan” be and is hereby adopted by the Authority Board and the Plan shall be inserted in the Rules and made a part thereof.

Warwick Mill – The Solicitor is working with the Developer to finalize the Developer Agreement.

ENGINEER’S REPORT

Authority Projects

The Authority’s engineer generally reviewed the projects within the written engineering report.

Route 263 Improvements – Penn Dot is in the process of painting the interior of the manholes installed as part of the project.

FCSTP Upgrade – Mr. Ebert provided a brief status report on the project. Mr. Ebert received a copy of the NPDES Permit from the DEP.

Creek Road Water Extension – A joint progress meeting is scheduled for June 30, 2016. The expected bid date for the project is mid-July, 2016.

Act 537 Plan – Mr. Ebert met with the Board of Supervisor regarding the plan.

AUTHORITY REPORT

Operations – Executive Director

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

On motion by Mr. Rockovich and seconded by Mr. Thompson, the regularly scheduled September Authority meeting was changed to September 19, 2016 with a 5-0 aye vote.

Administrative – Executive Director

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

Water Tapping Fee Application for 1601 Mearns Road, 1 Water EDU – On motion of Mr. Sklencar, seconded by Mr. Thompson, the water tapping fee application for 1601 Mearns Road was approved by the board by a vote of 5-0.

Review and Approval of the Proposal of Insurance – Paist & Noe, Inc. – On motion of Mr. Sklencar, seconded by Mr. Rockovich, the Board voted to approve the Insurance Proposal by an aye vote of 5-0.

Consumer Confidence Report (CCR) – The CCR was completed and posted on the Authority website.

Preflorinated Compounds – Mr. Sullivan provided an update to the Board. Mr. Rudolph will draft a letter to the Navy regarding decommissioning the well located at the FCWTP.

Employees – The Authority hired a new employee for the finance department. This employee will be crossed trained for both utility billing and financial functions.

Developments – Executive Director

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

Shihadeh Contracting LLC, Professional Service Agreement – On motion of Mr. Sklencar, seconded by Mr. Rockovich, the Professional Service Agreement for Shihadeh Contracting LLC was approved by a vote of 5-0.

CHAIRMAN'S MINUTE

A. Adjournment – There being no further business, the Board, upon motion of Mr. Sklencar, seconded by Mr. Rockovich, and with a 5-0 aye vote, adjourned at 7:55 p.m.

Respectfully submitted,

BY: 

Warwick Township Water and Sewer Authority