

**MINUTES OF THE REGULAR  
March 23, 2015  
WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular March 23, 2015 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, and Secretary/Treasurer Edward Thompson. Member Stanley Rockovich joined the meeting via telephone. Secretary John Sklencar 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. Sklencar, seconded by Mr. Rockovich, the Board approved the minutes of the February 23, 2015 board meeting by a vote of 3-0-1 with Mr. Carlin abstaining.

**PUBLIC COMMENT**

- A. Confirmed Appointments – There were no confirmed appointments.
- B. From the Floor – Cathy Seiler – Brinker Simpson Certified Public Accountants 2014 Audit Presentation.

**FINANCIAL REPORT**

Ms. Cathy Seiler presented the 2014 audited financial statements.

The Board then entered into a review and discussion of the 2014 audited financial statements. Mr. Carlin noted that the Board needs to address the need for fixed asset capitalization policies to remain consistent in the handling of capitalizing assets from year to year.

Mr. Stavrides discussed with the Board the need for a review and audit of the computer billing and data processing operations. An initial meeting will be held with PC Burbs to discuss the extent of the audit, safeguards currently in place, and the estimated costs related to the audit.

Mr. Carlin moved to adopt the 2014 audit financial statements as presented and to have staff post the documents on the Authority web site. Mr. Thompson seconded the motion which was approved unanimously 4-0.

Mr. Sullivan briefly reviewed the financial report with the Board.

## **REVIEW CHEMICAL BIDS**

The Authority Executive Director presented the results to the Authority Board members. After a tabulation of the bid results were reviewed the following actions were taken by the Board.

A. Ferric Chloride – Upon motion by Mr. Carlin, seconded by Mr. Thompson, and a 4-0 vote, the Board awarded Main Pool and Chemical a 1 year contract to supply Ferric Chloride for a price of \$36.00/dry CWT.

B. Ferrous Chloride – Upon motion by Mr. Carlin, seconded by Mr. Thompson, and a 4-0 vote, the Board rejected the bid from Coyne Chemical to supply Ferrous Chloride for one year for a price of \$61.95/dry CWT.

## **TREASURER'S REPORT**

### **Requisitions**

On motion of Mr. Carlin, seconded by Mr. Thompson, Requisition No. 59 a transfer of \$26,897.77 from the BRIF Funds to Operating Account was approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Thompson, Requisition No. 60, a transfer of \$234,242.32 from the Revenue Funds to Operating Account was approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Thompson, Bill Payment List 03/15-A in the amount of \$214,740.09 was approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Thompson, Bond Construction Fund Requisition #38 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$920.25 was approved 4-0.

### **Releases**

On motion of Mr. Carlin, seconded by Mr. Thompson, Professional Services Releases (TD Bank) in the total amount of \$6,569.93 were approved 4-0.

On motion of Mr. Thompson, seconded by Mr. Rockovich, Professional Services Releases (TD Bank) for Warwick Village Commons (WaWa) in the amount of \$3,413.16 was approved by a vote of 3-0 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's office is pursuing reimbursement from the insurance company for legal fees related to the litigation.

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 filed a lien for the additional four (4) EDU's in the amount of \$43,200.00 based on the Ice Rink water usage. Warwick Ice Rink filed an objection to the lien filing.

## **Developments**

The Authority Solicitor referred the Board to his written report.

Revised Warwick Village Commons Agreement - As a result of revisions to easements on the Wawa property and the Goddard School property, the Board of Warwick Township Water and Sewer Authority on motion by Mr. Thompson, seconded by Mr. Rockovich, voted 3-0 with Mr. Carlin recusing himself, to execute the following documents as approved by the Authority Solicitor

1. Amendment to Easement Agreement between John A. Meyer, Jr. and Dianne Meyer, as Grantors, and the Authority as Grantee, concerning a permanent easement being granted to the Authority in, over and under portions of tax parcel number 51-3-87 (Goddard School Property) to permit the installation, construction, connection and use of public sanitary sewer facilities; and
2. Revocation and Termination of Deed of Easement; revised Deed of Easement; and Amendment to the Development Agreement between the Authority and WARWICK TVC-ARC, LP, by its General Partner WARWICK TVC-GP, LLC, concerning revisions to public sanitary sewer facilities easement on the Wawa property.

## **ENGINEER'S REPORT**

### **Authority Projects**

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

Route 263 Improvements – The Water and Sewer portion of the project is on hold for approximately nine months while the lane changes are made to the road. All installed lines have been tested and are currently in use.

Fish Creek Wastewater Treatment Plant Upgrade – Received all information from BCM Engineers. The electrical and mechanical reviews are complete. A meeting is set for next week to finalize all of the comments and changes.

Review and Approval of 2014 Chapter 94 Report – The Board generally reviewed the reports as presented by Ebert Engineering, Inc. After a brief discussion, Mr. Thompson moved to accept the reports as submitted, authorize the Executive Director to execute the reports and authorize the Authority Engineer to submit the reports to the PA DEP. Mr. Carlin seconded the motion which was approved by a vote of 4-0.

SCADA System – Close to completion. There is one more punch list item regarding communication from Country Crossing Treatment plant.

DRBC WATER AUDIT – The DRBC Water Audit is complete noting single digit water losses for the Authority water system.

## **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.

Fence Agreement – 2105 Guinea Lane – On motion by Mr. Thompson, seconded by Mr. Carlin, the Board approved the fence agreement by a 4-0 vote

Rules & Regulations – Mr. Sullivan and Mr. Rudolph are in the process of updating the Authority's Rules and Regulations.

### **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. Thompson, seconded by Mr. Carlin, and with a 4-0 aye vote, adjourned at 8:27 p.m.

Respectfully submitted,

BY: 

Warwick Township Water and Sewer Authority