

**MINUTES OF THE REGULAR MEETING  
MARCH 28, 2016  
WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular March 28, 2016 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/Treasurer, Edward Thompson. Vice Chairman Richard Carlin and Secretary John Sklencar were excused from attendance. Member Stan Rockovich joined the meeting via conference call.

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

Michael Sullivan, Executive Director  
Melissa Fiala, Rudolph Clarke LLC  
Frederick Ebert, P.E., Ebert Engineering

**MINUTES**

The minutes from the February 22, 2016 meeting were tabled due to lack of a quorum for members that attended that meeting.

**PUBLIC COMMENT**

A. Confirmed Appointments – There were no confirmed appointments.

B. From the Floor – Cathy Seiler – Brinker Simpson Certified Public Accountants 2015 Audit Presentation.

Ms. Cathy Seiler presented the 2015 audited financial statements.

The Board then entered into a review and discussion of the 2015 audited financial statements. Mr. Sullivan noted that the Finance Committee met to discuss the Draft Financial Statement. There was discussion on the need for a fixed asset capitalization policy to remain consistent in the handling of capitalizing assets from year to year.

Mr. Thompson moved to adopt the 2015 audit financial statements as presented and to have staff post the documents on the Authority web site. Mr. Rockovich seconded the motion which was approved unanimously 3-0.

**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. Thompson, seconded by Mr. Rockovich and by a 3-0 vote, the Board awarded Main Pool and Chemical a 1 year contract to supply Ferric Chloride for a price of \$35.74/dry CWT.

B. Ferrous Chloride – There were no bids submitted for Ferrous Chloride.

**FINANCIAL REPORT**

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

**TREASURER'S REPORT**

**Requisitions**

On motion of Mr. Thompson, seconded by Mr. Rockovich, Requisition No. 85 a transfer of \$14,607.09 from the BRIF Funds to Operating Account was approved 3-0.

On motion of Mr. Thompson, seconded by Mr. Rockovich, Requisition No. 86, a transfer of \$247,911.90 from the Revenue Funds to Operating Account was approved 3-0.

On motion of Mr. Thompson, seconded by Mr. Rockovich, Bill Payment List 03/16-A in the amount of \$196,768.99 was approved 3-0.

On motion of Mr. Thompson, seconded by Mr. Rockovich, Bond Construction Fund Requisition #53 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$2,757.98 was approved 3-0.

On motion of Mr. Thompson, seconded by Mr. Rockovich, Bond Construction Fund Requisition #54 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$2,092.29 was approved 3-0.

**Releases**

On motion of Mr. Thompson, seconded by Mr. Rockovich, Professional Services Releases (TD Bank) in the total amount of \$3,287.31 were approved 3-0.

On motion of Mr. Thompson, seconded by Mr. Rockovich, Escrow releases and professional service invoices (pending) in the amount of \$774.13 were approved 3-0.

On motion of Mr. Thompson, seconded by Mr. Rockovich, professional service releases (TD Bank) for Warwick Village Commons (WaWa) in the amount of \$73.70 were approved 3-0.

**SOLICITOR'S REPORT**

**Authority Business**

Ms. Fiala referred the Board to his written report. Ms. Fiala provided a brief update related to litigation matters.

**Developments**

The Authority Solicitor referred the Board to his written report.

## **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 complete. The engineer is working with the contractor to document the construction credits on the project.

Fish Creek Sewage Treatment Plant Upgrade – The electrical contractor shop drawings have been submitted and the electrical work has started on the project. Due to the delays, the notice to proceed has been reissued.

Review and Approval of 2015 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. Rockovich seconded the motion which was approved by a vote of 3-0.

Stout Drive Water Main Extension (Kruse Tool & Die) – Special Purpose Tapping Fee Mr. Ebert generally reviewed the Special Purpose tapping fee. As part of the project, the water main was extended to provide water service for seven (7) properties totaling twenty four (24) EDUs. The Solicitor will prepare the resolution for the April meeting.

Railroad TCE Water Project – Mr. Ebert provided a brief overview of the project. The developer agreement will be signed by Northampton Township. The Authority will be working through Northampton Township to complete the Project. It is expected that the design will be completed in July with the bid in August. It is estimated that the construction will take 120 days and will begin late September 2016.

Act 537 Plan – The Warwick Township Board decided to go forward with the Act 537 Plan. The first meeting with the Township will be held April 8, 2016. There are two projects, the Sailor Project and Warwick Mills, going through the planning module stage that are outside the public sewer system. A meeting will be held with the DEP in late May to discuss the potential changes to the plan.

## **AUTHORITY REPORT**

### **Operations – Executive Director**

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

Mr. Sullivan generally reviewed the flow and pressure issues with Aqua.

**Administrative – Executive Director**

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

Mr. Sullivan provided the Board with an article related to cyber security for their review.

**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. Rockovich, and with a 3-0 aye vote, adjourned at 7:52 p.m.

Respectfully submitted,

BY:

  
Warwick Township Water and Sewer Authority