

**MINUTES OF THE REGULAR MEETING
NOVEMBER 21, 2016
WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular November 21, 2016 meeting of the Warwick Township Water and Sewer Authority was called to order at 7:00 p.m. by Vice Chairman Richard Carlin. The following Board members were present: Secretary John Sklencar, and Member Stan Rockovich. Chairman Paul Stavrides arrived at 7:12. Secretary/Treasurer Edward Thompson arrived at 7:34.

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

Michael Sullivan, Executive Director
Edward Rudolph, Rudolph Clarke LLC
Rick Dunn, P.E., Ebert Engineering

MINUTES

Upon motion of Mr. Sklencar, seconded by Mr. Rockovich, the Board approved the minutes of the September 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

TREASURER'S REPORT

Requisitions

On motion of Mr. Sklencar, seconded by Mr. Mr. Rockovich, Requisition No. 101 a transfer of \$95.00 from the BRIF Funds to Operating Account was approved 3-0.

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Requisition No. 102, a transfer of \$260,330.47 from the Revenue Funds to Operating Account was approved 3-0.

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Bill Payment List 11/16-A in the amount of \$207,825.47 was approved 3-0.

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Bond Construction Fund Requisition #72 for Cardno BCM for Fish Creek WWTP Upgrade Phase II in the amount of \$8,425.80 was approved 3-0.

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Bond Construction Fund Requisition #73 for LB Industries for Fish Creek WWTP Upgrade Phase II in the amount of \$148,500.00 was approved 3-0.

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Bond Construction Fund Requisition #74 for Certified Testing Laboratories for Fish Creek WWTP Upgrade Phase II in the amount of \$604.84 was approved 3-0.

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Bond Construction Fund Requisition #75 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$1,223.46 was approved 3-0.

Releases

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Professional Services Releases (TD Bank) in the total amount of \$7,710.81 were approved 3-0.

On motion of Mr. Sklencar, seconded by Mr. Rockovich, Escrow releases and professional service invoices (pending) in the amount of \$1,818.07 were approved 3-0.

SOLICITOR'S REPORT

Authority Business

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

Legal Complaints

WTWSA v. Warwick Realty Co., LP – Mr. Rudolph provided an update to the Board.

Developments

The Authority Solicitor referred the Board to the 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 did a final inspection of the project and provided the contractor with the final punch list items. The engineer is working with Penndot and the contractor to reconcile the construction credits on the project.

FCSTP Upgrade Update – Mr. Dunn provided a brief status report on the project as well as a brief overview of the remaining potential changes orders.

Creek Road Water Extension Update – Mr. Dunn provided an overview of the project. The project will extend the water line down Mearns Road to Creek Road. This project is in conjunction with Northampton Authority. The Warwick portion of the project will begin on the project December 5, 2016.

CFA – Grant Update – The application was submitted to the State for review.

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

AUTHORITY REPORT

Operations – Executive Director

Operations Report – Water/Sewer – The Board generally reviewed the water and sewer operations reports.

Administrative – Executive Director

Electric/Sludge Hauling/Bulk Water – The Board generally reviewed one of the largest operating expenses.

CORE BTS IT Audit – Mr. Sullivan provided an update to the Board. A preliminary meeting was held with staff and CORE to discuss the process for the audit. CORE will be onsite three (3) days to perform the initial audit. The penetration audit is scheduled for the end of January.

Presentation of the Draft 2017 Operating Budget – Mr. Sullivan reviewed the Draft of the Budget with the Board.

Mr. Sullivan provided an updated format to the Board that reflects operating revenue and operating expenses. This updated summary excludes depreciation. Mr. Carlin detailed the effect of no rate increase on the debt service ratio. Mr. Carlin suggested a 3-4% rate increase based the calculated debt service ratio projection and the increase in costs. After a detailed discussion, the Board agreed upon a 2% rate increase.

On motion of Mr. Carlin, seconded by Mr. Rockovich the Board approved the 2017 Draft #2 Operating Budget with a 2% Water and Sewer rate increase by a vote of 5-0.

Creek Road/Jarrett – Easement Agreement - The Jarrett Trust granted an easement to Mr. Jarrett to run a water service line between the two properties as part of the Creek Road TCE project.

Glenwood Estates – The Board executed the Development Agreement (“Agreement”) between the Authority and Shihadeh Contracting, LLC (“Developer”), known as Glenwood Estates Development approved by the Board by Motion on October 24, 2016.

Review and Approve 2017 Meeting and Holiday Schedule – Mr. Sullivan provided the meeting schedule to the Board for review.

Developments – Executive Director

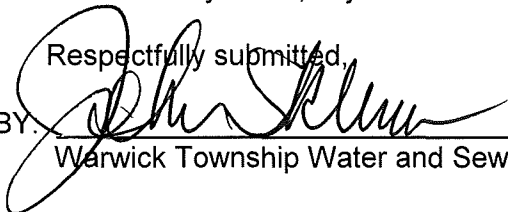
Various Correspondence – Mr. Sullivan referred the Board to the attached various correspondence.

CHAIRMAN'S MINUTE

A. Adjournment – There being no further business, the Board, upon motion of Mr. Rockovich, seconded by Mr. Carlin, and with a 5-0 aye vote, adjourned at 8:15 p.m.

Respectfully submitted,

BY: _____


Warwick Township Water and Sewer Authority