

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

The regular November 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 Richard Carlin, Secretary/Treasurer Edward Thompson and Member Stan Rockovich. 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

The October 26, 2015 meeting minutes were tabled to the December meeting.

PUBLIC COMMENT

Confirmed Appointments - There were no confirmed appointments.

TREASURER'S REPORT

Requisitions

On motion of Mr. Carlin, seconded by Mr. Thompson, Requisition No. 77 a transfer of \$17,982.55 from the BRIF Funds to Operating Account was approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Thompson, Requisition No. 78, a transfer of \$210,141.18 from the Revenue Funds to Operating Account was approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Thompson, Bill Payment List 11/15-A in the amount of \$179,723.73 was approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Thompson, Bond Construction Fund Requisition #47 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$3,009.01 was approved 4-0.

Releases

On motion of Mr. Carlin, seconded by Mr. Thompson, Professional Services Releases (TD Bank) in the total amount of \$19,194.12 were approved 4-0.

On motion of Mr. Rockovich, seconded by Mr. Thompson with Mr. Carlin recusing himself, Professional Services Releases (TD Bank) for Warwick Village Commons (WaWa) in the amount of \$92.67 was approved 3-0-1.

SOLICITOR'S REPORT

Authority Business

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

WTWSA v. Warwick Realty Company – Mr. Rudolph provided the Board with a brief update.

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 casings and manholes are expected to be delivered the week of December 7, 2015. Once construction of the manholes is complete, the contractor will finish the work on the bridge.

FCWTP – The NPDES permit was submitted to the DEP. There is no update from the DEP at this point.

Stout Drive – Construction began on the remaining connections on November 17, 2015.

Stoney View – Staff will notify the contractor that the paving of the driveway needs to be completed.

AUTHORITY REPORT

Operations – Executive Director

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

The Board and staff had an in-depth discussion regarding the security related to the Authority databases. The Chairman will draft criteria for the IT Database audit RFP.

Administrative – Executive Director

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

Presentation of the Draft 2016 Operating Budget – Mr. Sullivan reviewed Draft #2 of the Budget with the Board.

Mr. Sullivan previously discussed with the Board the Budget as it relates to the Rate covenant. A significant portion of the conversation was making sure that the debt service ratio was met as well as staying consistent going forward. In addition, asset management was discussed, making sure that we are funding future asset replacement adequately through the budget.

On motion of Mr. Carlin, seconded by Mr. Rockovich the Board approved the 2016 Draft #2 Operating Budget with a 4% Water and Sewer rate increase by a vote of 3-1 with Mr. Thompson dissenting.

Consideration of the Fish Creek Sewage Treatment Plant

With reliance upon the insertion from Charlie Lue, Cardno/BCM Engineering, email dated November 20, 2015 there is appearance that the low bidders are accurate and complete. On motion by Mr. Carlin, seconded by Mr. Rockovich and with a 4-0 aye vote, the Civil/Mechanical Bid was awarded to LB. Industries.

With reliance upon the insertion from Charlie Lue, Cardno/BCM Engineering, email dated November 20, 2015 there is appearance that the low bidders are accurate and complete. On motion by Mr. Carlin, seconded by Mr. Rockovich and with a 4-0 aye vote, the Electrical Bid was awarded to Phillips.

The Board authorizes the Executive Director, on behalf of the Authority, to execute the contracts associated with each of the awarded bids. On motion by Mr. Carlin, seconded by Mr. Rockovich and with a 4-0 aye vote

Creek Road Water Main Extension – A DEP hearing was held to give alternatives to mediate the TCE problem in the Creek Road area. It appears that the recommendation for resolution will be to connect the affected properties to the public water system. The project is expected to begin early summer with no cost to the residents or the Authority.

TMDL Settlement Agreement – Mr. Sullivan gave a brief update on the agreement.

Harris Software Purchase Agreement – Mr. Sullivan discussed with the Board the Harris Software for the General and Billing systems, as previously presented to the Board. The Board directed Mr. Sullivan to proceed with the Purchase of the new systems as previously approved.

Warwick Mills, LLC Contract for Professional Services – On motion by Mr. Rockovich and seconded by Mr. Carlin, the Board approved the PSA for Warwick Mills by a vote of 4-0.

Webb - 825 Creek Road Contract for Professional Services – On motion by Mr. Rockovich and seconded by Mr. Carlin, the Board approved the PSA for 825 Creek Road by a vote of 4-0.

Webb – 825 Creek Road Water/Sewer Tapping Fee Agreement – On motion by Mr. Carlin, seconded by Mr. Rockovich and with a 4-0 aye vote, the Board approved one (1) water and one (1) Sewer EDU for 825 Creek Road.

Developments – Executive Director

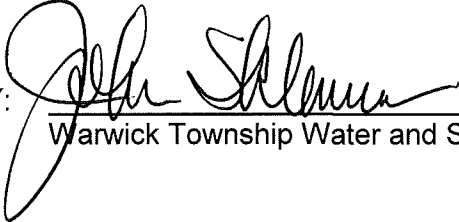
Various Correspondence – Mr. Sullivan referred the Board to the attached various correspondence.

CHAIRMAN'S MINUTE

The Board canceled the next scheduled meeting Monday, December 14 at 7:00 p.m. and will reschedule for December 21, 2015 at 8:00 a.m.

Adjournment – There being no further business, the Board, upon motion of Mr. Sklencar, seconded by Mr. Thompson, with a 4-0 vote, adjourned at 9:25 p.m.

Respectfully submitted,

BY: 
Warwick Township Water and Sewer Authority