

**MINUTES OF THE REGULAR MEETING
OCTOBER 24, 2016
WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular October 24, 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: Vice Chairman Richard Carlin, Secretary John Sklencar and Member Stan Rockovich. Secretary/Treasurer Edward Thompson joined the meeting via teleconference.

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. Carlin, seconded by Mr. Rockovich, the Board approved the minutes of the September 19, 2016 board meeting by a vote of 4-0-1 with Mr. Thompson abstaining.

PUBLIC COMMENT

- A. Confirmed Appointments – There were no confirmed appointments.
- B. From the Floor - None

FINANCIAL REPORT

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

TREASURER'S REPORT

Requisitions

On motion of Mr. Carlin, seconded by Mr. Mr. Rockovich, Requisition No. 99 a transfer of \$2,210.75 from the BRIF Funds to Operating Account was approved 5-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Requisition No. 100, a transfer of \$264,977.30 from the Revenue Funds to Operating Account was approved 5-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Bill Payment List 10/16-A in the amount of \$201,438.05 was approved 5-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Bond Construction Fund Requisition #69 for Cardno BCM for Fish Creek WWTP Upgrade Phase II in the amount of \$141,043.89 was approved 5-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Bond Construction Fund Requisition #70 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$2,494.19 was approved 5-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Bond Construction Fund Requisition #71 for LB Industries for Fish Creek WWTP Upgrade Phase II in the amount of \$7,399.27 was approved 5-0.

Releases

On motion of Mr. Carlin, seconded by Mr. Rockovich, Professional Services Releases (TD Bank) in the total amount of \$2,556.27 were approved 5-0.

On motion of Mr. Rockovich, seconded by Mr. Sklencar, Professional Service Releases (TD Bank) for Warwick Village Commons (WaWa) in the total amount of \$121.82 (September) and \$486.75 (October) were approved by a vote of 4-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, the closing of account and disbursement of funds for Kruse Tool and Die in the amount of \$17,882.70 was approved by a vote of 5-0.

SOLICITOR'S REPORT

Authority Business

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

Legal Complaints

WTWSA v. Warwick Realty Co., LP – At 7:15 p.m. the Board entered into an executive session. No action was taken. The Board reconvened at 7:25 p.m.

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 is working with Penndot and the contractor to reconcile the construction credits on the project.

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

On a motion of Mr. Carlin, seconded by Mr. Rockovich, Fish Creek Sewage Treatment Plant Change Order #1 in the amount of \$48,976.43 for tank repairs and welding was approved by a vote of 5-0.

Creek Road Water Extension Update – Mr. Ebert 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.

On a motion of Mr. Sklencar, seconded by Mr. Rockovich, the Railroad TCE Water Main Project Bid Alternate Number 2 as noted was approved by a vote of 5-0.

Resolution No. 2016-04 – H2O PA Grant Application – On motion of Mr. Sklencar, seconded by Mr. Rockovich, Resolution No. 2016-04 was approved by a vote of 5-0.

AUTHORITY REPORT

Operations – Executive Director

Operations Report – Water/Sewer – Due to the change in testing labs, the operations reports for Fish Creek and Country Crossing are not available. Mr. Sullivan will furnish the Operations reports to the Board once available.

Administrative – Executive Director

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

Presentation of the Draft 2017 Operating Budget – Mr. Sullivan reviewed with the Board the 2017 Draft Budget with the Board. The Finance Committee met and had an in-depth discussion on the Budget focusing on how it affects the debt service ratio as well as rates.

The Board and Mr. Sullivan had an in-depth discussion on the budget including Depreciation, Tapping Fees, Rates and Debt Service. Mr. Carlin suggested some minor formatting changes to the budget to clarify the Debt Service Ratio calculation. The Draft budget will be updated to reflect these changes for the November meeting.

Railroad TCE Water Main Project – Bill Summary and Project Approval. – On a motion of Mr. Sklencar, seconded by Mr. Rockovich, the Railroad TCE Water Main Project Bid Summary and Project Approval were approved by a vote of 5-0.

Data Processing and Critical Control Audit Review – On a motion of Mr. Carlin, seconded by Mr. Rockovich, the Data Processing and Critical Controls Audit Review as presented by CORE BTS, was approved by a vote of 5-0.

Kruse Tool and Die, Inc. – Stout Drive Project – On a motion of Mr. Sklencar, seconded by Mr. Rockovich, the Kruse Tool and Die Inc. Conditional Escrow Release was approved by a vote of 5-0.

Sewer Service Agreements – Stout Drive – On a motion of Mr. Sklencar, seconded by Mr. Rockovich, the following Sewer Services Agreements for the Stout Drive Project were approved by a vote of 5-0.

- 51-13-009-021 – Goodwest Industries Inc. (1 EDU)
- 51-13-009-02-0A2, 0A3, 0A4, 0A5, 0B1, 0B2, 0B4 – 2-2 Condominiums (1 EDU)
- 51-13-009-002 – J&B Condominium Association Inc. (1EDU)
- 51-13-009-023 – Global Chem-Feed Solutions (1 EDU)
- 51-13-009-025-1, 002, 003, 004, 005, 006 – 2-6 Condominium Associates, Inc. (1EDU)
- 51-13-009-027 – Susan Friedman-Kaplan (1 EDU)

Developments – Executive Director

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

Contract for Professional Services – York Road – Balco, LP (Fetzer Tract). – On motion of Mr. Sklencar, seconded by Mr. Rockovich, the Professional Service Agreement for York Road – Balco, LP (Fetzer Tract) was approved by a 5-0 vote.

Contract for Professional Services – RGB AND Enterprises, LP – Lot 17 Campus Drive
On motion of Mr. Sklencar, seconded by Mr. Rockovich, the Professional Service Agreement for RGB AND Enterprises, LP was approved by a 5-0 vote.

CHAIRMAN'S MINUTE

A. Adjournment – There being no further business, the Board, upon motion of Mr. Carlin, seconded by Mr. Rockovich, and with a 5-0 aye vote, adjourned at 10:05 p.m.

Respectfully submitted,

BY:


Warwick Township Water and Sewer Authority