

**MINUTES OF THE REGULAR
OCTOBER 26, 2015
WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular October 26, 2015 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, Secretary/Treasurer Edward Thompson and Member Stan Rockovich. Chairman Paul Stavrides 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 by Mr. Sklencar, seconded by Mr. Thompson and with a vote of 3-0-1 the minutes from the September 28, 2015 meeting were approved with Mr. Rockovich abstaining.

PUBLIC COMMENT

Confirmed Appointments – Larry Romanowski, PC Towers, LLC – Mr. Romanowski reviewed his proposal with the Board for a possible cell tower located on the Country Crossing site. Based on the proposal, Mr. Romanowski will continue to research the feasibility of the cell tower location regarding zoning and Township regulations.

TREASURER'S REPORT

Requisitions

On motion of Mr. Sklencar, seconded by Mr. Thompson, Requisition No. 75 a transfer of \$19,866.83 from the BRIF Funds to Operating Account was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Requisition No. 76, a transfer of \$223,795.52 from the Revenue Funds to Operating Account was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Bill Payment List 10/15-A in the amount of \$195,262.35 was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Bond Construction Fund Requisition #46 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$1,804.98 was approved 4-0.

Releases

On motion of Mr. Sklencar, seconded by Mr. Thompson, Professional Services Releases (TD Bank) in the total amount of \$7,444.14 were approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson with Mr. Carlin recusing himself, Professional Services Releases (TD Bank) for Warwick Village Commons (WaWa) in the amount of \$683.79 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.

At 7:50 p.m. the Board convened into an executive session. The Board then reconvened at 7:55 p.m.

ENGINEER'S REPORT

Authority Projects

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

Route 263 Improvements – The last section of water main has been installed, the bacterial testing is complete and they are beginning the installation of the water service.

The revised design for the bridge alignment has been received. The Bridge depth is longer approaching the bridge. As a result, the Authority will need to move two sanitary sewer manholes on either side of the bridge. In lieu of modifying all of the agreements to include this change, the Authority will supply all materials and the contractor will provide the labor and installation.

Fish Creek Wastewater Treatment Plant Upgrade – The Bid was posted on Penn Bid October 15, 2015. A pre-bid meeting was held on October 26, 2015. The bid will be open November 17, 2015 at 2:00. The project is expected to be completed September 2016.

AUTHORITY REPORT

Operations – Executive Director

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

Mr. Sullivan update the Board that the TMDL litigation is complete. The Authority will be receiving a check from the state of Pennsylvania for approximately \$50,000.

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 #1 of the Budget with the Board.

Management discussed with the Board the Budget as presented 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.

Management and the finance committee made a recommendation for a Water and Sewer rate increase of 3% to 5%. Revisions will be made to the draft budget to reflect the effect of a 3%, 4% and 5% rate increase for the Board's consideration.

Review Harris Billing Software Quotes – Mr. Sullivan provided the Board with an update on the Billing and General Ledger software systems.

Brinker Simpson Audit Proposal – On motion by Mr. Sklencar and seconded by Mr. Thompson, the proposal by Brinker Simpson & Co., LLC to provide audit services for December 31, 2015, 2016 and 2017 for the Warwick Township Water and Sewer Authority was approved by the Board with a 4-0 vote.

Developments – Executive Director

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

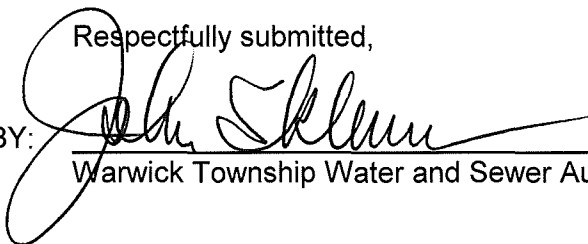
CHAIRMAN'S MINUTE

The Executive Director reminded the Board that the next scheduled meeting will be held on Monday, November 16 at 7:00 p.m.

Adjournment – There being no further business, the Board, upon motion of Mr. Sklencar, seconded by Mr. Thompson, and with a 4-0 vote, adjourned at 8:55 p.m.

Respectfully submitted,

BY:


Warwick Township Water and Sewer Authority