

MINUTES OF THE REGULAR MEETING NOVEMBER 21, 2017 WARWICK TOWNSHIP WATER AND SEWER AUTHORITY

The regular November 21, 2017 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/Treasurer Richard Carlin, Secretary/Treasurer Edward Thompson, Secretary John Sklencar, and Member Stan Rockovich.

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

Upon motion of Mr. Sklencar, seconded by Mr. Carlin, the Board approved the minutes of the October 23, 2017 board meeting by a vote of 4-0-1 with Mr. Rockovich abstaining.

PUBLIC COMMENT

- A. Confirmed Appointments – None
- B. From the Floor – None

TREASURER'S REPORT

Requisitions

On motion of Mr. Sklencar, seconded by Mr. Carlin, Requisition No. 124 a transfer of \$60.00 from the BRIF Funds to Operating Account was approved 5-0.

On motion of Mr. Sklencar, seconded by Mr. Carlin, Requisition No. 125 a transfer of \$284,780.62 from the Revenue Funds to Operating Account was approved 5-0.

On motion of Mr. Sklencar, seconded by Mr. Carlin, Bill Payment List 11/17-A in the amount of \$219,090.62 was approved 5-0.

On motion of Mr. Sklencar, seconded by Mr. Carlin, Bond Construction Fund Requisition #115 to Cardno BCM for Fish Creek WWTP Upgrade Phase II in the amount of \$3,299.27 was approved 5-0.

On motion of Mr. Sklencar, seconded by Mr. Carlin, Bond Construction Fund Requisition #116 to Ebert Engineering, Inc. for Fish Creek WWTP Upgrade Phase II in the amount of \$1,293.00 was approved 5-0.

Releases

On motion of Mr. Sklencar, seconded by Mr. Carlin, Professional Services Releases (TD Bank) in the total amount of \$990.00 were approved 5-0.

On motion of Mr. Sklencar, seconded by Mr. Carlin, Escrow Releases and Professional Service Invoices (pending) in the amount of \$866.25 were approved 5-0.

On motion of Mr. Sklencar, seconded by Mr. Carlin, A Special Purpose Tapping Fee in the amount of \$4,368.96 to J. Kruse Tool and Die was approved 5-0.

SOLICITOR'S REPORT

Authority Business

Mr. Rudolph referred the Board to his written report.

Legal Complaints

The Board entered an executive session at 7:10 p.m. to discuss potential litigation, resuming the meeting at 8:50 p.m.

WTWSA v. Warwick Realty Company, LLP - Mr. Rudolph provided an update to the Board.

Developments

Estates @ Valley View – Easements Agreements -

On motion of Mr. Sklencar, seconded by Mr. Carlin, the board executed the easement agreement between Derek T. Dietz, tax parcel 51-003-023 and the Developer, Estates at Valley View by a 5-0 vote.

On motion of Mr. Sklencar, seconded by Mr. Carlin, the board executed the perpetual easement agreement between Raymond F. George and Sandra George, tax parcel 51-003-023-001 and the Developer, Estates at Valley View by a 5-0 vote.

On motion of Mr. Sklencar, seconded by Mr. Carlin, the board executed the perpetual easement agreement between Paul David Karmel and Ruth Thomas, tax parcel 51-003-023-002 and the Developer, Estates at Valley View by a 5-0 vote.

On motion of Mr. Sklencar, seconded by Mr. Carlin, the board executed the perpetual easement agreement between Anthony Mazarella and Jillian Sieczkowski, tax parcel 51-003-023-003 and the Developer, Estates at Valley View by a 5-0 vote.

ENGINEER'S REPORT

Authority Projects

Mr. Ebert referred the Board to the Engineers written engineering report.

Fish Creek Sewage Treatment Plant Upgrade Update – Mr. Ebert provided an update to the Board.

Moland House Water Main Extension Project Update – Mr. Ebert provided an update to the Board. Ebert Engineering will be submitting applications for a PA H2O grant for this project.

Mearns Road (U.S. Navy) Water Main Extension Project Update – Mr. Ebert provided an update to the Board noting that the Authority has not received the required approval letters from the Navy to allow access to the private properties for survey and design work.

Developments

Mr. Ebert referred the Board to the Engineers written engineering report.

AUTHORITY REPORT

Operations – Executive Director

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

Administrative – Executive Director

Presentation of the Draft of the 2018 Operating Budget – Mr. Sullivan reviewed the Draft of the Budget with the Board. Mr. Sullivan detailed the effect of no rate increase on the debt service ratio. After a detailed discussion, the Board agreed upon no rate increase for 2018.

On motion of Mr. Sklencar, seconded by Mr. Carlin, the Board voted to approve the 2018 Operating Budget by a vote of 5-0.

Review and Approve 2018 Meeting Schedule – On motion of Mr. Sklencar, seconded by Mr. Carlin, the Board voted to approve the 2018 Meeting Schedule by a vote of 5-0.

2017 Financial Audit – Mr. Sullivan discuss the RFP's submitted for the 2017 Financial Audit with the Board. Upon motion by Mr. Carlin, seconded by Mr. Sklencar,

the Board approved the three year proposal from Brinker, Simpson LLC to perform the auditing services for the Authority by a 5-0 vote.

Developments – Executive Director

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

CHAIRMAN’S MINUTE

- A. The next scheduled Board Meeting is Tuesday, December 19, 2017 at 7:00 p.m.
- B. Adjournment – There being no further business, the Board, upon motion of Mr. Sklencar, seconded by Mr. Carlin, and with a 5-0 aye vote, adjourned at 9:40 p.m.

Respectfully submitted,

BY: _____
Warwick Township Water and Sewer Authority