

**MINUTES OF THE REORGANIZATIONAL AND
REGULAR MEETING JANUARY 22, 2018
WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular January 22, 2018 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, Secretary/Treasurer Edward Thompson and Member Stan Rockovich. Vice Chairman Richard Carlin and Secretary John Sklencar were excused from attendance.

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

Michael Sullivan, Executive Director
Alex Glassman, Esq., Rudolph Clarke LLC
Frederick Ebert, P.E., Ebert Engineering

After the pledge of Allegiance, Mr. Stavrides announced that this is a duly advertised public meeting as published in the December 29, 2017 edition of The Intelligencer.

REORGANIZATION

Open for Nominations

Chairman Stavrides turned the election of the officers for the Board of Directors over to the Chairman Pro-Tem, Michael Sullivan. Accordingly, the Chairman Pro-Tem opened the floor for nominations. Mr. Sullivan asked if there were any proposed changes to the current slate of officers.

Mr. Thompson moved to nominate the members of the Board to the following positions:

Paul Stavrides – Chairman
Stanley Rockovich – Vice-Chairman
John Sklencar – Secretary
Richard Carlin - Treasurer
Edward Thompson – Assistant Secretary/ Treasurer
Michael Sullivan – Assistant Secretary – signature purposes only

The Chairman Pro-tem then asked for a motion to close the nominations and for the Chairman Pro-Tem to cast a unanimous ballot for the following slate of officers.

Mr. Thompson moved to close the nominations and for the Chairman Pro-Tem to cast a unanimous ballot, duly seconded by Mr. Sklencar and approved by a 3-0 vote.

The remainder of the meeting was turned over to the Chairman Paul Stavrides.

Chairman Stavrides opened the floor for discussion regarding the appointment of the Authority's Solicitor. There being none, a motion was made by Mr. Thompson to appoint the law firm of Rudolph and Clarke using the established rates as submitted by their firm and attached to these minutes. The motion was seconded by Mr. Rockovich and unanimously approved by the Board 3-0.

Chairman Stavrides opened the floor for discussion to appoint the Authority's Engineer. There being none, Mr. Thompson moved to appoint Ebert Engineering, Inc. as the Authority Engineer to perform engineering services as assigned by the Executive Director using the established rates as submitted by Ebert Engineering, Inc. and attached to these minutes. The motion was seconded by Mr. Rockovich and passed with a unanimous 3-0 vote.

A motion was made by Mr. Thompson to appoint Brinker Simpson & Company LLC in accordance with the November 2, 2016 proposal as the Authority's Certified Public Accountant firm to conduct the year 2017 annual audit, seconded by Mr. Rockovich and unanimously approved by the Board 3-0.

The following financial institutions were reaffirmed by the Board upon motion of Mr. Sklencar, seconded by Mr. Rockovich, approved 3-0 by the Board.

TD Bank, N.A. – Bond Funds
TD – Checking and Escrow Accounts
Hatboro Federal – Savings Account
PLGIT – Savings Account
PNC – Savings/Checking Accounts
Provident Bank – Savings Account

The Chairman asked if there was any further business or comments for the reorganizational meeting. There being none, Mr. Thompson motioned to adjourn the reorganizational meeting and continue with the regular meeting and agenda of the Warwick Township Water and Sewer Authority. The motion was seconded by Mr. Sklencar, and with a 3-0 aye vote the reorganizational meeting ended at 7:04 p.m., and the Board continued with the Authority's regular monthly meeting.

MINUTES

The Minutes for the December 19, 2017 Board Meeting were tabled

PUBLIC COMMENT

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

FINANCIAL REPORT

There was no financial report at this time.

The 2017 Audit began January 22, 2018.

TREASURER'S REPORT

Requisitions

On motion of Mr. Rockovich, seconded by Mr. Thompson, Requisition No. 128, a transfer of \$13,451.88 from the BRIF Funds to Operating Account was approved 3-0.

On motion of Mr. Rockovich, seconded by Mr. Thompson, Requisition No. 129, a transfer of \$289,627.55 from the Revenue Funds to Operating Account was approved 3-0.

On motion of Mr. Rockovich, seconded by Mr. Thompson, Bill Payment List 01/18-A in the amount of \$237,329.43 was approved 3-0.

On motion of Mr. Rockovich, seconded by Mr. Thompson, Bond Construction Fund Requisition #119 for Ebert Engineering, Inc. for Fish Creek WWTP Upgrade Phase II in the amount of \$1,535.37 was approved 3-0.

On motion of Mr. Rockovich, seconded by Mr. Thompson, Bond Construction Fund Requisition #120 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$221.50 was approved 3-0.

Releases

On motion of Mr. Rockovich, seconded by Mr. Thompson, Professional Services Releases (TD Bank) in the total amount of \$826.30.

On motion of Mr. Rockovich, seconded by Mr. Thompson, Escrow releases and professional service invoices (pending) in the amount of \$1,033.45 were approved 3-0.

SOLICITOR'S REPORT

Authority Business

Mr. Rudolph referred the Board to his written report.

Legal Complaints

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

Developments

Mr. Rudolph referred the Board to his written report.

ENGINEER'S REPORT

Authority Projects

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

2017 Chapter 94 Proposal – Mr. Ebert presented a proposal for the 2017 Chapter 94 report for the Board's consideration. On motion of Mr. Rockovich, seconded by Mr. Thompson, the 2017 Chapter 94 proposal, as presented, was approved 3-0.

Fish Creek Sewage Treatment Plant Upgrade Update – Mr. Ebert provided an update on the issues related to the inside tank paint and issues with the diffusers as well as steps for remediation.

Mearns Road (U.S. Navy) Water Main Extension Project Update – Mr. Ebert provided an update to the Board. To date, two access agreements have been received.

Moland House Water Main Extension - Update – Mr. Ebert provided an update to the Board. The Authority is applying for the PA Small Water and Sewer Grant for the Molland House Water Main Extension. The application is due February 28, 2018.

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.

Sludge Contract – The Board executed the Sludge contracts approved at the December 19, 2017 Authority meeting.

Administrative – Executive Director

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. Thompson, seconded by Mr. Rockovich, and with a 3-0 aye vote, adjourned at 8:05 p.m.

Respectfully submitted,

BY:



Warwick Township Water and Sewer Authority