

**MINUTES OF THE REORGANIZATIONAL AND
REGULAR MEETING JANUARY 27, 2020
WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular January 27, 2020 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 Stanley Rockovich, Secretary Kevin McGowan, and Assistant Secretary/Treasurer Ned Thompson. Treasurer Richard Carlin 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

After the pledge of Allegiance, Mr. Stavrides announced that this is a duly advertised public meeting as published in the December 15, 2019 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
Kevin McGowan – Secretary
Richard Carlin - Treasurer
Edward Thompson – Assistant Secretary/ Treasurer
Michael Sullivan – Assistant Secretary – Signature Purposes Only

Mr. Thompson moved to close the nominations and for the Chairman Pro-Tem to cast a unanimous ballot, duly seconded by Mr. Rockovich and approved by a 4-0 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. Rockovich 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. Thompson and unanimously approved by the Board 4-0.

Chairman Stavrides opened the floor for discussion to appoint the Authority's Engineer. There being none, Mr. Rockovich 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. Thompson and passed with a unanimous 4-0 vote.

A motion was made by Mr. Rockovich to appoint Brinker Simpson & Company, LLC in accordance with the November 2, 2019 proposal as the Authority's Certified Public Accountant firm to conduct the year 2019 annual audit, seconded by Mr. Thompson and unanimously approved by the Board 4-0.

The following financial institutions were reaffirmed by the Board upon motion of Mr. Rockovich, seconded by Mr. Thompson, approved 4-0 by the Board.

TD Bank – Checking and Escrow Accounts
PLGIT – Savings Account
TD Bank – Credit Card Account
TD Bank – Revenue Account
Huntington Valley Bank – Checking Account
Provident Bank – Money Market 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. Rockovich, with a 4-0 aye vote the reorganizational meeting ended at 7:08 p.m., and the Board continued with the Authority's regular monthly meeting.

MINUTES

The Minutes for the August 26, 2019 and November 25, 2019 Board Meetings were tabled.

PUBLIC COMMENT

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

FINANCIAL REPORT

Mr. Sullivan reviewed the financial report with the Board.

TREASURER'S REPORT

Transfers

On motion of Mr. Rockovich, seconded by Mr. Thompson, Bill Payment List 01/20-A in the amount of \$263,743.65 was approved 3-0-1 with Kevin McGowan abstaining.

On motion of Mr. Rockovich, seconded by Mr. Thompson, a transfer of \$279,460.97 from the Revenue Account to the Operating Account (Payroll) was approved 3-0-1 with Kevin McGowan abstaining.

On motion of Mr. Rockovich, seconded by Mr. Thompson, a transfer of \$36,882.68 from the Cash Other Account to the Operating Account was approved 3-0-1 with Kevin McGowan abstaining.

On motion of Mr. Rockovich, seconded by Mr. Thompson, a transfer of \$5,561.98 from the Credit Card Account to the Revenue Account was approved 3-0-1 with Kevin McGowan abstaining.

Releases

On motion of Mr. Rockovich, seconded by Mr. Thompson, Professional Services Releases (TD Bank) in the total amount of \$2,370.65 were approved 3-0-1 with Kevin McGowan abstaining.

On motion of Mr. Rockovich, seconded by Mr. Thompson, Escrow Releases & Professional Service Invoices (pending) in the amount of \$461.31 were approved 3-0-1 with Kevin McGowan abstaining.

On motion of Mr. Rockovich, seconded by Mr. Thompson, A Navy Reimbursement Transfer from the Operating Account to the Cash Other Account in the amount of \$418,624.00 was approved 3-0-1 with Kevin McGowan abstaining.

On motion of Mr. Rockovich, seconded by Mr. Thompson, A Navy Reimbursement Transfer from the Operating Account to the Cash Other Account in the amount of \$27,320.73 was approved 3-0-1 with Kevin McGowan abstaining.

Transfers

On motion of Mr. Rockovich, seconded by Mr. Thompson, Bill Payment List 12/19-A in the amount of \$191,364.71 was approved 3-0-1 with Kevin McGowan abstaining.

On motion of Mr. Rockovich, seconded by Mr. Thompson, a transfer of \$225,427.01 from the Cash Other Account to the Operating Account (Payroll) was approved 3-0-1 with Kevin McGowan abstaining.

On motion of Mr. Rockovich, seconded by Mr. Thompson, a transfer of \$18,537.70 from the Cash Other Account to the Operating Account was approved 3-0-1 with Kevin McGowan abstaining.

On motion of Mr. Rockovich, seconded by Mr. Thompson, a transfer of \$33,864.75 from the Credit Card Account to the Revenue Account was approved 3-0-1 with Kevin McGowan abstaining.

Releases

On motion of Mr. Rockovich, seconded by Mr. Thompson, Professional Services Releases (TD Bank) in the total amount of \$2,724.97 was approved 3-0-1 with Kevin McGowan abstaining.

On motion of Mr. Rockovich, seconded by Mr. Thompson, Professional Services Releases (TD Bank) for Warwick village Commons (WaWa) in the total amount of \$523.74 was approved 3-0-1 with Kevin McGowan abstaining.

On motion of Mr. Rockovich, seconded by Mr. Thompson, Escrow Releases & Professional Service Invoices (pending) in the amount of \$227.56 was approved 3-0-1 with Kevin McGowan abstaining.

SOLICITOR'S REPORT

Authority Business

Mr. Rudolph referred the Board to his written report.

Legal Complaints

Amanda Deeter V. WTWSA – Final Determination – Mr. Rudolph provided an update to the Board. The Authority was successful in upholding the redaction of customer information as determined by the Office of Open Records.

Ridings I & II – Mr. Rudolph provided an update. The Board authorized the Solicitor to file a claim against the bonding company in the Commonwealth Court.

Developments

ENGINEER'S REPORT

Authority Projects

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

- a. Mearns Road (US Navy) Water Main Extension – Mr. Ebert provided an update to the Board on the project and the change order request submitted to the Authority Engineer. No action was taken.
- b. Moland House Water Main Extension – Mr. Ebert provided an update to the Board who proceeded to ask several questions related to the bidding and construction schedule. Ebert Engineering is working on final plans and specifications for the project. Mr. Ebert reported that the project will be bid by the February meeting.

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

The Board entered an executive session at 8:20 p.m., resuming the meeting at 8:30 p.m. to discuss personnel matters.

Resolution # 2020-01 – Disposition of Records – On motion by Mr. Rockovich, and seconded by Mr. Thompson, the Board approved Resolution No. 2020-01 by a vote of 4-0.

2020 WTWSA Board Meeting Dates – On motion by Mr. Rockovich, and seconded by Mr. Thompson, the Board approved the 2020 Board Meeting dates by a vote of 4-0.

2020 WTWSA Fee Schedule – On motion by Mr. Rockovich, and seconded by Mr. Thompson, the Board approved the 2020 Fee Schedule by a vote of 4-0.

2020 WTWSA Rate Schedule – On motion by Mr. Rockovich, and seconded by Mr. Thompson, the Board approved the 2020 Rate Schedule by a vote of 4-0.

Chapter 94 Report– On motion by Mr. Rockovich, and seconded by Mr. Thompson, the Board approved the Chapter 94 Report Proposal by a vote of 4-0.

Warwick Village Commons Phase II – Tractor Supply Center – On motion by Mr. Rockovich, and seconded by Mr. Thompson, the Board approved the Professional Services Agreement for Warwick Village Commons Phase II – Tractor Supply Center by a vote of 4-0.

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. McGowan, and with a 4-0 aye vote, adjourned at 8:55 p.m.

Respectfully submitted,

BY: _____
Warwick Township Water and Sewer Authority