

## **MINUTES OF THE REGULAR MEETING MAY 18, 2020 WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular May 18, 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, Treasurer Richard Carlin and Secretary Kevin McGowan. Vice Chairman Stanley Rockovich and Assistant Secretary/Treasurer Edward Thompson were excused from attendance.

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

Michael Sullivan, Executive Director  
Lauri Halderson, Finance Director  
Edward Rudolph, Rudolph Clarke LLC  
Frederick Ebert, P.E., Ebert Engineering

Mr. Sullivan announced that the Authority is conducting the virtual meeting in response to the Covid-19 situation and that the Authority took steps to advertise the meeting to allow for public participation.

### **MINUTES**

Upon motion of Mr. Carlin, seconded by Mr. McGowan, the Board approved the Meeting Minutes of April 27, 2020 by a vote of 3-0.

### **PUBLIC COMMENT**

- A. Confirmed Appointments – There were no confirmed appointments.
- B. From the Floor
  - 1. 2019 Audited Financial Statement Presentation – Cathy Seiler, CPA, Brinker, Simpson, LLC

Ms. Seiler presented the 2019 draft audited financial statements to the Authority Board of Directors. The Authority Finance Committee reported to the Board on their review process and provided a recommendation to the Board to approve the financial statements as presented. After a brief discussion the following motion was made.

On motion of Mr. Carlin, seconded by Mr. McGowan, the Board approved the Audited 2019 Financial Statement by a vote of 3-0.

### **REVIEW CHEMICAL BID – SODA ASH DENSE**

The Authority Executive Director presented the bid results to the Authority Board members. After a tabulation of the bid results were reviewed the following actions were taken by the Board.

Upon motion by Mr. McGowan, seconded by Mr. Carlin, the Board awarded Buckman's Inc. a 1-year contract to supply Soda Ash Dense for a price of \$12.52/50lb bag, a decrease of \$0.35/50lb bag from last year, by a 3-0 vote.

## **TREASURER'S REPORT**

### **Transfers**

On motion of Mr. Carlin, seconded by Mr. McGowan, Bill Payment List 5/20-A in the amount of \$122,479.45 was approved by a vote of 3-0.

On motion of Mr. Carlin, seconded by Mr. McGowan, a transfer of \$182,527.35 from the Revenue Account to the Operating Account (Payroll) was approved by a vote of 3-0.

On motion of Mr. Carlin, seconded by Mr. McGowan, a transfer of \$5,702.10, from the Cash Other Account to the Operating Account was approved by a vote of 3-0.

On motion of Mr. Carlin, seconded by Mr. McGowan, a transfer of \$26,974.48 from the Credit Card Account to the Revenue Account was approved by a vote of 3-0.

### **Releases**

On motion of Mr. Carlin, seconded by Mr. McGowan, Professional Services Releases (TD Bank) in the total amount of \$926.41 was approved by a vote of 3-0.

## **SOLICITOR'S REPORT**

There was no Solicitor's Report for this meeting.

## **ENGINEER'S REPORT**

### **Authority Projects**

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

Mearns Road Water Main Extension – Mr. Ebert provided an update to the Board. Final paving has been completed.

Act 537 Update – Mr. Ebert provided an update to the Board.

Fetzer Tract – Mr. Ebert provided an update to the Board. The plans are under review.

Moland House Water Main Extension Project – The notice to award was issued. The Engineer is waiting on the signed documents, bonds and certificate of insurance back from the contractor.

## **AUTHORITY REPORT**

**Operations – Executive Director**

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

**Administrative – Executive Director**

Hartsville Area Water – Navy Proposal – Mr. Sullivan provided an overview of the Navy proposal to potentially install carbon filters on the homes in the Hartsville area that are above the advisory level.

1956 Stout Drive Water & Sewer Tapping Fee Application – On motion of Mr. McGowan, seconded by Mr. Carlin, to accept the Water & Sewer Tapping Fee Application between 1956 Stout Drive (TMP 51-13-009-037) and the Authority for one (1) EDU, approved by a vote of 5-0.

**Developments – Executive Director**

**CHAIRMAN’S MINUTE**

A. Adjournment – There being no further business, the Board, upon motion of Mr. McGowan, seconded by Mr. Carlin, and with a 3-0 aye vote, adjourned at 8:14 p.m.

Respectfully submitted,

BY: \_\_\_\_\_  
Warwick Township Water and Sewer Authority