

## **MINUTES OF THE REGULAR MEETING OCTOBER 26, 2020 WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular October 26, 2020 meeting of the Warwick Township Water and Sewer Authority was called to order at 7:00 p.m. Chairman Paul Stavrides. The following Board members were present, Vice Chairman Stan Rockovich, Treasurer Richard Carlin, Secretary Kevin McGowan and Assistant Secretary/Treasurer Edward Thompson.

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

Michael Sullivan, Executive Director  
Peter Amuso, 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. Rockovich, seconded by Mr. McGowan, the Board approved the Meeting Minutes of September 28, 2020 by a vote of 5-0.

### **PUBLIC COMMENT**

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

### **TREASURER'S REPORT**

Mr. Sullivan reviewed with the Board the current Accounts Receivable aging report and the status of the delinquent accounts. The Board authorized to continue to waive late fees to as a result of COVID-19. The Board will discuss the continuation of waiving late fees on a monthly basis.

Presentation of the Draft 2021 Operating Budget – Mr. Sullivan reviewed the Draft of the Budget with the Board. After a detailed discussion, the Board agreed upon a 2% rate increase. On motion of Mr. McGowan, seconded by Mr. Rockovich the Board approved the 2021 Operating Budget with a 2% Water and Sewer rate increase, by a vote of 5-0.

### **Transfers**

On motion of Mr. McGowan, seconded by Mr. Rockovich, Bill Payment List 10/20-A in the amount of \$209,316.57 was approved by a vote of 5-0.

On motion of Mr. McGowan, seconded by Mr. Rockovich, a transfer of \$261,916.57 from the Revenue Account to the Operating Account (Payroll) was approved by a vote of 5-0.

On motion of Mr. McGowan, seconded by Mr. Rockovich, a transfer of \$6,189.44 from the Credit Card Account to the Revenue Account was approved by a vote of 5-0.

## **Releases**

On motion of Mr. McGowan, seconded by Mr. Rockovich, Professional Services Releases (TD Bank) in the total amount of \$1,524.28 was approved by a vote of 5-0.

On motion of Mr. McGowan, seconded by Mr. Rockovich, Professional Services Releases (TD Bank) for Warwick Village Commons (Tractor Supply) in the total amount of \$5,240.83 was approved by a vote of 4-0-1, Mr. Carlin abstained.

## **SOLICITOR'S REPORT**

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.

Mearns Road Water Main Extension – Mr. Ebert and Mr. Sullivan provided an update to the Board on the PECO conference call related to the claim and repairs due to the mismarking of the utility lines. The subcontractor indicated settlement for the outstanding construction claim will be made by the first week in November.

Moland House – Mr. Ebert provided an update to the Board. A Preconstruction meeting is being scheduled with the contractor.

Hartsville Area Water Extension – Mr. Ebert and Mr. Sullivan provided options to provide water service to the affected homes as well as the remainder of the service area. The Board directed the Executive Director to look into the feasibility of transferring the Governors' Grant award of \$400,000 and the Hartsville service area from Warwick Authority to Warminster Authority. In addition, the Board directed staff to limit the scope of work by the Warwick Authority to only include infrastructure for the homes above the advisory should the project stay with the WTWSA.

Sludge Bid – Mr. Ebert presented the bid tabulation and his recommendation letter to the Board. On a motion of Mr. Rockovich, seconded by Mr. McGowan, the Board awarded the Three (3) year sludge hauling contract to Wind River Environmental, LLC by a 5-0 vote.

## **Developments**

Tractor Supply – Mr. Ebert provided an update to the Board. Repairs have been made to the installed lines. Further testing will be conducted to determine if the repairs corrected the deficiencies and if further repairs are needed.

Fetzer Tract – Mr. Ebert provided an update to the Board.

**AUTHORITY REPORT**

**Operations – Executive Director**

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

**Administrative – Executive Director**

**CHAIRMAN'S MINUTE**

A. Adjournment – There being no further business, the Board, upon motion of Mr. McGowan, seconded by Mr. Rockovich, and with a 5-0 aye vote, adjourned at 8:55 p.m.

Respectfully submitted,

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