

**MINUTES OF THE REGULAR MEETING NOVEMBER 23, 2020
WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular November 23, 2020 meeting of the Warwick Township Water and Sewer Authority was called to order at 7:00 p.m. Vice Chairman, Stan Rochovich. The following Board members were present, Treasurer Richard Carlin, Secretary Kevin McGowan and Assistant Secretary/Treasurer Edward Thompson. Chairman Paul Stavrides was excused from attendance.

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

Michael Sullivan, Executive 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. Rockovich, seconded by Mr. McGowan, the Board approved the Meeting Minutes of October 26, 2020 by a vote of 4-0.

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.

Transfers

On motion of Mr. Carlin, seconded by Mr. McGowan, Bill Payment List 11/20-A in the amount of \$194,185.60 was approved by a vote of 4-0.

On motion of Mr. Carlin, seconded by Mr. McGowan, a transfer of \$241,144.42 from the Revenue Account to the Operating Account (Payroll) was approved by a vote of 4-0.

On motion of Mr. Carlin, seconded by Mr. McGowan, a transfer of \$5,641.18 from the Credit Card Account to the Revenue Account was approved by a vote of 4-0.

Releases

On motion of Mr. Carlin, seconded by Mr. McGowan, Professional Services Releases (TD Bank) in the total amount of \$1,427.31 was approved by a vote of 4-0.

On motion of Mr. Thompson, seconded by Mr. McGowan, Professional Services Releases (TD Bank) for Warwick Village Commons (Tractor Supply) in the total amount of \$389.68 was approved by a vote of 3-0-1, Mr. Carlin abstained.

On motion of Mr. Carlin, seconded by Mr. McGowan, Escrow releases and professional service invoices (pending) in the amount of \$3,602.16 were approved 4-0.

SOLICITOR'S REPORT

Mr. Rudolph referred the Board to his written report.

Warminster Inter-Municipal Agreement – Mr. Rudolph provided a summary of the items detailed in the draft Warminster Inter-Municipal Agreement for the transfer of the Grant funds to Warminster for the Hartsville water connection.

ENGINEER'S REPORT

Authority Projects

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

Moland House – Mr. Ebert provided an update to the Board. Upon a motion of Mr. McGowan, seconded by Mr. Carlin, the Board authorized a 90-day time extension to the existing contract by a vote of 4-0.

Mearns Road Water Main Extension – Mr. Ebert provided an update to the Board.

Developments

Tractor Supply – Mr. Ebert provided an update to the Board.

Sailor Project – Mr. Ebert provided an update to the Board.

Warwick Mill – 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

2021 WTWSA Board Meeting Dates – On motion by Mr. McGowan, and seconded by Mr. Thompson, the Board approved the 2021 Board Meeting and Holiday dates by a vote of 4-0.

2021 WTWSA Fee Schedule – On motion by Mr. Carlin, and seconded by Mr. McGowan, the Board approved the 2021 Fee Schedule by a vote of 4-0.

2021 WTWSA Rate Schedule – On motion by Mr. Carlin, and seconded by Mr. McGowan, the Board approved the 2021 Rate Schedule by a vote of 4-0.

Chapter 94 Report – On motion by Mr. Carlin, and seconded by Mr. McGowan, the Board approved the Chapter 94 Report Proposal as presented, by a vote of 4-0.

CHAIRMAN’S MINUTE

A. Adjournment – There being no further business, the Board, upon motion of Mr. McGowan, seconded by Mr. Thompson, and with a 4-0 aye vote, adjourned at 8:00 p.m.

Respectfully submitted,

BY: _____
Warwick Township Water and Sewer Authority