

MINUTES OF THE REGULAR MEETING JANUARY 24, 2022 WARWICK TOWNSHIP WATER AND SEWER AUTHORITY

The regular January 24, 2022 meeting of the Warwick Township Water and Sewer Authority was called to order at 7:00 p.m. Vice Chairman Stan Rockovich. The following Board members were present, Secretary Kevin McGowan and Assistant Secretary/Treasurer Edward Thompson. Chairman Paul Stavrides and Treasurer Richard Carlin were 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

REORGANIZATION

Open for Nominations

Vice-Chairman Rockovich 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.

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.

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

The remainder of the meeting was turned over to the Vice Chairman Stan Rockovich.

The Vice Chairman Rockovich opened the floor for discussion regarding the appointment of the Authority's Solicitor. There being none, a motion was made by Mr. McGowan 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 3-0.

Vice Chairman Rockovich opened the floor for discussion to appoint the Authority's Engineer. There being none, Mr. McGowan 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 3-0 vote.

A motion was made by Mr. McGowan to appoint Brinker Simpson & Company LLC in accordance with the January 4, 2022 proposal as the Authority's Certified Public Accountant firm to conduct the year 2021 annual audit, seconded by Mr. Thompson and unanimously approved by the Board 3-0.

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

- TD Bank, N.A. – Revenue Account
- TD Bank, N.A. – Credit Card Account
- TD – Checking and Escrow Accounts
- PLGIT – Savings Account
- Huntington Valley Bank – Managed/Checking Accounts
- Provident Bank – Money Market Account

The Vice Chairman asked if there was any further business or comments for the reorganizational meeting. There being none, Mr. McGowan 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. Thompson, and with a 3-0 aye vote the reorganizational meeting ended at 7:15 p.m., and the Board continued with the Authority's regular monthly meeting.

MINUTES

The Board tabled the Meeting Minutes of December 20, 2021 by a vote of 3-0.

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 January 2022 Financial Report and the current Accounts Receivable aging report and the status of the delinquent accounts.

Transfers

On motion of Mr. McGowan, seconded by Mr. Thompson, Bill Payment List 1/22-A in the amount of \$216,846.69 was approved by a vote of 3-0.

On motion of Mr. McGowan, seconded by Mr. Thompson, a transfer of \$250,476.44 from the Revenue Account to the Operating Account (Payroll) was approved by a vote of 3-0.

On motion of Mr. McGowan, seconded by Mr. Thompson, a transfer of \$18,970.25 from the Cash Other to the Operating Account was approved by a vote of 3-0.

On motion of Mr. McGowan, seconded by Mr. Thompson, a transfer of \$10,505.87 from the Credit Card Account to the Revenue Account was approved by a vote of 3-0.

Releases

On motion of Mr. McGowan, seconded by Mr. Thompson, Professional Services Releases (TD Bank) in the total amount of 3,894.34 was approved by a vote of 3-0.

On motion of Mr. McGowan, seconded by Mr. Thompson Professional Services Releases (TD Bank) for Warwick Village Commons (Tractor Supply) in the total amount of \$660.69 was approved by a vote of 3-0.

Professional Services Releases (TD Bank) for Warwick Business Campus – Lot 32 (Pucci Tract) in the total amount of \$3,211.32 was tabled by the Board.

On motion of Mr. McGowan, seconded by Mr. Thompson, Escrow releases and professional service invoices (pending) in the amount of \$2,524.10 were approved 3-0.

On motion of Mr. McGowan, seconded by Mr. Thompson the Final Escrow Release for 2-2 Condo (2049 Stout Drive) in the total amount of \$468.38 was approved by a vote of 3-0.

On motion of Mr. McGowan, seconded by Mr. Thompson the Final Escrow Release for Country Club Knoll II in the amount of \$1,000.00 was approved by a vote of 3-0.

On motion of Mr. McGowan, seconded by Mr. Thompson the Final Escrow Release for Kaplan (1947 Stout Drive) in the amount of \$1,000.00 was approved by a vote of 3-0.

On motion of Mr. McGowan, seconded by Mr. Thompson the Final Escrow Release for Shihadeh Contracting LLC (1970 Almshouse Road) in the amount of \$1,000.00 was approved by a vote of 3-0.

SOLICITOR'S REPORT

Mr. Rudolph provided a brief update to the Authority Board.

ENGINEER'S REPORT

Authority Projects

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

Chapter 94 Report - Upon a motion of Mr. McGowan, seconded by Mr. Thompson, the Board approved the Chapter 94 Report Proposal as presented, by a vote of 3-0.

AUTHORITY REPORT

Operations – Executive Director

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

CHAIRMAN’S MINUTE

A. Adjournment – There being no further business, the Board, upon motion of Mr. McGowan, seconded by Mr. Thompson, and with a 3-0 aye vote, adjourned at 8:00 p.m.

Respectfully submitted,

BY: _____
Warwick Township Water and Sewer Authority