

## **MINUTES OF THE REGULAR MEETING JANUARY 25, 2021 WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular January 25, 2021 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 Rochovich, Secretary Kevin McGowan and Assistant Secretary/Treasurer Edward Thompson. Mr. Richard Carlin 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.

### **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.

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

The remainder of the meeting was turned over to the Chairman Paul Stavrides.

The Chairman 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. McGowan 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. McGowan 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 January 4, 2021 proposal as the Authority's Certified Public Accountant firm to conduct the year 2020 annual audit, seconded by Mr. McGowan 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. McGowan, approved 4-0 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 Chairman asked if there was any further business or comments for the reorganizational meeting. There being none, Mr. Rockovich 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. McGowan, and with a 4-0 aye vote the reorganizational meeting ended at 7:15 p.m., and the Board continued with the Authority's regular monthly meeting.

## **MINUTES**

Upon motion of Mr. McGowan, seconded by Mr. Rockovich, the Board approved the Meeting Minutes of December 21, 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. Rockovich, seconded by Mr. McGowan, Bill Payment List 1/21-A in the amount of \$225,787.24 was approved by a vote of 4-0.

On motion of Mr. Rockovich, seconded by Mr. McGowan, a transfer of \$273,753.37 from the Revenue Account to the Operating Account (Payroll) was approved by a vote of 4-0.

On motion of Mr. Rockovich, seconded by Mr. McGowan, a transfer of \$4,633.87 from the Cash Other to the Operating Account was approved by a vote of 4-0.

On motion of Mr. Rockovich, seconded by Mr. McGowan, a transfer of \$6,140.26 from the Credit Card Account to the Revenue Account was approved by a vote of 4-0.

### **Releases**

On motion of Mr. Rockovich, seconded by Mr. McGowan, Professional Services Releases (TD Bank) in the total amount of \$2,112.98 was approved by a vote of 4-0.

On motion of Mr. Rockovich, seconded by Mr. McGowan Professional Services Releases (TD Bank) for Warwick Village Commons (Tractor Supply) in the total amount of \$3,358.78 was approved by a vote of 4-0.

On motion of Mr. Rockovich, seconded by Mr. McGowan Professional Services Final Escrow Releases (TD Bank) for Ridings Phase 1 & 2 in the total amount of \$5,504.22 was approved by a vote of 4-0.

On motion of Mr. Rockovich, seconded by Mr. McGowan, Escrow releases and professional service invoices (pending) in the amount of \$6,023.88 were approved 4-0.

### **SOLICITOR'S REPORT**

Mr. Rudolph referred the Board to his written report.

Toll Brothers (Woodlands) Access Agreement – Mr. Rudolph and Mr. Sullivan provided an overview of the Access Agreement. The agreement will allow the Authority temporary access land to facilitate the installation of the water main extension for the Moland House project. Upon a motion of Mr. Rockovich, seconded by Mr. Thompson, the Board approved the Access Agreement between the Authority and Toll Brothers as presented by a vote of 4-0.

### **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. Construction was shut down temporarily for the Contractor to obtain the necessary road opening permits. Construction will begin again Monday. Grading and restoration will be done in April 2021.

Mearns Road Water Main Extension Change Order – Mr. Ebert provided an update to the Board. The Navy is reviewing the change orders as submitted.

Act 537 Plan - Mr. Ebert provided an update to the Board. The Plan is under review by the DEP.

**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**

Resolution 2021-01 – Disposition of Records – On motion by Mr. McGowan, and seconded by Mr. Rockovich, the Board approved Resolution 2021-01, Disposition of Records 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. Rockovich, and with a 4-0 aye vote, adjourned at 8:00 p.m.

Respectfully submitted,

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