

## **MINUTES OF THE REGULAR MEETING JUNE 28, 2021 WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular June 28, 2021 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, Treasurer Richard Carlin and Secretary Kevin McGowan. Assistant Secretary/Treasurer Edward Thompson attended the meeting virtually. Mr. 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 meeting both virtually and in person 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 May 24, 2021 by a vote of 3-0-1. Mr. Rockovich abstained from the vote.

### **PUBLIC COMMENT**

- A. Confirmed Appointments – There were no confirmed appointments.
- B. From the Floor

#### 2020 Audited Financial Statement Presentation – Cathy Seiler, CPA, Brinker, Simpson, LLC

Ms. Seiler presented the 2020 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 2020 Financial Statement by a vote of 4-0.

### **TREASURER'S REPORT**

Mr. Sullivan reviewed with the Board the June 2021 Financial Report and the current Accounts Receivable aging report and the status of the delinquent accounts.

#### Transfers – Bill List 6/21-A

On motion of Mr. Carlin, seconded by Mr. Thompson, Bill Payment List 6/21-A in the amount of \$194,895.76 was approved by a vote of 4-0.

On motion of Mr. Carlin, seconded by Mr. Thompson, a transfer of \$248,170.76 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. Thompson, a transfer of \$12,475.00 from the Cash Other to the Operating Account was approved by a vote of 4-0.

On motion of Mr. Carlin, seconded by Mr. Thompson, a transfer of \$47,145.30 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. Thompson, Professional Services Releases (TD Bank) in the total amount of \$2,696.68 was approved by a vote of 3-0-1. Mr. McGowan abstained from the vote.

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 \$705.13 was approved by a vote of 3-0-1. Mr. Carlin abstained from the vote.

### **SOLICITOR'S REPORT**

There was no Solicitor's Report for this meeting.

Rules and Regulations - Mr. Rudolph is working with Mr. Sullivan to revised the Authority Rules and Regulations. An updated Rules and Regulations will be presented to the Board at the July meeting.

### **ENGINEER'S REPORT**

#### **Authority Projects**

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

Moland House – Mr. Ebert provided and update to the Board. The Authority received the Small Water Grant Funds from the CFA, in the amount of \$65,965.00.

Act 537 Plan - Mr. Ebert provided and update to the Board. The plan has been submitted and is waiting for final approval from the DEP.

Manhole Rehab Project – 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**

After Board discussion, the July Authority Meeting will be an in-person public meeting, held in the main meeting room at the Township Building.

Adjournment – There being no further business, the Board, upon motion of Mr. McGowan, seconded by Mr. Carlin, and with a 4-0 aye vote, adjourned at 8:10 p.m.

Respectfully submitted,

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