

## **MINUTES OF THE REGULAR MEETING MARCH 22, 2021 WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular March 22, 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, Secretary Kevin McGowan and Assistant Secretary/Treasurer Edward Thompson. Mr. Richard Carlin was excused from attendance.

Mr. Rockovich arrived at 7:30.

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. McGowan, seconded by Mr. Thompson, the Board approved the Meeting Minutes of January 25, 2021 by a vote of 3-0. There was no meeting in February 2021.

### **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 before the following motion was made. Upon a motion of Mr. McGowan, seconded by Mr. Thompson, the Board rescinded the Covid delinquent policy to not charge late fees or pursue delinquent debt, effective April 1, 2021 by a vote of 3-0.

Mr. Sullivan provided an update on the 2020 Audit to the Board.

### **Transfers – 3/21-A**

On motion of Mr. McGowan, seconded by Mr. Thompson, Bill Payment List 3/21-A in the amount of \$191,177.30 was approved by a vote of 3-0.

On motion of Mr. McGowan, seconded by Mr. Thompson, a transfer of \$243,252.86 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 \$13,674.44 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 \$40,376.34 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 \$721.67 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 \$1,385.35 was approved by a vote of 3-0.

**Transfers – 2/21-A**

On motion of Mr. McGowan, seconded by Mr. Thompson, Bill Payment List 2/21-A in the amount of \$223,600.53 was approved by a vote of 3-0.

On motion of Mr. McGowan, seconded by Mr. Thompson, a transfer of \$263,142.49 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 \$13,058.04 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 \$27,732.86 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, Escrow releases and professional service invoices (pending) in the amount of \$273.35 were approved 3-0.

**Developer Construction and Bond Release**

On motion of Mr. McGowan, seconded by Mr. Thompson, Professional Services Final Escrow Releases (TD Bank) for Ivyland Industrial Park in the total amount of \$2,134.24 was approved by a vote of 3-0.

On motion of Mr. McGowan, seconded by Mr. Thompson, Professional Services Final Escrow Releases (TD Bank) for Warwick Meadows IV in the total amount of \$2,248.54 was approved by a vote of 3-0.

**SOLICITOR'S REPORT**

Mr. Rudolph referred the Board to his written report.

The Board entered an Executive Session at 7:30 p.m. to 7:45 to discuss matters of potential litigation.

Mearns Road (US Navy) Water Main Extension Change Order – Mr. Sullivan provided an overview on the Ebert Engineering modification to the Contractor Change to the Board. Upon a motion of Mr. McGowan, seconded by Mr. Thompson, the Board authorized payment in the amount of \$59,917.92 for the change order and \$750.00 remaining on the contract, subject to full and complete satisfaction of the obligations owed by Authority to Joao Bradley for the Navy Project, by a vote of 3-0.

## **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.

Upon a motion of Mr. McGowan, seconded by Mr. Thompson, the Board approved Change Order Request #2, in the amount of \$3,250.00, by a vote of 3-0.

Upon a motion of Mr. McGowan, seconded by Mr. Thompson, the Board approved Payment Request #1 in the amount of \$236,588.00, by a vote of 3-0.

Chapter 94 Report - Mr. Ebert provided and update to the Board. Upon a motion of Mr. McGowan, seconded by Mr. Thompson, the Board approved the Chapter 94 Report 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.

### **Administrative – Executive Director**

1549 Stony Road PSA –Upon a motion of Mr. McGowan, seconded by Mr. Thompson, the Board approved the Professional Service Agreement between the Authority and Shihadeh Construction for 1549 Stony Road, by a vote of 4-0.

1700 Old York Road- Upon a motion of Mr. Rockovich, seconded by Mr. McGowan, the Board approved the Sewer Service Agreement for 1700 Old York Road (1EDU), by a vote of 4-0.

Warminster Authority Ordinance – Mr. Sullivan provided an overview of the Warminster proposed Ordinance. The Proposed Ordinance is under review by the Solicitor.

Resolution 2021-02- Ridings PH I - Dedication - Upon a motion of Mr. McGowan, seconded by Mr. Rockovich, the Board approved Resolution 2021-02, by a vote of 4-0.

Resolution 2021-03 – Ridings Ph II Dedication - Upon a motion of Mr. McGowan, seconded by Mr. Rockovich, the Board approved Resolution 2021-03, 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 8:37 p.m.

Respectfully submitted,

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