

MINUTES OF THE REGULAR MEETING JANUARY 23, 2023 WARWICK TOWNSHIP WATER AND SEWER AUTHORITY

The regular January 23, 2023 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 Rockovich, Secretary Kevin McGowan and Assistant Secretary/Treasurer Edward Thompson. Treasurer 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

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. Thompson and approved by a 4-0 vote.

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

The Chairman Stavrides 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 Bee Bergvall & Co. in accordance with the November 4, 2022 proposal as the Authority's Certified Public Accountant firm to conduct the year 2022 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.

First National Bank of Newtown – Checking, Savings and Escrow
TD Bank, N.A. – Checking, Savings and Escrow
PLGIT – Savings Account, Investment 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. Rockovich, seconded by Mr. McGowan, the Board approved the Meeting Minutes of November 21, 2022, by a vote of 3-0-1. Mr. Thompson abstained from the vote.

Upon motion of Mr. Rockovich, seconded by Mr. Thompson, the Board approved the Meeting Minutes of December 19, 2022, by a vote of 3-0-1. Mr. Stavrides abstained from the vote.

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 2023 Financial Report and the current Accounts Receivable aging report and the status of the delinquent accounts. Mr. Sullivan provided an update on the 2022 Audit to the Board. Staff will meet with the Finance committee to review the 2022 Audit prior to the presentation.

Transfers

On motion of Mr. Rockovich, seconded by Mr. McGowan, Bill Payment List 1/23-A in the amount of \$461,457.21 was approved by a vote of 4-0.

On motion of Mr. Rockovich, seconded by Mr. McGowan, a transfer of \$514,057.21 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 \$14,672.04 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 9,088.91 was approved by a vote of 4-0.

On motion of Mr. Rockovich, seconded by Mr. McGowan Professional Services Releases (TD Bank) for Gasper Landscaping, Escrow Release #1 in the total amount of \$44,440.00 was approved by a vote of 4-0.

SOLICITOR'S REPORT

Mr. Rudolph provided a brief update to the Authority Board. He specifically noted that the final draft of the updated Authority Policy Manual will be presented to the Board at the February meeting.

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. Rockovich, the Board approved the Chapter 94 Report Proposal as presented, by a vote of 4-0.

AUTHORITY REPORT

Operations – Executive Director

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

Security Grant – Mr. Sullivan provided an update to the Board on the DVIT grant reimbursement. The Authority installed a new security system with TV Monitors in the offices. Delaware Valley Insurance Trust grant funds were used to offset the costs of the system.

Employee Handbook Update – Mr. Sullivan provided an update to the Board. The Final Draft of the Handbook will be sent to the Board for review prior to approval.

U.V. System Upgrade - Mr. Sullivan provided an update to the Board. All units have been installed and are awaiting the official start-up.

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 8:05 p.m.

Respectfully submitted,

BY: _____
Warwick Township Water and Sewer Authority