

**MINUTES OF THE REGULAR MEETING SEPTEMBER 25, 2023
WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular September 25, 2023 meeting of the Warwick Township Water and Sewer Authority was called to order at 7:00 p.m. by Vice Chairman Stan Rockovich. The following Board members were present, Treasurer Richard Carlin, Secretary Kevin McGowan and Assistant Secretary/Treasurer Edward Thompson. Chairman Paul Stavrides excused from attendance.

Also present at the invitation of the Board were the following:

Lauri Halderson, Executive Director
Dan Ervin, Director of Operations
Ken Ferris, Rudolph Clarke LLC
Frederick Ebert, P.E., Ebert Engineering

MINUTES

Upon motion of Mr. McGowan, seconded by Mr. Thompson, the Board approved the Meeting Minutes of July 24, 2023 as amended, by a vote of 3-0-1. Mr. Carlin abstained from the vote.

The minutes of August 28, 2023 meeting were tabled by the Board.

PUBLIC COMMENT

- A. Confirmed Appointments – There were no confirmed appointments.
- B. From the Floor – None

TREASURER'S REPORT

Mrs. Halderson reviewed with the Board the September 2023 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 9/23-A in the amount of \$184,057.83 was approved by a vote of 4-0.

On motion of Mr. McGowan, seconded by Mr. Thompson a transfer of \$18,650.36 from the Capital Account to the TD Operating Account was approved by a vote of 4-0.

Releases

On motion of Mr. McGowan, seconded by Mr. Thompson, Professional Services Releases (TD Bank) in the total amount of \$28,043.26 was approved by a vote of 4-0.

SOLICITOR'S REPORT

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

Resolution 2023-10 Township Lease Renewal- On motion of Mr. McGowan seconded by Mr. Thompson, the Board adopted Resolution 2023-10, Township Lease Agreement 5-Year Renewal as presented, by a vote of 4-0.

ENGINEER'S REPORT

Authority Projects

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

Resolution 2023-11 Sludge Bid – Mr. Ebert reviewed the sludge bid results with the Board. On motion of Mr. McGowan seconded by Mr. Thompson, the Board accepted the 3-Year Sludge Bid from Hydrotech Environmental, by a vote of 4-0. The contracts will be executed at the October Authority Meeting.

AUTHORITY REPORT

Operations – Executive Director

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

FCWTP Valve Replacement – Ms. Halderson and Mr. Ervin provided an update to the Board. More detailed information will be provided at the October meeting.

FCWTP Operations Building – The Operations building upgrade construction will begin November 6, 2023.

Truck Inventory – Mr. Ervin reviewed the truck inventory with the Board. On motion of Mr. McGowan seconded by Mr. Thompson, the Board authorized staff to sell the Jet Truck and the 2009 Ford F-250 on Municibid, by a vote of 4-0.

Internal Controls – Ms. Halderson reviewed the changes that have been made to the internal controls of the Authority to ensure separation of duties. The Board directed staff to have the Township Finance Department review the Bank Reconciliation on a monthly basis for added controls within the Finance Department.

Professional Service Agreement – 1901 Guinea Lane – On motion of Mr. McGowan seconded by Mr. Thompson, the Board approved the Professional Service Agreement between the Authority and 1901 Guinea Lane, by a vote of 4-0.

The Board entered an executive session at 7:25 to discuss Right To Know matters. The Board reconvened at 7:45 pm. No action was taken.

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 7:46 p.m.

Respectfully submitted,

BY: _____
Warwick Township Water and Sewer Authority