

## **MINUTES OF THE REGULAR MEETING JANUARY 22, 2024 WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular January 22, 2024 meeting of the Warwick Township Water and Sewer Authority was called to order at 7:00 p.m. Chairman Paul Stavrides. The following Board member was present Treasurer Richard Carlin. Secretary Kevin McGowan was present via Phone Call-In. Vice Chairman Stan Rockovich and Assistant Secretary/Treasurer Edward Thompson were excused from attendance.

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

Lauri Halderson, Executive Director  
Dan Ervin, Director of Operations  
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, Lauri Halderson. Accordingly, the Chairman Pro-Tem opened the floor for nominations. Ms. Halderson 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  
Lauri Halderson- Open Records Officer

Mr. Carlin 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 3-0 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. Carlin 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 3-0.

Chairman Stavrides opened the floor for discussion to appoint the Authority's Engineer. There being none, Mr. Carlin 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 3-0 vote.

A motion was made by Mr. Carlin 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 3-0.

The following financial institutions were reaffirmed by the Board upon motion of Mr. McGowan, seconded by Mr. Carlin, approved 3-0 by the Board.

First National Bank of Newtown – 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. McGowan 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. Carlin, and with a 3-0 aye vote the reorganizational meeting ended at 7:05 p.m., and the Board continued with the Authority's regular monthly meeting.

## **MINUTES**

Upon motion of Mr. McGowan, seconded by Mr. Carlin, the Board approved the Meeting Minutes of December 18, 2023 by a vote of 3-0.

## **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 January 2024 Financial Report, the current Accounts Receivable aging report and the status of the delinquent accounts.

## **Transfers**

On motion of Mr. Carlin, seconded by Mr. McGowan, Bill Payment List 01/24-A in the amount of \$310,201.92 was approved by a vote of 3-0.

On motion of Mr. Carlin, seconded by Mr. McGowan, a transfer of \$106,002.85 from the Capital Account to the Operating Account was approved by a vote of 3-0.

## **Releases**

On motion of Mr. Carlin, seconded by Mr. McGowan, Professional Services Releases (FNBN Bank) in the total amount of \$12583.08 was approved by a vote of 3-0.

The Board tabled Escrow releases and the pending professional service invoice in the amount of \$3,447.94.

**SOLICITOR'S REPORT**

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

**ENGINEER'S REPORT**

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

Mr. Ebert provided the Board with the FCWTP Valve Replacement Project Bid.

Chapter 94 Report - Upon a motion of Mr. Carlin, seconded by Mr. McGowan, the Board approved the Chapter 94 Report Proposal as presented, by a vote of 3-0.

**AUTHORITY REPORT**

**Operations – Executive Director**

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

Resolution 2024-01-Disposition of Records- Upon a motion of Mr. Carlin, seconded by Mr. McGowan, the Board approved the Disposition of Records, by a vote of 3-0.

FNBN Line of Credit- The Board gave direction to the Executive Director to proceed with obtaining a Line of Credit from First National Bank of Newtown.

**CHAIRMAN'S MINUTE**

A. Adjournment – There being no further business, the Board, upon motion of Mr. McGowan, seconded by Mr. Carlin, and with a 3-0 aye vote, adjourned at 7:25p.m.

Respectfully submitted,

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