

## MINUTES

### WEST MANCHESTER TOWNSHIP AUTHORITY

August 20, 2026

The regular monthly meeting of the Board of the West Manchester Township Authority was called to order in the offices of the Shiloh Water Authority on August 20, 2026, at 7:00 pm by Chairman James Bentzel, Jr. Also present were Gene Williams, Scott Thomassy and Lee Woodmansee, WMTA; John Horvatinovic, Manager; Diana Young, Engineer (via ZOOM); and Cliff Laughman, Township Fire Chief. Attorney Baranski was not in attendance.

**HYDRANT FLUSHING PROJECT:** Township Fire Chief Cliff Laughman was in attendance to discuss the flushing project that the Authority staff and the Fire Department are undertaking. He described some of the small issues in the flushing including some sludge in the lines and a small crack from closing the hydrant too quickly. Also discussed were yearly "rentals" for use of the hydrants in the Shiloh section of the Township. The Board thanked him for taking the time to attend the meeting and told him that the Authority stands ready to help him as we work together to protect property and residents in the Shiloh water service area.

**MINUTES:** Minutes of the July 16, 2026 meeting were reviewed.

A **MOTION** was made by Mr. Williams to approve the minutes of July 16, 2026 as presented. The motion was seconded by Mr. Thomassy. Motion was approved 4-0.

**TREASURER'S REPORT.** Mr. Thomassy presented the financial report for July 2026. All lease monies improperly sent to TowerCo have been forwarded to the Authority and deposited.

Mr. Thomassy reviewed the July Treasurer's Report which is attached and made part of these minutes. The beginning cash balance on July 1, 2026 was \$624,791.39. Final account balance on July 31, 2026 in the PNC Money Market account was \$600,565.27; a PNC checking balance of \$25,000.00; and an escrow funds balance of \$69,201.82, for an available balance on July 31, 2026 of \$556,363.45.

The Capital Reserve Fund had a beginning balance on July 1, 2026 of \$3,713,300.51; Interest earned during July of \$11,768.29; and a final balance in the Capital Reserve Fund on July 31, 2026 of \$3,725,068.80.

During June, the Authority had operating revenues of \$72,169.18 and total expenses of \$114,637.01 for a net loss of (\$42,467.83).

A **MOTION** was made by Mr. Williams and seconded by Mr. Woodmansee to approve the Treasurer's report as presented. **MOTION** was approved 4-0.

### MANAGER'S REPORT

1. DEP has informed the Authority that the VFD will be installed by William Reichert on wells 1 and 6 next week and will require a new permit. Ms. Young is working on the permit.
2. "Municipipay" has made changes in our billing system and the changes should resolve the problems with certain types of payments which have been causing problems in recent months.
3. Final repairs at the earlier break at South Dr. and Wilt Dr. have been made and the extraneous gate valve has been removed.

4. DEP's annual inspection resulted in a list of required corrections. Staff and the Engineer are in the process of making those necessary corrections.
5. There was a main break at 1415 Green Meadow Lane on August 18. A simple addition of a repair clamp on the pipe corrected the problem which was probably caused by the nearby hydrant being closed too quickly after use.

#### **ENGINEER'S REPORT:**

1. The Well 4/5 Chlorine detention pipe installation bids have been received – and the bid tabulation is attached to the Engineer's report. The Linden Road water main replacement bid documents are being finalized.
2. The settlement forms for PFAs were submitted before the July 31 deadline
3. The "Risk and Resilience Assessment" was completed and certified before June 30. The Emergency Response Plan is due by December 31 of this year.

#### **SOLICITOR'S REPORT:**

There was no Solicitor's report in Attorney Baranski's absence. Chairman Bentzel described a conversation that he had with Attorney Baranski regarding a conversation that Mr. Bentzel had with Mike March who requested a reimbursement as a result of the water line extension to the Washington subdivision. He felt that because he had installed a line which was larger than what he needed for his small subdivision, the Authority should reimburse him for some of his costs when he built the line. That extension was built approximately 25 years ago. Diana Young explained that there is a process to reimburse an individual who extended a water line that a subsequent developer then attached to and/or extended. Attorney Baranski informed Chairman Bentzel that he would be reviewing the facts of Mr. March's position and will provide the Authority with a recommendation.

#### **DISCUSSION TOPICS**

- a. **Transition Planning:** Mr. Bentzel stated that proposed changes in the Job descriptions for all positions are in the review process. Mr. Thomassy will research the use of "Indeed" for assistance in advertising the secretarial position.
- b. **Building/Office improvements:** Mr. Williams described the work being done in the office by the contractor and expects that the new counter tops will be installed beginning on September 2. The contractor has suggested a review of the Office roof to determine its expected lifespan. The contractor estimated its cost to be about \$10,000 if a replacement is needed.
- c. **Status of 2026 Hydrant valve project:** Mr. Horvatinovic described the year's hydrant replacement project as being almost complete but estimates that there are about 60 more hydrants in the system which are missing shut-off valves.
- d. **Possible rate increase:** There was no discussion.
- e. **Risk and resilience update:** Ms. Young stated that the update is complete.
- f. **"Washington Meadows" update:** No change.

- g. **"Glo-Fiber"**: There was no new information available for this discussion.
- h. **Billing Software**: No update.
- i. **Baker Rd Extension**: There was a discussion regarding possible connections by existing homeowners to the proposed Baker Road water line. Mr. Horvatinovic stated that he would make contact with the appropriate Baker Road homeowners to see if any want to connect to the new line. Discussion determined that there was little value in trying to add connections to the proposed water line to make future connections by current houses easier and cheaper.

**UNFINISHED BUSINESS:** There was no Unfinished Business.

**NEW BUSINESS:**

- a. **AWARDING CONTRACT FOR CHLORINE CONTACT TANK CONSTRUCTION: MOTION** by Mr. Bentzel, second by Mr. Woodmansee, to authorize Buchart-Horn and Solicitor Baranski to review the bid and issue a notice of intent to award the contract for the installation of the Chlorine Contact Tank at wells 4/5 to the apparent low bidder, Wexcon Inc. Motion was approved 4-0.

**OTHER BUSINESS:**

**REVIEW OF PUMPING RECORDS:** Pumping records were presented and reviewed.

**PAYMENT OF JULY/AUGUST BILLS:** Bills received since the last meeting were reviewed.

**MOTION** by Mr. Williams, second by Mr. Thomassy to approve bills from July 16, 2026 through August 20, 2026 totaling \$198,627.39. Motion approved 4-0.

**MOTION** by Mr. Williams, second by Mr. Woodmansee to approve reimbursement of \$297.77 to Mr. Bentzel for out-of-pocket expenses related to use of his Zoom equipment. Motion approved 4-0.

**ADJOURNMENT:**

The meeting was adjourned at 9:00 pm by Chairman Bentzel.

Respectfully submitted,

W. Lee Woodmansee, Secretary