

MINUTES

WEST MANCHESTER TOWNSHIP AUTHORITY

March 21, 2024

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 March 21, 2024 at 7:00 pm. Mr. Bentzel, Mr. Thomassy, Mr. Woodmansee, Mr. Williams, and Ms. Smith were present in the office as were Mr. Horvatinovic, WMTA, Ms. Young, Engineer, and Atty. Baranski.

PUBLIC COMMENT, QUESTIONS: There were no public comments, although the Board and staff spent some time discussing the new meeting room and final touches that could be added. All agreed that the room was really well done.

MINUTES OF February 22, 2024 meeting were reviewed:

A **MOTION** was made by Ms. Smith and seconded by Mr. Williams to approve the minutes of the February 22, 2024 as presented. **MOTION** passed 5-0.

TREASURER'S REPORT:

Mr. Thomassy reviewed the February, 2024 Monthly Balance report.

Checking Account Balance: 2/1/24 \$ 641,680.68

Receipts:

Cellular Tower Rental	\$ 8,476.35
Water Revenue	\$ 94,942.37
Penalty	\$ 927.69
Interest	\$ 95.23

Total Income: \$ 104,441.64

Expenses: \$ 40,223.25

Checking Account Balance: 2/29/24 \$ 707,684.45

Escrow Funds Held: \$ 79,174.58

Available Balance: \$ 628,509.87

Capital Reserve Fund:

PLGIT Beginning Balance: 2/1/24 \$ 866,018.23

Interest	\$ 2,827.79
Purchases	

Fees

PLGIT Ending Balance:

2/29/2024

\$ 868,846.02

Mr. Thomassy described a meeting he and Mr. Woodmansee had with representatives of PNC bank, our financial institution. He described 1) An “ACH debit filter” that was suggested; 2) “Positive Pay”; 3) “Sweep” options to move excess cash into higher interest bearing accounts at the end of each day; and 4) Setting up a process which would allow Scott to directly access the Authority’s financial management system from off-site.

MOTION was made by Mr. Williams and seconded by Mr. Woodmansee to approve the “fraud protection” plan and the “sweeping” of excess funds into higher interest money market funds each day. Motion was approved 5-0.

Mr. Thomassy explained that the yearly Audit was pushed back because of the absence of Ms. Eyer. He explained that underlying work was being completed by staff, but the actual meetings with the auditors would be delayed.

Attorney Baranski noted that he had suggested only one small change in the payroll processing agreement.

MOTION was made by Mr. Williams and seconded by Ms. Smith to approve the Treasurer’s report as presented. Motion was approved 5-0.

MANAGER’S REPORT:

Mr. Horvatinovic stated that he had heard nothing from K&K.

The water level transducer at Well #7 had been replaced.

The annual “Primary Facility Reports” for 2023 have been submitted.

An accident on Sunset Lane had taken out a hydrant which would have to be replaced. During the replacement process, a valve will also be added to the hydrant. Mr. Bentzel pointed out that the hydrant repair costs should be separated from the valve addition costs.

DEP had contacted the Authority regarding our inventory spreadsheet for lead service lines.

PFA samples and testing continues to be a problem with the testing agency ruining more tests.

ENGINEER’S REPORT:

Diana Young reported that:

- 1) BH was working with Mr. Horvatinovic on completion/submission of the SRBC permit application.
- 2) A site visit is needed at Well #6 to collect information for a pump replacement.
- 3) Questions continue about Township plans to use herbicide sprays on its property near wells 7 & 8.
- 4) A site visit is still needed at well 6 to collect information for the pump replacement.

Ms. Young also gave an overview of the State's lead service line inventory which prompted a discussion on what the Authority would have to do to comply with the State mandate.

SOLICITOR'S REPORT:

Attorney Baranski stated that he has completed the Sprint/T-Mobile lease renewal and asked that it be placed on the Agenda for the April meeting

UNFINISHED BUSINESS:

a. **DISCUSSION TOPICS:**

- i. **Transition Planning:** The board discussed training for Mr. Horvatinovic and Mr. Smith.
- ii. **Records review and disposal:** There were no additional records ready for destruction.
- iii. **Building modifications.** The Board discussed the current status and asked Ms. Smith to suggest final touches for the room to complete the project.
- iv. **Lead and Copper Rule Revisions:** Mr. Horvatinovic's report discussed this status.
- v. **Payroll Outsourcing:** Attorney Baranski had one small comment regarding the payroll agreement and agreed that it could be executed.

NEW BUSINESS:

- a. **AGREEMENT TO CONTRACT WITH ENERCONNEX TO ASSIST IN THE PURCHASE OF ELECTRICITY: MOTION** by Mr. Woodmansee, second by Mr. Williams to execute an agreement with Enerconnex to assist in bidding for purchase of electricity for the Authority. Motion approved 5-0.
- b. **AGREEMENT FOR ENNERCONNEX TO SET UP THE BIDDING PROCESS FOR THE PURCHASE OF ELECTRICITY. MOTION** by Mr. Woodmansee, second by Mr. Thomassy to authorize Enerconnex to develop, issue, and recommend bids to purchase electricity on behalf of the West Manchester Township Authority. Motion approved 5-0

OTHER BUSINESS:

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

PAYMENT OF FEBRUARY BILLS: Bills received in March were reviewed and a **MOTION** was made by Mr. Williams and seconded by Mr. Thomassy to approve bills through March 21 totaling \$49,527.82. The motion was approved 5-0.

ADJOURNMENT:

Chairman Bentzel adjourned the meeting at 8:20 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary