

MINUTES

WEST MANCHESTER TOWNSHIP AUTHORITY

May 26, 2021

The regular monthly meeting of the Board of the West Manchester Township Authority was called to order and held virtually via Zoom on May 26, 2021 at 8:08 pm. The meeting was also broadcast on the West Manchester Township Authority-Shiloh Water System Facebook page. Mr. Bentzel, Mr. Williams and Mr. Hamme were present in the Authority offices while Mr. Javitt and Mr. Woodmansee participated via ZOOM. Also attending were Ms. Diana Young, Engineer; Mr. John Baranski, Solicitor; Mr. John Horvatinovic and Mr. Steve Smith (Zoom), WMTA.

A **MOTION** was made by Mr. Hamme and seconded by Mr. Javitt to approve the minutes of the April 26 Authority meeting. Motion carried unanimously.

TREASURER'S REPORT:

Mr. Javitt gave the Treasurer's report:

Checking Account Balance:	4/1/21	\$603,602.75
Receipts:		
Cellular Tower Rental		\$ 13,051.19
Water Revenue		\$ 94,542.37
Penalty		\$ 685.08
Interest		\$ 120.36
Total Income:		\$ 110,415.09
Expenses:		\$ 248,946.37
Checking Account Balance:	4/30/21	\$468,078.56
Escrow Funds Held:		\$ 18,522.16
Available Balance:		\$449,556.40
Capital Reserve Fund:		
PLGIT Beginning Balance:	4/1/21	\$1,111,946.22
Interest		\$ 15.63
Purchases		
Fees		
PLGIT Ending Balance:	4/30/21	\$1,111,961.85

A **MOTION** was made by Mr. Williams and seconded by Mr. Hamme to approve the Treasurer's report as presented. Motion carried unanimously.

MANAGER'S REPORT:

Mr. Horvatinovic gave his report. He described the lack of progress in getting trees by the office parking lot removed by the owner of the adjacent land and the fact that there was a now dead tree, also at the office, on Authority property which had to be removed by the Authority; the new hard drive was installed; and quarterly meter reading was underway. Horvatinovic provided a complete list of 77 hydrants, with addresses, to the Board. All hydrants listed have no shut-off valves.

Reichert Well Drilling had installed the new pump at well #7, but upon installation, discovered a short. The pump will be pulled on June 1 and the wiring will be corrected and re-installed.

Gingerich Excavation replaced the fire hydrant and added a valve at 2491 Cedar Rd. The next hydrant valve to be installed will be at 2222 Loucks Rd.

The new "Sensaphone" monitoring system on Well 7 has not yet been activated, pending a determination as to the best way to set it up.

The 2020 Consumer Confidence Report will be completed prior to July 1, the deadline date.

Steve Smith has almost completed the inspection of all hydrants in the system. All the remaining hydrants have valves.

Mr. Woodmansee asked Mr. Horvatinovic how the telephonic bid process worked for the valve/hydrant replacements. Mr. Horvatinovic stated that the bidding was not done due to the complexity of the process and questions about how to have the proper parts on hand for each repair. Mr. Williams stated that he had talked to Mr. Horvatinovic and had suggested that the first hydrant be installed without a bid. Mr. Woodmansee pointed out the Solicitor's recommendation and the Board's motion the previous month. No action was taken.

ENGINEER'S REPORT:

Ms. Young noted that Verizon still has not posted the necessary bond/escrow to perform work on their antennas attached to the Locust Lane elevated tank. No action was taken on the request by Verizon to install new antennas on the tank.

I.B. Abel is expected to complete their electrical work on the well sites soon and Buchart Horn will follow up with the final arc flash study and labeling at that time.

Ms. Young stated that the contractor working on the tank rehabilitation has completed all interior painting completed. The tank now has to be disinfected and tested for bacteria and VOCs before going back into service.

Buchart-Horn has completed the draft report of the "Risk and Resilience Assessment and Emergency Response Plan" and that draft would be provided to the Authority in a few days after this meeting.

SOLICITOR'S REPORT:

Attorney Baranski asked for authorization to sue both potential owners of the equipment on the Trimmer standpipe for default. **MOTION** was made by Mr. Williams, second by Mr. Woodmansee to authorize the

Solicitor to sue all appropriate entities to recover past due payments from the lease. Motion approved unanimously.

UNFINISHED BUSINESS:

Discussion topics: Mr. Williams reported that the engineer working on the meeting room project, Jonathan Snyder, was again in the hospital and bidding the project to build a meeting room was again on hold. A discussion ensued regarding the Authority's options if the project designer/manager was unable to complete the project. John Horvatinovic was asked to develop a report on how much was paid to the designer to date.

No action was taken on the request by AT&T to modify their antenna array on the Locust Lane Tank because of their failure to submit an escrow deposit.

NEW BUSINESS: None

OTHER BUSINESS:

Pandemic decisions. Chairman Bentzel asked what the Board's feelings were about having a face to face meeting at the June meeting and opening the Authority's office. A **MOTION** was made by Mr. Javitt and seconded by Mr. Williams to hold the June, 2021 Board meeting at the Authority offices and to open the Authority offices to the public on our regular office schedule on June 1, 2021 with masks required of all visitors.

The Board discussed setting the date for the Facilities Tour. After discussion, It was scheduled for July 26, 2021 at 6:00 PM.

The Board discussed the current problems in the world regarding "ransomware" and if we were prepared for it. Mr. Woodmansee stated that Mr. Brooks, who does most of our computer work, has said that with off-the-shelf software and the use of "Carbonite" for daily backups, we can be back up and running very quickly after such an attack. The only question is how quickly our billing software can be reloaded.

PAYMENT OF BILLS:

The Board reviewed the bills presented for payment. **MOTION** made by Mr. Williams and seconded by Mr. Hamme to pay bills totaling \$270,509.65. The motion carried unanimously

ADJOURNMENT:

MOTION to adjourn made by Mr. Hamme and seconded by Mr. Williams. Motion carried unanimously. Meeting was adjourned at 9:35 PM.

Respectfully submitted,

W. Lee Woodmansee, Secretary