**February 21, 2023**

**MINUTES OF THE WARWICK TOWNSHIP MUNICIPAL AUTHORITY BOARD**

**Present Were:** Board Members: Joyce Gerhart, Brent Kreider, Mike LaSala, and Matt Clair, Authority Manager Brian Harris, Authority Superintendent Jon Bunch, Solicitor William Crosswell, Consulting Engineer Steven Riley.

Call to Order

The meeting was called to order by Chairperson Gerhart at 7:00 P.M.

Approval of Minutes

The **MINUTES** of the January 17, 2023, meeting were unanimously approved on a motion by Member Kreider and seconded by Member LaSala.

Treasurer’s Report

The **TREASURER’S REPORT** was unanimously approved on a motion by Member LaSala and seconded by Member Kreider.

Payment of Bills

The **PAYMENT OF BILLS** was unanimously approved on a motion by Member LaSala and seconded by Member Kreider.

Operating Funds

$125,723.64 was authorized for transfer from the **WATER OPERATING FUND** to General Disbursements for the operation of the Water System through March 21, 2023, and $162,866.03 was authorized for transfer from the **SEWER** **OPERATING FUND** to General Disbursements for the operation of the Sewer System through March 21, 2023. $68,006.25 was authorized for transfer from the **PLGIT Pump Station #13 Grant** to General Disbursements. All transfers were unanimously approved on a motion by Member LaSala and seconded by Member Kreider.

Payment of Capital Expenses

**Capital Expenses** in the amount of $22,671.00 from the **Water Operating Account** were unanimously approved on a motion by Member LaSala seconded by Member Kreider.

**Capital Expenses** in the amount of $97,321.98 from the **Sewer Operating Account** were unanimously approved on a motion by Member LaSala seconded by Member Kreider.

Administrative

Mr. Harris reported that:

* We need to update the authorized Board Signatures on file with Fulton Bank.
* The Authority Staff has discussed the request by the owners of the property located at 346 Autumn Harvest Lane to be temporarily relieved of the water and sewer charges with respect to that property due to the fact that the property is uninhabitable as a result of an accident. Based upon the unique circumstances which caused the property to be uninhabitable, Member LaSala made a motion, seconded by Member Clair, in accordance with the property owners’ request that the owners of the property located at 346 Autumn Harvest Lane (the “Property”) be relieved prospectively of any water and sewer user charges with respect to the Property due to the fact that it is currently uninhabitable. The Authority reserves the right in its discretion to modify this Motion and resume imposing user charges at any time upon notice to the owners. This relief from water and sewer charges shall not be deemed to set a precedent and is unique to the Property and the circumstances that rendered the Property uninhabitable. The owners of the Property shall notify the Authority in writing before occupying the Property.

Passed unanimously.

Operations/Maintenance Report

Mr. Bunch reported in addition to his written report that:

* The Newport Road Booster Pump Station is completed and awaiting the PA DEP full permit for operation.
* The work on Pump Station #13 has started.
* The upgrades to the Rothsville Well House for the Nitrate Removal System should start in mid-March.

Solicitor’s Report

Mr. Crosswell reported that:

* He reviewed issues concerning the service line water leak at 3 Winding Way and the proposed water service termination notice for failure to repair that leak.
* He prepared the proposed 30-Day Notice of Intent to File a Municipal Lien for the property located at 12 Edgewood Drive.
* He prepared and filed a Municipal Lien for the property located at 485 Crosswinds Drive due to failure of the property owners to reimburse WTMA for the cost to repair a leak in their water service line.
* He prepared a Motion to ratify and confirm the prior approval by the Board at its meeting on November 15, 2022, of the Agreement of Sale regarding the acquisition of the proposed water tank site at 727 Furnace Hills Pike.
* He drafted a Response to the Audit Inquiry Letter from Trout CPA which the auditors requested be sent to them on Thursday, February 23, 2023.

Engineer’s Report

Mr. Riley reported that:

* Entech completed and reviewed plans for 200 Rock Lititz Blvd. Talked with Pat Barrett on the current water and sewer capacity allocated to the Rock Lititz Campus and additional capacity allocated with the Specialty Baker site.
* Discussed with the contractor the tentative start dates for the Well No. 1 Nitrate Removal System Rehabilitation Project. Hopeful for a mid-March start date.
* Entech received a preliminary response from the geotechnical consultant that the site for the Newport Road Tank is suitable for tank construction.
* Began work on the update to the Water and Sewer Comprehensive Plan. The kick off meeting is scheduled for February 23, 2023.

Correspondence

Entech provided letters to Eastern Environmental Contractors, Inc., and Garden Spot Electric, Inc. regarding additional time that will be added to the Nitrate Removal System Rehabilitation Project contracts.

Old Business

Member LaSala made a motion that the Board of this Authority ratify and confirm the action taken at the November 15, 2022, meeting of the Authority approving the Agreement of Sale with Samuel High in connection with the acquisition of the water tank site at 727 Furnace Hills Pike. Seconded by Member Kreider. Passed unanimously.

New Business.

1. Member LaSala made a motion seconded by Member Clair to accept Entech’s proposal to provide engineering, permitting, and bidding services for the Newport Road 1.0 million Gallon Water Storage Tank Project. Passed unanimously.
2. Member LaSala made a motion seconded by Member Clair to approve Change Order #1 from Eastern Environmental Contractors, Inc. for a reduction in the amount of $4,283.96 for the Nitrate Removal System Rehabilitation project. Passed unanimously.
3. Member LaSala made a motion seconded by Member Kreider to approve Pay Application No. 3 in the amount of $68,006.25 to Fidelity Contracting, LLC for the Pump Station #13 Replacement Project. Passed unanimously.
4. Member LaSala made a motion seconded by Member Kreider to approve Pay Application No. 4 to Blooming Glen Contractors Inc. in the amount of $7,931.96 for the Newport Road BPS upgrades. Passed unanimously.
5. Member LaSala made a motion seconded by Member Clair that the Board of the Authority adopt Resolution 2-21-23-01 authorizing the disposition of public records in accordance with the Pennsylvania Municipal Records Act and the Municipal Records Manual. Passed unanimously.

With there being no more business to discuss, the meeting was **ADJOURNED** at 7:50 P.M upon a motion by Member LaSala seconded by Member Kreider. Passed unanimously.

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(Assistant) Secretary