

WEST GOSHEN SEWER AUTHORITY
REGULAR MEETING
December 6, 2017
7:00 PM

The regular meeting of the West Goshen Sewer Authority was held on Wednesday, December 6, 2017 at the West Goshen Township Administration Building. Those present were:

<u>Authority</u>	<u>Unruh, Turner</u>	<u>Administration</u>	<u>HRG</u>
Theodore Murphy	Ross Unruh	Mike Moffa	Josh Fox
Phil Corvo		Dave Woodward	
Dan Tierney			
Tina Smith			
Shaun Walsh			

1. The regular meeting of the Authority was called to order at 7:03 P.M. by Ted Murphy.
2. The Authority meeting minutes for November 1, 2017 were motioned for approval by Phil Corvo, seconded by Tina Smith. Approved 5-0.
3. Authority Chair and Member Announcements:
 - a) Ted Murphy announced that Bond Counsel was in agreement that the Bond Construction Fund is the appropriate account to deposit reimbursements or pre-payments from the municipal partners. To maintain full transparency of cash movements, overall simplicity and to provide an interest bearing account for those municipal partners making up-front deposits, **separate township sub-accounts will be set-up under the Bond Construction Fund for each partner municipality.** For those sub-accounts containing up-front deposits, the Authority discussed a monthly transfer from the sub-account to the Bond Construction Fund, in the amount for that month of the municipal partner's share of the invoices for the capital improvement program. HRG can provide the necessary level of detail each month.
4. Wastewater Superintendent Report was presented by Mike Moffa.
 - a. Treated 109 million gallons of wastewater
 - b. Pressed for disposal 247 tons of solid waste
 - c. Expect to receive one screw pump gearbox the week of Dec 11th. The second gearbox is expected early Jan.
5. Solicitor's Report was presented by Ross Unruh.
 - a) Awaiting action by EPA on preparing a draft Settlement Agreement for TMDL litigation
 - b) Inter-municipality Agreements:
 - i. Meeting with West Whiteland Township had been postponed until 12/18/17.
 - c) The Authority discussed the development project by Glenn M. White Co. Inc. at 825 Goshen Road. A motion was made by Phil Corvo, seconded by Tina Smith, for the Authority to approve the Sanitary Sewer Construction Agreement with Glenn M. White Co. Inc., secured by an irrevocable Letter of Credit in the amount of \$58,314.30 from Bryn Mawr Trust. Approved 5-0

6. Treasurers Report was presented by Dan Tierney (See report for details)
 - a) Dan Tierney motioned to approve, as Requisition #35 from the Construction Fund, Application for Payment No. 7 as submitted by Walabax Construction Services, Inc., in the amount of \$64,848.60 for work completed through Nov. 21st, 2017 for Contract 17-1. Seconded by Shaun Walsh. Approved 5-0.
 - b) Ted Murphy motioned to approve, as Requisition #33 from the Construction Fund, Application for Payment No. 1 as submitted by Blooming Glen Contractors, Inc., in the amount of \$212,903.92 for work completed through Nov. 21st, 2017 for Contract 17-4. Seconded by Phil Corvo. Approved 5-0.
 - c) Shaun Walsh motioned to approve, as Requisition #34 from the Construction Fund, Application for Payment No. 1 as submitted by Eastern Environmental Contractors, Inc., in the amount of \$104,400 for bonds, insurance and project management software for Contract 17-3. Seconded by Tina Smith. Approved 5-0.
 - d) Dan Tierney motioned to approve for payment, Requisitions #30 through #42, excluding #33, #34, #35 already approved, from the Construction Fund, plus Tapping Fee Requisitions of \$13,528.06 and Developer's Invoices of \$1,603.50. Seconded by Ted Murphy. Approved 5-0.
7. Developers Report, dated December 1, 2017 was reviewed by Josh Fox (See report for details).
8. Engineers Report dated December 1, 2017 was reviewed by Josh Fox (See report for details). Josh Fox described the continuing work with Township staff on the plant layout and updated cost estimate for the Comag installation (WWTP Ph. 2 improvements). Expect an update to be ready for the February meeting of the Sewer Authority. Shaun Walsh questioned the extended timeline for the design phase of the project. Josh Fox responded that the timeline includes an appropriate period for PADEP permit review, which could take in the order of 6 months.

Josh Fox described two opportunities for a CFA Small Water & Sewer Grant:

- i. Variable Frequency Drive & Dissolved O2 sensor in the Aeration Basin
- ii. 2018 Sanitary Sewer System Repairs – Identify a specific area requiring rehabilitation

The amount of Grant requested needs to be in the range \$30k to \$500k. The HRG cost of preparing the application plus the submittal fee are approx. \$3,000

Request for motions:

- a) Ted Murphy motioned for HRG to progress with Township staff an application to submit for a CFA Small Water & Sewer Grant. Seconded by Dan Tierney. Approved 5-0

Josh Fox described the good progress made on the sewer rate study, but that further work was required to present a recommendation to the Sewer Authority for review. Ultimately the WGT Board of Supervisors will make the decision on the sewer rates for the Township. Josh stated that the preliminary calculation of the impact for a residence was for an increase of \$4.33/month, i.e. \$13 increase on the quarterly bill, to increase from \$65 to \$78 per quarter.

Shaun Walsh asked if this calculation had included any allowance for i) Equipment Replacement or ii) future project investment driven by potential new regulatory requirements or major system life

expectancy. Josh indicated that these factors would be part of the final analysis and recommendation.

9. Mike Moffa presented the updated 2018 budget for the Sewer Authority. The Authority discussed various elements of the budget.
 - a. The Authority agreed that any miscellaneous travel expense incurred by Authority members in support of the design, equipment selection and execution of the projects would be covered in the Operating Expenses line of the Sewer Authority Fund
 - b. The Authority supported a more robust process for ensuring documents are available for public review. It was agreed that there was no need to create and manage a separate website (new URL) and that the existing Sewer Authority page on the West Goshen Township website was appropriate and adequate for document access.

Shaun Walsh will work with Township Manager, Casey LaLonde, to set-up a simple, routine process for uploading the following Sewer Authority documents each month:

- i. Agenda
- ii. Treasurers Report
- iii. Budget Tracker
- iv. Engineers Report
- v. Developers Report
- vi. Approved Meeting Minutes

Ted Murphy motioned to adopt the Sewer Authority 2018 Budgets, seconded by Phil Corvo. Approved 5-0.

There being no other business, Ted Murphy, Chairman, adjourned the meeting at 8:46 PM.

Respectfully submitted,

Shaun Walsh, Secretary