

WEST GOSHEN SEWER AUTHORITY
REGULAR MEETING
August 2, 2017

The regular meeting of the West Goshen Sewer Authority was held on Wednesday, August 2, 2017 at the West Goshen Township Administration Building. Those present were:

Authority
Phil Corvo
Theodore Murphy
Dan Tierney
Tina Smith
Shaun Walsh

Unruh, Turner
Ross Unruh

Administration
Mike Moffa
Dave Woodward

HRG
Josh Fox

1. The regular meeting of the Authority was called to order at 7:36 P.M. by Ted Murphy.
2. The Authority meeting minutes for August 2, 2017 were in draft form and will be reviewed for approval at the September meeting.
3. Authority Chair and Member Announcements:
 - a) Ted Murphy announced that an Executive Session was held regarding legal matters.
 - b) Shaun Walsh stated that the Authority had received two right-to-know requests for electrician billing rates on the Emergency Generator project.
 - c) The Authority discussed changing the date and time of its regular meetings. It was agreed there will be no change to the date of the meeting, it would continue to be the first Wednesday of each month. Shaun Walsh motioned to change the start time of the regular West Goshen Sewer Authority meeting to 7:00 p.m., seconded by Tina Smith.
Approved 5-0.
 - d) The Authority is seeking a new Recording Secretary. The position does not have to be a township employee. There is compensation for the work. Anyone with a recommendation can send it by email to the Chairman.
 - e) Mike Moffa informed the authority that the refurbishment cost for the screw pump gearbox would be more expensive than the purchase of a new one. The Authority discussed the benefits of having a spare gearbox on this critical duty. Dan Tierney motioned for the purchase of a new spare gear box, seconded by Tina Smith.
Approved 5-0.
4. Wastewater Superintendent Report was presented by Mike Moffa.
5. Solicitor's Report presented by Ross Unruh.
 - a) Authority By-Laws. Section 5 was discussed and amended to address emergency situations. Ross Unruh was authorized to make changes as described/modified at the meeting. Motion by Tina Smith, seconded Phil Corvo. Approved 5-0.
 - b) Ross Unruh provided an update on the current status of the inter-municipal agreements.

- c) Ted Murphy motioned to approve, subject to the Authority's Solicitor's final approval, the Penn Medicine Chester County Hospital Agreement and letter of credit (LOC) in the amount of \$64,625, seconded Phil Corvo. Approved 5-0.
 - d) Ross Unruh informed the Authority that under PA statutes PSI was ineligible to rebid on Contract 17-4.
6. Treasurers Report was presented by Dan Tierney (See report for details)
Dan Tierney motioned for approval of requisitions/bills to be paid in the amount of \$295,045.40, seconded by Tina Smith. Approved 5-0.

The Authority discussed the use of the construction fund balance for payment of already-completed project work. Information is needed on how far in the past capital expenditures can be considered. Ross Unruh to advise. Action was deferred to September's meeting.

The Authority discussed the planned investment approach for the fund balances and the need for keeping an un-invested minimum amount in liquid funds
Dan Tierney made a motion for retaining minimum cash on hand of \$250,000 in a money market account, seconded Tina Smith. Approved 5-0.

Ted Murphy informed the Authority members that West Goshen Township has requested the Sewer Authority prepare a budget for 2018. The Sewer Authority will need to adopt a 2018 budget by the end of December. Authority members should prepare a list of anticipated expenses for future review and discussion.

7. Developers Report, dated July 28, 2017 was reviewed (See report for details)
8. Engineers Report dated July 28, 2017 was reviewed (See report for details)
Josh Fox request for motions:
- a) Phil Corvo motioned to proceed with public bids for the 2017 Sanitary Sewer System repairs project, seconded by Dan Tierney. Approved 5-0.
 - b) Ted Murphy motioned to approve Work Change Directive #2 for contract 17-1 to decrease contract price by \$635, seconded by Phil Corvo. Approved 5-0.
 - c) Dan Tierney motioned to approve the application for payment #3 as submitted by Walabax Construction Services, Inc. in the amount of \$27,450 for work completed through July 20, 2017, on contract 17-1, seconded by Shaun Walsh. Approved 5-0.
 - d) Dan Tierney motioned to approve application for payment #1, as submitted by PSI Pumping Solutions, Inc. in the amount of \$52,336.36 for work completed through July 31, 2017 on contract 17-2, seconded by Tina Smith. Approved 5-0.
 - e) i) Ted Murphy motioned to disqualify PSI/reject PSI bid on contract 17-4 (Re-bid), seconded by Shaun Walsh. Approved 5-0.

ii) Shaun Walsh motioned to provide Notice of Intent to Award the bid for contract 17-4

to Blooming Glen Contractors WW in the amount of \$579,215, seconded by Phil Corvo. Approved 5-0.

iii) Ted Murphy motioned to provide Notice of Award/Notice to Proceed to Blooming Glen Contractors WW for contract 17-4 in the amount of \$579,215, subject to approval by the Authority Solicitor of the Agreements/Bonds/Certificate of Insurance, seconded by Phil Corvo. Approved 5-0.

f) Josh Fox recommended the Authority purchase an additional flow meter for monitoring of influent flows to the Trinity Drive Pump Station. The Authority discussed purchase versus the alternative of flow meter rental. It is more cost effective to purchase given the duration of monitoring required. Dan Tierney motioned for purchase of one additional flow meter, seconded by Phil Corvo. Approved 5-0.

9. The Authority discussed the timeline for completion of the Rate study. Josh Fox indicated that he is working with the Township staff and a draft would be available by October. It is anticipated the Rate study would be finalized by the end of 2017.

10. The Authority discussed how best to inform West Goshen residents of the overall capital improvement program. It was agreed that providing the information that had been prepared in postcard format into the next West Goshen Township newsletter would be the preferred approach. Josh Fox was asked to provide a couple of photos that could accompany the text in the newsletter. The summary information in the newsletter would direct residents to the township website for further details.

There being no further business, on a motion by Shaun Walsh, seconded by Tina Smith, the meeting was adjourned at 8:55 PM.

Respectfully submitted,

Shaun Walsh, Secretary