

WEST GOSHEN SEWER AUTHORITY
REGULAR MEETING
January 2, 2019
7:00 PM

The regular meeting of the West Goshen Sewer Authority was held on Wednesday, January 2, 2019 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
Tina Smith		Dave Woodward	
Dan Tierney			
Phil Corvo			
Shaun Walsh			

1. The regular meeting of the Authority was called to order at 7:01 PM by Ted Murphy.
2. Tina Smith motioned to keep the current WGSB Board organization the same for 2019 with no change to any positions. Seconded by Phil Corvo. Approved 5-0
3. The Authority meeting minutes for December 5, 2018 were motioned for approval by Tina Smith. Seconded by Phil Corvo. Approved 5-0.
4. Ted Murphy, Authority Chair, announced that an Executive Session was held this evening to discuss legal matters. There were no other announcements.
5. Wastewater Superintendent Report for the month of November was presented by Mike Moffa.
 - a) The treatment plant operated in compliance with the NPDES permit.
 - b) Treated 198 million gallons of wastewater. Average of 6.4 mgpd.
 - c) Pressed for disposal 256 tons of solid waste.
 - d) Average Total Phosphorous discharge concentration for December = 0.71 mg/L.
 - e) The Digester Building boiler conversion to gas has been completed. Startup will be scheduled after PECO have installed their gas pressure regulator, which is expected to occur around Jan. 26th.
 - f) Electric service replacement to the Washington Street Pump Station continues. PECO has provided the necessary approvals. The transformer vault has been installed. Associated conduit, cabling and equipment installation remains. It is anticipated that the new system will be energized by the first week in February.
 - g) There was an emergency line repair underway for a collapsed 14" gravity flow sewer line under 5-points road. By-pass pumping around the collapse point was in-place and the line repair was scheduled for 1/3/2019.
6. Solicitor's Report was presented by Ross Unruh.
 - a) The status of the Sewage Treatment Agreement with Westtown Township was discussed in the Executive Session. The Sewer Authority Board is waiting for the response from the Westtown Board of Supervisors after their planned executive session on 1/7/2019.

- b) Ross Unruh advised there had been issues with the bid for Contract WC-2 Electrical Construction and this would be presented during the Engineers Report on the agenda.
7. Treasurers Report dated January 2, 2019 was presented by Dan Tierney (See report for details)
- a) Dan Tierney motioned to approve as Requisition #239 from the Bond Construction Fund, Application for Payment No. 12 as submitted by Eastern Environmental Contractors, Inc., in the amount of \$193,938.03 for work completed through December 17th, 2018 for Contract 17-3 (Anaerobic Digester Replacement – General Construction). Seconded by Phil Corvo. Approved 5-0
 - b) Phil Corvo motioned to approve as Requisition #240 from the Bond Construction Fund, Application for Payment No. 8 as submitted by Garden Spot Electric, Inc., in the amount of \$44,100.00 for work completed through December 19th, 2018 for Contract 17-6 (Anaerobic Digester Replacement - Electrical Construction). Seconded by Tina Smith. Approved 5-0
 - c) Shaun Walsh motioned to approve as Requisition #241 from the Bond Construction Fund, Application for Payment No. 5 as submitted by GEM Mechanical Services, Inc. in the amount of \$31,048.90 for Contract 17-7 (Anaerobic Digester Replacement - Mechanical Construction) Seconded by Phil Corvo. Approved 5-0
 - d) Dan Tierney motioned to approve for payment, Requisitions #242 through #255 from the Bond Construction Fund, and Tapping Fee Fund Requisitions of \$9,543.95. No Developers invoices this month. Seconded by Phil Corvo. Approved 5-0.

Resident Margie Swart asked about the three unpaid HRG invoices due to insufficient funds in the deposit account for the developer of the Woodlands at Graystone. To date there has only been verbal requests for additional funding to the developer deposit account. The Authority asked the Township to make a written request for \$25k to be deposited into the account by the developer.

8. Engineers Report dated December 29, 2018 was presented by Josh Fox (See report for details).
- a) Shaun Walsh motioned to authorize HRG to issue the Notice of Intent to award to McKenney Construction for the General Construction Contract No. WC-1 for a lump sum fee of \$465,154.00 and to issue the Notice of Award and Notice to Proceed upon the Solicitor's review and approval of executed agreements, bonds and certificates of insurance. Seconded by Dan Tierney. Approved 5-0
 - b) Shaun Walsh motioned to reject the low bid for the Electrical Construction Contract No. WC-2 for failure to provide the bid bond and other required documents within the time period mandated by the bid submission process. Seconded by Tina Smith. Approved 5-0
 - c) Shaun Walsh motioned to authorize HRG to issue the Notice of Intent to award to Garden Spot Electric for the Electrical Construction Contract No. WC-2 for a lump sum fee of \$78,900.00 and to issue the Notice of Award and Notice to Proceed upon the Solicitor's review and approval of executed agreements, bonds and certificates of insurance. Seconded by Dan Tierney. Approved 5-0
 - d) Ted Murphy motioned to approve the Confirmation of Assignment to HRG for Construction Phase Services and on-site Resident Project Representation for the Woodcrest Pump Station Improvements Project for an estimated fee of \$68,895. Seconded by Phil Corvo. Approved 5-0

9. Developers Activity Report, dated December 29, 2018 was presented by Josh Fox (See report for details).
 - a) All sewer work has been completed and inspected by Township staff for the recent expansion at Chester County Hospital. Phil Corvo motioned to approve a reduction in the financial security for Penn Medicine's CCH expansion project from \$64,625.00 to \$0.00. Seconded by Tina Smith. Approved 5-0
10. Shaun Walsh shared a hardcopy with the Board members of a draft potential Investment Policy for the Sewer Authority. The draft is based on a sample template provided by the Government Finance Officers Association (GFOA). The Board agreed to review and discuss the draft policy at the February meeting with the goal to approve a final version at the March meeting. **Action: Shaun Walsh** to provide an electronic copy and **Board members** to feedback prior to the Feb. meeting.
11. The Board discussed the current fee arrangement with Fulton Bank and the need to improve the visibility of the fee being charged for the CRIM account. As a next step the Board agreed that Dan Tierney & Shaun Walsh will discuss opportunities to reduce the fees with Fulton Bank.
12. The discussion on an Authority policy regarding sanitary sewer repairs and Township storm-water management ordinance was postponed to a future meeting.
13. West Goshen Township has requested an increase to \$2,500 per month beginning Jan. 1st, 2019 for accounting services provided by the Township to the Sewer Authority. The Board is awaiting a response to the questions asked of the Township Manager to better understand the basis of the proposed charge. Ross Unruh had reviewed the Sewer Agreements and determined that the costs of these accounting services can be billed to the municipal partners that benefit from the services. The Board discussed options on how these charges could be billed. Further discussion would be an agenda item for a future meeting.
14. Any Other Business
 - a) The West Goshen Township 2019 Sewer Budget includes the accumulation of surplus revenue from the increase in the Sewer Rate that was earmarked for a Capital Reserve Fund (CRF) for future capital projects that are not included in the current capital program. The Board discussed the merits of having these funds clearly differentiated from a Sewer Budget Operating Reserve. Residents Margie Swart and Dr. Doug White voiced support for the idea of CRF fund transparency. **Action: Ted Murphy** to email Robin Stuntebeck and agenda the topic for the February meeting.

There being no other business, Dan Tierney motioned to adjourn the meeting at 8:45 PM, seconded by Shaun Walsh. Approved 5-0

Respectfully submitted,

Shaun Walsh, Secretary