

West Goshen Township  
Sewer Authority  
May 6, 2020  
7:00 PM

Agenda for Teleconference Meeting

1. Pledge of Allegiance.
2. Roll Call for Sewer Authority Board members, staff and professional service providers.
3. Approval of the Authority meeting minutes of April 1, 2020.
4. Authority Chair and Member announcements.
  - A. Procedures for telephonic meeting (see attached). Meetings via teleconference are permitted in the event that official emergency declaration prevents an open public meeting.
  - B. No Executive session was held this evening or during the past month.
  - C. Next regular meeting June 3, 2020 at 7:00 PM. Location to be determined.
5. Solicitor's Report, dated May 6, 2020 presented by Ross Unruh.
  - A. Downing Avenue Pump Station (Land Swap).
  - B. Contracts for Interceptor Project IP-1 and IP-2.
6. Wastewater Superintendent Report, dated May 6, 2020, presented Mike Moffa.
  - A. General Compliance Status & Misc. Operational Data.
  - B. COSTARS Quote from Envirodyne Systems, Inc. for a Trickling Filter Turntable Bearing - \$29,615.70. Existing turntable bearing has reached the end of its useful life and is indicating the need for replacement. Purchase was approved for the 2020 budget in the amount of \$29,150.00.

Discussion and possible approval for increase from \$29,150 to \$29, 615.75 (an increase of \$465.75).
7. Treasurer's Report, dated May 6, 2020, presented by Walter Wills. Discussion and possible approval of requisitions/bills to be paid as set forth in the Treasurer's Report totaling \$226,284.96.
  - A. Presentation of item 7B by Josh Fox from HRG.
  - B. Discussion and possible approval of Application for Payment No. 1 for Contract 19-2 (WWTP Phase II Improvements Electrical Construction Contract) to Brandon Stanton, Inc., (dba BSI Electrical) in the amount of \$22,500.00 for work through April 20, 2020 (bond requisition #446 (\$11,250) and bond requisition # 447 (\$11,250)).
  - C. Approval of Bond Requisition numbers 448-456, Tapping Fee Fund requisitions 1952 - 1988, and Developer's Invoices.

8. Engineer's Projects Report, dated May 1, 2020 presented by Josh Fox from HRG.
  - A. Discussion and possible approval of the final change order No. 5 for Contract No. 17-3: Anaerobic Digester Replacement, for an increase in the Contract Price of \$29,322.04 and an extension to the contract Time for Final Completion for an additional 60 days which includes the negotiated settlement (February 5, 2020 WGSA Meeting).
  - B. Discussion and possible approval of the COSTARS quote as submitted by KAPPE Associates for pumps and related equipment for the Trinity Drive Pump Station improvements for a total cost of \$22,800.00.
  - C. Discussion and possible approval to Authorize HRG to issue the Notice of Award and Notice to Proceed to Doli Construction Corporation for Contract IP-1 (previously approved amount of \$317,248.00).
  - D. Discussion and possible approval to Authorize HRG to issue the Notice of Award and Notice to Proceed to North American Pipeline Services LLC for Contract IP-2 (previously approved amount of \$736,679.32).
  - E. Discussion of updated Bond Drawdown Schedule and updated 2021-2030 CIP (Capital Improvement Projects).
9. Developments Report, dated April 30, 2020 presented by Josh Fox from HRG.
10. Discussion of projects to include in a request if Infrastructure improvements are included by the federal governments as part of a future stimulus package.
  - A. Cemetery Sewer and ARV Replacement Project (Submitted for CFA Small Water & Sewer Grant)
  - B. Priority B Interceptor Rehabilitation (Submitted for CFA H2O Grant)
  - C. Ellis Lane Pump Station Upgrade
  - D. Fern Hill Pump Station Upgrade
  - E. Montgomery Avenue Pump Station Upgrade
  - F. Spruce Avenue Pump Station Upgrade
  - G. Taylor Run Pump Station Upgrade
  - H. Washington Street Pump Station Upgrade
  - I. Westtown Way Pump Station Upgrade
11. New business.

Adjourn

## Procedures for Tele-conference

### **TELECONFERENCE INSTRUCTIONS**

May Sewer Authority Tele-Conference Meeting  
Wed, May 6, 2020 7:00 PM - 9:00 PM (EDT)

Please join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/199972181>

You can also dial in using your phone.  
(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 866 899 4679  
- One-touch: <tel:+18668994679,,199972181#>

Access Code: 199-972-181

Please note that we may have members of the public joining our teleconference.

We will proceed with the following instructions during the course of the teleconference meeting.

1. At the beginning of the meeting we will take a roll call for members, staff and professional service providers present.
2. Each person speaking shall announce identity at the beginning of comments.
3. Public comment will be permitted only when specifically requested of the public just before each vote is taken or at the end of the meeting before adjournment.
4. Please keep comments as short as possible as there is a time limit for the teleconference access.
5. Each item requiring a vote will proceed with a motion and a second, followed first by member comments/questions, only when prompted by the chair, and then second by public comments/questions but only when prompted by the chair.
6. Voting shall be done by roll call of each member for each vote.

The [Office of Open Records](#) has issued the following advisory regarding [Pennsylvania's Sunshine Act](#) and the coronavirus (COVID-19).

*Last updated March 31 at 9:07 a.m.*

Note: Check online at:

<https://openrecordspennsylvania.com/2020/03/11/the-sunshine-act-and-covid-19/>

This advisory relates to all meetings governed by the Sunshine Act; it is not limited to emergency meetings.

As a starting point, it's key for agencies to remember that transparency builds trust, especially in times of crisis.

The [Sunshine Act](#) is clear that public meetings should be held at public buildings with open public participation whenever possible. If an official emergency declaration prevents that from happening, a meeting via teleconference, webinar, or other electronic method that allows for two-way communication is generally permissible.

Any agency taking that step must provide a reasonably accessible method for the public to participate and comment pursuant to Section 710.1 of the Sunshine Act. That method should be clearly explained to the public in advance of and during the meeting.

Further, the Office of Open Records strongly recommends that any agency holding such a meeting record the meeting and proactively make the recording available (preferably online) so that a full and complete record of the meeting is available to the public.

[35 Pa.C.S. § 7501\(d\)](#) allows agencies under a “declaration of disaster emergency” (here's the [March 6 disaster emergency declaration](#) signed by Governor Wolf and [information about the declaration](#)) to suspend the need to comply with certain “formal requirements.” In context, any such suspensions must be related to the emergency in some way.

Some agencies are governed by laws which add requirements beyond those included in the Sunshine Act. For example, both the Borough Code and the Third Class City Code explicitly require that a majority of members be physically present for purposes of determining a quorum. In such cases, the provisions of [35 Pa.C.S. § 7501\(d\)](#) can come into play. The OOR encourages agencies to consult with their solicitors on such issues.

Agencies, solicitors, and members of the public with any questions are welcome to contact the OOR. Using [the OOR contact form](#) is the best way to reach us at this time, as we are all working remotely.

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Guidance from the Pennsylvania District Attorneys Association

The Pennsylvania District Attorneys Association has also issued guidance related to the Sunshine Act, which [can be read here \(PDF\)](#).

On April 20, 2020 Governor Wolf signed Senate Bill 841 that allows remote municipal meetings during the COVID-19 Emergency.

See Title 35 Pa.C.S.A. §§5701 – 5741. The change in the law allows hearings, meetings, proceedings, or other business to be conducted through the use of authorized telecommunications device until the expiration or termination of the COVID-19 disaster emergency.

Link here: <https://www.legis.state.pa.us/cfdocs/legis/li/uconsCheck.cfm?yr=2020&sessInd=0&act=15>

In addition, section 7501(d) of Title 35 has been amended in the same bill to provide for temporary suspension of formal requirements in other emergencies declared either by the Governor or of the governing body of the political subdivision affected by the disaster emergency. A quorum of physically present members is not required if a quorum is otherwise established by participating members through authorized telecommunication device. This provision does not expire at the end of the COVID-19 disaster.