

West Goshen Township  
Sewer Authority  
July 1, 2020  
7:00 PM

Revised 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 June 9, 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 August 5, 2020 at 7:00 PM. Location to be determined.
5. Solicitor's Report, dated July 1, 2020 presented by Ross Unruh.
  - A. Woodlands at Greystone.
  - B. Contract TD-1 and TD-2.
6. Wastewater Superintendent Report, dated July 1, 2020, presented Mike Moffa.
  - A. General Compliance Status & Misc. Operational Data.
  - B. Recommendation for approval for the Emergency replacement of the Automatic Transfer Switch (ATS) at the Taylor Run Pump Station. • The ATS at the pump station has failed. The existing unit is obsolete and there are no available replacement parts. HRG has confirmed the appropriate ATS for replacement and a COSTARS quote is forthcoming. It is anticipated that pricing for the material and installation will be available for consideration at the July 1, 2020 Sewer Authority meeting. The new ATS is included as part of the Taylor Run Generator Replacement Project already scheduled for 2020.
  - C. Recommendation for approval of the replacement of the soft starters at the Ellis Lane Pump Station. • The existing soft starters are undersized and have caused several emergencies over the past few years. Attached is a quote from Garden Spot Electric, Inc. for supply and installation of new Soft Starters in the amount of \$10,204.00. This replacement was included as part of the 10-year Capital Improvement Plan for work proposed in 2020.
7. Treasurer's Report, dated July 1, 2020, presented by Walter Wills. Discussion and possible approval of requisitions/bills to be paid as set forth in the Treasurer's Report totaling \$76,867.92.
  - A. Approval of Bond Requisition numbers 467 - 472, Tapping Fee Fund requisitions 1995 - 2001, and Developer's Invoices.

8. Engineer's Projects Report, dated June 26, 2020 presented by Josh Fox from HRG.
  - A. Discussion of updated Bond Drawdown Schedule and updated 2021-2030 CIP (Capital Improvement Projects).
  - B. Discussion and possible approval for the Confirmation of Assignment for the construction phase of the Trinity Drive Pump Station Improvements.
9. Developments Report, dated June 26, 2020 presented by Josh Fox from HRG.
10. New business.

Adjourn

## Procedures for Tele-conference

### **TELECONFERENCE INSTRUCTIONS**

#### **Sewer Authority Meeting - July 1, 2020**

Wed, Jul 1, 2020 7:00 PM - 9:30 PM (EDT)

**Please join my meeting from your computer, tablet or smartphone.**

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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.