

West Goshen Township  
Sewer Authority  
August 5, 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 July 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. A meeting of the Joint Sewer Authority / Board of Supervisors Committee for future funding planning was held on July 29, 2020.
  - D. Next regular meeting September 2, 2020 at 7:00 PM. Location to be determined.
5. Solicitor's Report, dated August 5, 2020 presented by Ross Unruh.
  - A. Woodlands at Greystone.
    1. Carroll Engineers approved the legal descriptions. The developer's attorney is in the process of getting all the documents fully executed by the property owners and the lenders.
    2. Three lot subdivision and connection to the system.
    3. Connection to the facilities on the school district property.
  - B. Downing Ave. PS Property: Confirmed with the County tax assessment office that the property is tax exempt.
6. Wastewater Superintendent Report, dated August 5, 2020, presented Mike Moffa.
  - A. General Compliance Status & Misc. Operational Data.
  - B. Taylor Run Pump Station Automatic Transfer Switch (ATS). Two additional installation quotes have been obtained. To date, the lowest quote is from Brandywine Electrical Contractors in the amount of \$9,610. Discussions with HRG and the supplier are still ongoing regarding the appropriate ATS for the station given the pending upgrade and the potential to run three sets of pumps in parallel (currently, the station operates two sets). It is hoped that the order will be placed by the upcoming Sewer Authority meeting.
  - C. Recommendation for approval for the purchase of a replacement pump at the Spruce Avenue Pump Station. The existing pump is approximately 35 years old. A COSTARS quote was obtained from Xylem Water Solutions in the amount of \$24,891. The replacement

pump is included in the 10-year Capital Improvement Plan and in the 2020 budget for \$37,500.

7. Treasurer's Report, dated August 5, 2020, presented by Walter Wills. Discussion and possible approval of requisitions/bills to be paid as set forth in the Treasurer's Report totaling \$563,369.32.
  - A. Presentation of items 7B, 7C and 7D by Josh Fox from HRG.
  - B. Application for Payment No. 5 for Contract 19-1 (WWTP Phase 2 General Contract) to Blooming Glen Contractors, Inc. in the amount of \$349,418.39 for work completed through July 25 (bond requisition # 475).
  - C. Application for Payment No. 5 for Contract 19-2 (WWTP Phase 2 Electrical Contract) to Brendan Stanton, Inc. in the amount of \$33,132.19 for work completed through July 20 (bond requisition # 473 & 474).
  - D. Recommendation for approval of Application for Payment No. 1 for Contract IP-2 (2019 Phase 1 Interceptor Repairs Project) to North American Pipeline Services, LLC in the amount of \$2,250.00 for work completed to-date (tapping fee requisition # 2004)
  - E. Approval of Bond Requisition numbers 476 - 483, Tapping Fee Fund requisitions 2002, 2003, 2005 - 2007, and Developer's Invoices.
8. Engineer's Projects Report, dated August 2, 2020 presented by Josh Fox from HRG.
  - A. Recommendation for approval for Change Order No. 1 for Contract 19-1 for an increase to the Contract Price in the amount of \$62,385.78 and a time extension of 42 days.
  - B. Discussion of updated Bond Drawdown Schedule and updated 2021-2030 CIP (Capital Improvement Projects).
  - C. Discussion and possible approval for HRG to advertise the Cemetery Sewer Rehabilitation and ARV Replacement Project upon approval by the Township Staff.
9. Developments Report, dated July 31, 2020 presented by Josh Fox from HRG.
10. Discussion of Future Funding needs and the Financial Model covering the Period 2020 to 2030 by Walt Wills.
11. Discussion of PFAS Contamination.
12. New business.

Adjourn

## Procedures for Tele-conference

### **TELECONFERENCE INSTRUCTIONS**

Please find below the August 5<sup>th</sup> Authority meeting instructions.

#### **Sewer Authority TeleConference Meeting**

Wed, Aug 5, 2020 7:00 PM - 9:00 PM (EDT)

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

<https://global.gotomeeting.com/join/679867877>

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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.