

**WHITEMARSH TOWNSHIP AUTHORITY  
MINUTES OF THE MEETING  
June 21, 2023**

**CALL TO ORDER:**

The Meeting of the Board of the Whitemarsh Township Authority on June 21, 2023, was called to order by Vice Chairman Jonathan Reisberg at 7:00 p.m. and held in person at the administrative offices of Whitemarsh Township Authority located at 2015 Joshua Road, Lafayette Hill, Pennsylvania 19444.

**PLEDGE OF ALLEGIANCE**

**IN ATTENDANCE:**

*Board Members Present:*

Timothy Ferris – Chairman (Excused Absence)  
Jonathan Reisberg – Vice Chairman  
Jeannette Quirus – Secretary  
Jori Broad – Treasurer  
Gene Swider – Assistant Secretary/Treasurer

*Also in Attendance:*

Michael Clarke, Esquire – Rudolph Clarke, LLC  
Alexander Glassman, Esquire – Rudolph Clarke, LLC  
Allen Mason, P.E. – Carroll Engineering Corp.  
Brent Wagner – Executive Director  
Tom Bonjo – Operations Manager  
Dottie Winterbottom- Office Administrator

**PUBLIC COMMENT:**

None.

**CONFIRMED APPOINTMENTS:**

**APPROVAL OF MEETING MINUTES:**

A motion was made by Ms. Broad and seconded by Ms. Quirus to approve the Minutes of the May 31, 2023 meeting of the Board, the motion carried 4-0.

**STAFF REPORTS**

**ENGINEER'S REPORT:**

**Motion to Pay Application for Payment No. 21 (Contract 20-3G)** – A motion was made by Ms. Broad and seconded by Mr. Reisberg to pay Application for Payment No. 21 (Contract 20-3G) in the amount of \$71,549.40 to Blooming Glen Contractors, Inc., carried 4-0.

## **WASTEWATER MANAGER'S REPORT:**

See Manager's Report

## **SOLICITOR'S REPORT:**

**Motion to Approve Employment Agreement** – A motion was made by Ms. Quirus and seconded by Mr. Swider to Approve the Employment Agreement between Whitemarsh Township Authority and Laurie Hagey for the position of Finance Director, carried 4-0.

## **MANAGER'S REPORT:**

Mr. Wagner reported that the plant had the best month ever for ammonia levels.

Mr. Wagner reported that there was a fecal exceedance last month due to a chlorine pump line failure. Staff has since changed out the lines and are taking numerous samples to ensure compliance.

Mr. Wagner reported that he anticipates the HRG rate study to be complete and up for approval at next month's board meeting.

Mr. Bonjo reported that we received the full payment of \$29,200.00 from S. Jollimore & Sons for the purchase of the old press.

Mr. Bonjo reported we received the reimbursement check from Intren for the repair of our broken sewer line in 2022 at Ridge Pike and Barren Hill Road.

Mr. Bonjo reported that we had a slight overflow at Pump Station #5A and weren't made aware of it right away because our SCADA system went down. We notified DEP as soon as we learned of the overflow. During cleanup, staff noticed a red material which had a "diesel fuel" smell coming into Pump Station #5A. After investigation, staff discovered the source of this material was coming from a printing press business at 5166 Campus Drive in Plymouth Meeting. We immediately presented the owner with a Cease and Desist Order. The Authority will ultimately make the business install a manhole to conduct their own testing.

## **FINANCIAL REPORT:**

Ms. Winterbottom reported that we are getting a good response to our commercial bills and the discount period is ending soon so the lost discount will be applied to our commercial accounts.

Ms. Winterbottom reported that the Authority has sent out over 40 delinquent threat to lien letters over the last few weeks. These letters have brought in over \$13,000 in past due revenue thus far.

Ms. Winterbottom reported that the Authority sent out eleven Water Shut-Off letters on June 8 and will keep us updated on the response received from these letters.

Ms. Winterbottom reported that our on-line bill payment service Invoice Cloud recently did a purge of data over two years old. This purge in turn took away any invoices on customer accounts which are older than two years. This has been an issue for customers with delinquent accounts that date back several years who want to pay off all of their invoices. Staff has offered these customers several different ways to alternatively pay their account balance. Ms. Winterbottom is expecting a call from a salesman at Invoice Cloud to get a quote to purchase a five-year data retention policy.

**Approval of Monthly Expenditures** – A motion was made by Ms. Broad and seconded by Mr. Swider to pay the expenditures and bills as presented in the amount of \$370,920.44, carried 4-0.

**ADJOURNMENT:**

A motion to adjourn the meeting at 7:20 p.m. was made by Mr. Reisberg and seconded by Ms. Quirus, carried 4-0.

**EXECUTIVE SESSION:**

The Board met in Executive Session to discuss a potential personnel matter.

*Minutes Prepared by Dottie Winterbottom*