

**November 21, 2023**  
**MINUTES OF THE WARWICK TOWNSHIP MUNICIPAL AUTHORITY BOARD**

**Present Were:** Board Members: Joyce Gerhart, Mike LaSala, Brent Kreider, Randy Hess and Matt Clair,  
Authority Manager Brian Harris, Assistant Township Manager Pat Barrett, Authority  
Superintendent Jon Bunch & Consulting Engineer Steven Riley.

Call to Order

The meeting was called to order by Chairperson Gerhart at 6:00 P.M.

Approval of Minutes

The **MINUTES** of the October 17, 2023, meeting were approved on a motion by Member Kreider and seconded by Member LaSala.

Old Business

A. Pat Barrett shared the water and sewer rate scenarios to the Board which were presented at the October 17, 2023 meeting and to be voted on under New Business.

- The water Rate scenario would change the water rates by eliminating the minimum gallon allowance for water and incorporate a \$3.26 usage charge per 1,000 gallons of water with a service charge of \$24.53.
- The sewer rate would have an incremental sewer rate increase starting in 2024 with an 8% increase effective with the April 2024 billing.

Treasurer's Report

The **TREASURER'S REPORT** was unanimously approved on a motion by Member LaSala and seconded by Member Clair.

Operating Funds

\$37,678.31 was authorized for transfer from the **WATER OPERATING ACCOUNT** to General Disbursements. \$316,495.48 was authorized for transfer from the **SEWER OPERATING ACCOUNT** to General Disbursements. \$9,248.93 was authorized for transfer from the **DEVELOPER'S ESCROW ACCOUNT** to General Disbursements. All transfers were unanimously approved on a motion by Member LaSala and seconded by Member Hess.

Payment of Capital Expenses

Payment of **Water Capital Expenses** in the amount of \$317,851.12, which includes the final Payment Application from Garden Spot Electric, Inc. for the Nitrate Removal System Rehabilitation Project in the amount of \$40,464.67 from the **PLGIT WATER FUND**, was unanimously approved on a motion by Member LaSala seconded by Member Kreider.

Payment of **Sewer Capital Expenses** in the amount of \$198,757.61, which includes Change Order No. 2 in the deduction amount of \$ 5,751.18 and Payment Application No. 3 in the amount of \$ 31,929.38 from Garden Spot Electric and Payment Application No. 9 in the amount of \$124,877.68 from Fidelity Contracting for the Pump Station No. 13 Replacement Project from the **PLGIT SEWER FUND**, was unanimously approved on a motion by Member LaSala seconded by Member Kreider.

#### Administrative

Mr. Harris discussed the 2024 Draft Budget with the adoption of the budget to take place at the December 19, 2023, Authority meeting. Mr. Harris also mentioned that he met with the auditors from Brown Shultz Sheridan & Fritz for the 2022 preliminary audit. The final 2022 audit will take place in January 2024.

#### Operations/Maintenance Report

Mr. Bunch had no new information to report in addition to his written monthly Operations & Maintenance Report dated November 15, 2023, that was prepared for this meeting. (see report)

#### Solicitor's Report

Mr. Crosswell was not in attendance at the meeting, so no report was given.

#### Engineer's Report

Mr. Riley reported that:

- Construction has started in Lititz Reserve Phases 9 & 10.
- Entech is following up with projects that were completed in the last year to add them to the GIS mapping system that is used by field staff.
- Entech has finalized plans for the Newport Road Tank and submitted a PADEP Public Water Supply Permit application.
- Entech has also finalized the design of the Santo Domingo Creek Sewer Main Relocation and had a pre-bid meeting on November 15, 2023. Bids are due December 5, 2023. Entech is hopeful for bid approval at the December Board meeting.
- Entech completed the Water and Sewer Comprehensive Study. A draft of the water study was already provided to the Authority staff and Entech is in the process of providing a draft version of the sewer study for the Authority staff to review.

#### Subdivision/Land Development

- A. Member LaSala made a motion seconded by Member Hess to reduce the financial security for West Woods Drive Project to \$2,500.00 until the fire hydrant markers have been installed and the as-built drawing edits have been made. Motion passed unanimously.

#### New Business

- A. Member LaSala made a motion seconded by Member Clair that the Board of this Authority adopt Resolution No. 11-21-23-01, requesting a Statewide Local Share Assessment Grant of \$675,000.00 from the Commonwealth Financing Authority to be used for the renovation of Sewer Pumping Station No. 1. Motion passed unanimously.
- B. Member LaSala made a motion seconded by Member Kreider that the Board of this Authority adopt Resolution No. 11-21-23-02, authorizing the Chairperson and the Authority Manager to execute documents on behalf of the Municipal Authority. Motion passed unanimously.
- C. Member LaSala made a motion seconded by Member Hess that the Board of this Authority adopt Resolution 11-21-23-03, amending and revising the Rates, Rules and Regulations of Warwick Township Municipal Authority with respect to charges for water service. Motion passed unanimously.
- D. Member LaSala made a motion seconded by Member Kreider that the Board of this Authority adopt Resolution 11-21-23-04 amending and revising the Rates, Rules and Regulations of Warwick Township Municipal Authority with respect to charges for sewer service. Motion passed unanimously.

- E. Member LaSala made a motion seconded by Member Clair to approve the Agreement between the Authority and Lititz Borough regarding the operation of the proposed water storage tank located off Route 501 within Warwick Township. Motion passed unanimously.

Payment of Bills

The **PAYMENT OF BILLS** was unanimously approved on a motion by Member LaSala and seconded by Member Kreider.

With there being no more business to discuss, the meeting was **ADJOURNED** at 6:52 P.M upon a motion by Member LaSala seconded by Member Hess. Motion passed unanimously.

---

(Assistant) Secretary