

W. T. M. A.

Warwick Township Municipal Authority *Administration of Water & Wastewater*

January 19, 2016
MINUTES OF THE BOARD

The meeting was called to order by Chairman Troy Clair at 7:00 P.M.

Present Were: Board Members: Troy Clair, Edward Stone, Jeffrey Tennis, and Joyce Gerhart; Administrator Daniel Zimmerman, Wendy Johnson, Carl Haws, Solicitor William Crosswell, and Consulting Engineer Steven Riley.

REORGANIZATION: A motion was made by E. Stone, seconded by J. Gerhart, to appoint the following Officers of the Board for 2015. Troy A. Clair, Chairman; Donald F. Engle, Jr., Vice-Chairman; Jeffrey A. Tennis, Secretary; Edward C. Stone, Treasurer; Daniel L. Zimmerman Assistant Secretary, and Wendy S. Johnson, Assistant Treasurer. Passed unanimously.

The Board unanimously approved the following liaison assignments on a motion by E. Stone, seconded by J. Gerhart:

Finance Committee: Jeff Tennis and/or Troy Clair
Operation & Engineering: Don Engle and/or Joyce Gerhart
Administration and Personnel: Ed Stone and/or Don Engle
***The Chairman is an ex-officio member of all committees.*

On a motion by E. Stone, seconded by J. Gerhart, the Board unanimously voted to approve the following:

- Retain Morgan, Hallgren, Crosswell & Kane, P.C. as Solicitor for 2016;
- Retain Sager, Swisher and Company, LLP as Auditor for 2016;
- Retain Entech Engineering, Inc. as Consulting Engineer for 2016.

Herbert Flosdorf will serve as the Board of Supervisors' liaison to the Authority. David Kramer will serve as the alternate.

The **MINUTES** of the December 15, 2015 meeting were unanimously approved on a motion by J. Gerhart, seconded by J. Tennis.

The **TREASURER'S REPORT** was unanimously approved on a motion by T. Clair, seconded by J. Tennis.

PAYMENT OF THE BILLS, in the amount of \$268,305.37, for the period from December 15, 2015 through January 19, 2016 was unanimously approved on a motion by J. Tennis, seconded by J. Gerhart.

The **WATER OPERATING REQUISITION**, in the amount of \$216,000.00, for operation of the water system through February 16, 2016 was unanimously approved on a motion by T. Clair, seconded by J. Tennis. \$74,000 will be transferred from the Sewer Operating Fund to General Disbursements for operation of the Sewer System through February 16, 2016.

The following **REQUISITIONS** from the **Water BR&I Fund** were unanimously approved on a motion by J. Tennis, seconded by J. Gerhart:

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB500	Entech Engineering, Inc.	Rothsville Well	\$497.50

	Rothsville Well No. 2	\$1,954.98
WB501 Tri-Star Inc.	Scada Computer – Reconnect to network	\$835.00
WB502 Eastern Environmental Contractors, Inc.	Rothsville Well No. 2	<u>\$38,850.30</u>
	Total	\$3,090.14

There were no **REQUISITIONS** to be paid from the **Sewer Operating Account**.

ADMINISTRATOR’S REPORT

D. Zimmerman noted that the water billing fluctuation may have 3 causes. Water loss: At the end of 2015 a series of leaks were repaired, and another recent leak on the resident side of the curb stop was immediately repaired; Rental properties: With the transition last year to the new billing system, staff is in the process of confirming that the correct number of EDU’s are being billed; Meters: WTMA will change out some meters that are 25+ years old to see what the impact is, which could potentially be 10% or more. WTMA may need to look at establishing a Capital Expenditure Program for replacing older meters.

D. Zimmerman reported that a meeting was held between Lititz Sewer Authority leadership, WTMA staff, Severn Trent Environmental and Entech Engineering. D. Zimmerman suggested a capacity review and a coordinated joint inflow and infiltration effort. The sewer reconciliation report shows that we are at 35.9% flow for 2015.

D. Zimmerman reported that the meeting with Mr. Reiff, the farmer for the 120 acres surrounding the Rothsville Well No. 2 land, WTMA staff, and TeamAg went well. The program has been successful with Mr. Balmer’s Farm, and this would be the Authority’s second farm in the program. Nitrate levels continue to decline with this program, which cuts treatment costs. TeamAg will look at putting a plan together for Mr. Reiff’s farm.

D. Zimmerman reported that the Authority will make the service line connection between the SDR water main, which will be brought down to the end of their property line, and the Listrak water service line. The Authority has been given authorization to use an existing Listrak well to provide water to pumping station No. 1. The Authority will secure an easement agreement with Listrak for access to the well.

MAINTENANCE REPORT

1. Pump #2 at Station 5 was replaced.
2. The check valves at Stations 5, 7, 10, and 14 were rebuilt.
3. Staff replaced the block heater at Station 4.
4. Martin Machinery replaced a bad relay on the generator at the Newport Orchard booster station.
5. The pump that was removed from Station 5 was rebuilt.
6. Staff is working on servicing the shop equipment.
7. Chlorine feed heads at the Wellhouse were replaced.
8. The leaking pipe in the Wellhouse was replaced.
9. M&E Roofing replaced the roof on the shed at the Wellhouse.
10. Staff is checking for leaks in the system at high loss areas. A leak was found at Lititz Run meter pit that was on the homeowner’s side of the curb stop.
11. An ARV in the force main at Station 10 was replaced.

SOLICITOR’S REPORT

W. Crosswell reported that an additional lien has been filed for 1423 Brunnerville Road. This property has an

existing lien from 2009, however, additional arrearages have accumulated since then, so to protect the Authority a lien was filed for the additional amounts.

Authority staff requested a payoff calculation for 1305 Front Street.

W. Crosswell noted that the Sherriff's sale scheduled for May 25, 2016 for Newport Commons is still on schedule. The sherriff's costs will be added to the lien and recouped at the time of the lien satisfaction.

Due to the property proximity to the public water system, a connection from 81 W. Millport Road to the public water system is required and the resident will be sent proper notification.

B. Crosswell reported that Keystone Collection Agency's services proposal was reviewed and discussed between him and D. Zimmerman and W. Johnson. The Authority would have to enter into an agreement with Keystone Collection Agency, and B. Crosswell is recommending several contract changes that should be made prior to the signing of the agreement. In addition, B. Crosswell is preparing amended Rates, Rules and Regulations to provide for the reimbursement of a collection agency's commissions and collection fees.

ENGINEER'S REPORT

S. Riley reported that he is assisting the Authority in researching the sources for the water billing discrepancy.

S. Riley, D. Zimmerman, and C. Haws gave two Susquehanna River Basin Commission employee's a tour of the Rothsville Well No. 1 and a tour of the construction at Rothsville Well No. 2.

S. Riley reported the following in regard to subdivisions and land development:

Rock Lititz – submittals were received from the contractor, reviewed and returned.

SDR-SSL – S. Riley attended a meeting with D. Zimmerman and D. Saylor at the site trailer to review changes in the design.

E. Woods – The first review letter was mailed out.

Listrak – The first review letter was mailed out.

SUBDIVISIONS

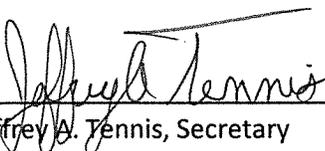
E. Woods – Capacity was requested for 10 EDU's for this 10 lot single family subdivision on an 8.5 acre tract. A motion was made by J. Tennis for approval, seconded by J. Gerhart, and unanimously approved.

ISSUES PENDING

S. Riley reported that the construction of Rothsville Well No. 2 is progressing well. PPL Electric Service was at the site and electric is now activated. Eastern Environmental Construction started block filler today and should start painting tomorrow. Completion of the project is still estimated for late March or early April 2016. Closer to the start-up of Well No. 2, certain parameters will need to be monitored and water quality sampling done per the SRBC permit. The Authority will alternate using Rothsville Well No. 1 and No. 2.

D. Zimmerman reported that Authority staff have identified manholes in the Owl Hill region that need to be repaired or replaced. The Crimson Lane sewer line is crimped and will also need to be replaced, as well as service lines in the Crosswinds area. S. Riley suggested evaluating any advantage to combine the projects and put them out for one bid, as bundling together will often result in better pricing.

As there was no further business to discuss, the meeting was **ADJOURNED** at 7:44 PM on a motion by T. Clair, seconded by J. Gerhart. Passed unanimously.



Jeffrey A. Tennis, Secretary

