

**August 16, 2016
MINUTES OF THE BOARD**

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

Present Were: Board Members: Troy Clair, Donald Engle, Edward Stone, Jeffrey Tennis, and Joyce Gerhart; Administrator Daniel Zimmerman, Todd Kauffman, Solicitor William Crosswell, and Consulting Engineer Steven Riley.

GUEST RECOGNITION & PUBLIC COMMENT: No guests were present.

The **MINUTES** of the July 19, 2016 meeting were unanimously approved on a motion by D. Engle, seconded by J. Gerhart.

The **TREASURER'S REPORT** was unanimously approved on a motion by D. Engle, seconded by J. Gerhart.

PAYMENT OF THE BILLS, in the amount of \$34,767.09 for the period from July 19, 2016 through August 16, 2016 was unanimously approved on a motion by J. Gerhart, seconded by J. Tennis.

\$18,000 will be transferred from the **WATER OPERATING FUND** to General Disbursements for operation of the Water System through September 20, 2016. \$55,000 will be transferred from the **SEWER OPERATING FUND** to General Disbursements for operation of the Sewer System through September 20, 2016. Both were approved on a motion by E. Stone, seconded by J. Tennis.

The following **REQUISITIONS** from the **Water Operating Account** were unanimously approved on a motion by D. Engle, seconded by J. Gerhart:

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB523	Entech Engineering, Inc.	Rothsville Well No. 2	\$ 3,058.15

The following **REQUISITIONS** from the **Sewer Operating Account** were unanimously approved on a motion by J. Tennis, seconded by E. Stone:

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
S164	Entech Engineering, Inc.	I/I Rehab	\$ 2,986.91
		2016 Repair/Replacement	\$ 77.50
		TOTAL	\$ 3,064.41

ADMINISTRATOR'S REPORT

D. Zimmerman reported that C. Haws officially retired and his last day will be August 25, 2016. C. Haws will continue to be available to answer questions as needed.

Union contract negotiations are in progress and should be completed by the end of August.

WTMA was notified by the state that our pension distress score is 0 since the pension plan is 101% funded.

Lead & Copper results are available and will be posted on our website and Facebook after notification is sent to the residents who participated in the program.

D. Zimmerman reported that WTMA has a meeting with Penn Dot regarding the Rothsville Bridge Project for which construction will take place in June of 2017. They have a significant right-of-way take from the Authority. D. Zimmerman reviewed the plan with the board noting that trees that were strategically placed by WTMA to screen the pump station will now be removed. W. Crosswell suggested looking back at what was paid and considering that value when negotiating with Penn Dot regarding the right-of-way. Several board members agreed that at a minimum Penn Dot should be required to replace some type of screening.

MAINTENANCE REPORT

T. Kauffman reported the following:

1. Pumped out the valve manholes on the brine line from Well #1 on Rothsville Station Road to Pleasant View Drive.
2. Pressure washed the lower exterior portion of the standpipes.
3. Repaired a curb box at 349 Knightsbridge Way and one on Longenecker Road.
4. Repaired a vent and cleanout at 15 Lakeview Place.
5. Trimmed trees at Pump Station # 9.
6. Worked with Tri-State Grouting as they inspected the manholes that need to be repaired.
7. Assisted Severn Trent at the WWTP with our Vac Truck in an attempt to open a drain line that became clogged with residue from the sludge dewatering/drying operations. Unable to open the clog.
8. Added some fill in a washed out area at Pump Station # 11.
9. Installed a new motor fan on the Muffin Monster at Pump Station #13.
10. Washed the wet well at Pump Station #13.
11. Jetted and cleaned catch basins along Warwick Road
12. Replaced motor on Pump #1 at Kreider May Booster Station. Took motor to Keener Electric to be rebuilt.
13. Worked with Tri Star at Well #1 and Well #2 regarding a pump failure control problem at Well #2. Issue has been resolved.
14. Delivered stone and stone dust to Pump Station #1 for well water project.
15. Trimmed bushes at Pump Station #12.
16. Serviced the 2013 Ford F350.
17. Replaced fan belts on generator at Well #1.
18. Worked with J. T. Seeley on a FOG rod installation at Pump Station #13 for enhanced flow monitoring.
19. Checked and inspected grinder pumps.
20. Performed odor investigations on West Orange Street and 15 Knollwood Avenue.
21. Performed curb stop investigation at 310 Owl Hill Road.
22. Performed grass mowing and trimming at all stations.
23. Met with John Brady (Entech) to review status of punch-list items.
24. Performed numerous PA One-Call utility locates.
25. Repaired ventilation fan at Pump Station #1.
26. Triangle Communications repaired 2-way radio in service truck.
27. Performed several final inspections at TOA.

SOLICITOR'S REPORT

W. Crosswell reported that he assisted the Authority staff in preparing responses to the most recent Right-to-Know Law requests that were received.

A sheriff's sale took place for 417 Crosswinds Drive, whose residents are delinquent in their water and sewer payments. There is no filed lien on the property since the arrearages accumulated quickly. W. Crosswell put

WTMA staff in touch with the legal firm handling the sale and the Authority confirmed with them that we will be paid from those proceeds.

Last month the Board approved payment of the bills in a different manner than normal, authorizing the administrator to pay bills in absence of a bill list. The board will need to ratify and confirm those bills for audit purposes. T. Clair made a motion to authorize ratification and confirm payment on 7/30/16 pursuant to the motion approved by the board at its July 19, 2016 meeting of the invoices reflected in the general disbursements account summary presented at this meeting. E Stone seconded the motion, and it passed unanimously.

W. Crosswell reported that Lancaster Area Sewer Authority (LASA) has information on their invoices pertaining to sewer backups in customers' basements, noting that LASA will not be responsible for basements being flooded by the stoppage of sewers. D. Zimmerman will discuss this with LASA to see if they have and will share with WTMA a regulation that makes it clear that it is the resident's responsibility if there is a basement sewer backup.

ENGINEER'S REPORT

S. Riley provided assistance to T. Kauffman and D. Zimmerman regarding relaying results to the residents who participated in the Lead & Copper testing, and reporting forms that need to be submitted to PADEP.

W. Woods/Whitmer subdivision plan revisions were received, and it is recommended that the board approve conditional final approval since there is only one minor addition that needs to be made to the drawings.

SUBDIVISIONS

Rock Lititz Phase 1A – D. Zimmerman reported that final inspections were done and he recommends release of the maintenance guaranty. D. Engle made a motion, with J. Gerhart seconding, and unanimous approval. T. Clair abstained.

United Zion – D. Zimmerman reported that a 9000 sq. ft. expansion is being done, with 1 additional EDU being requested. Unanimously approved on a motion by D. Engle, seconded by E. Stone. J. Gerhart abstained.

W. Woods/Whitmer – D. Zimmerman requested conditional final plan approval for this 6 home (5 new, 1 existing) subdivision. Unanimously approved on a motion by D. Engle, seconded by J. Gerhart.

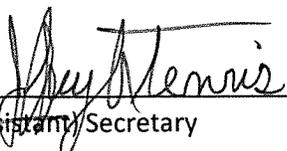
ISSUES PENDING

Rothsville Well #2 – S. Riley reported that C. Haws met with J. Brady from Entech Engineering, Inc. last week to review the start-up list. Eastern Environmental has a few items to complete, and they owe us as-built drawings. S. Riley reported that there is a leaking valve, which will be changed out by Eastern Environmental, and baseline testing will begin once that is fixed.

I & I – D. Zimmerman requested approval for the interim payment to Bottom Line Contracting for the inflow and infiltration work they completed. Approved on a motion by T. Clair, seconded by D. Engle, and passed unanimously. S. Riley reported that he is waiting for the formalized report from Tri-State Grouting and once received he will then meet with T. Kauffman and D. Zimmerman.

Safety Manual – D. Zimmerman reported that the safety manual has been updated and requested board approval. J. Tennis made a motion, which was seconded by D. Engle and passed unanimously.

As there was no further business to discuss, the meeting was **ADJOURNED** at 8:02 PM on a motion by T. Clair, seconded by J. Tennis. Passed unanimously.



(Assistant) Secretary