

W. T. M. A.
Warwick Township Municipal Authority
Administration of Water & Wastewater

August 18, 2015
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, Donald Engle, Edward Stone, Jeffrey Tennis, and Joyce Gerhart;
Administrator Daniel Zimmerman, Wendy Johnson, Carl Haws, Solicitor William Crosswell, and
Consulting Engineer Steven Riley.

The **MINUTES** of the July 21, 2015 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. Tennis.

PAYMENT OF THE BILLS, in the amount of \$75,074.45, for the period from July 21, 2015 through August 18, 2015 was unanimously approved on a motion by J. Tennis, seconded by J. Gerhart.

The **WATER OPERATING REQUISITION**, in the amount of \$58,000.00 for operation of the water system through September 15, 2015 was unanimously approved on a motion by T. Clair, seconded by D. Engle. \$53,000 will be transferred from the Sewer Operating Fund to General Disbursements for operation of the Sewer System through September 15, 2015.

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB482	Morgan, Hallgren, Crosswell & Kane, PC	Rothsville Well #2	\$543.50
WB483	Entech Engineering, Inc.	Rothsville Well #2	<u>\$5,420.90</u>
		Total	\$5,964.40

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
S133	BR Kreider & Son, Inc.	Sewer Repair – 12 Pinewood	\$ 6,381.99
S134	Bottom Line Contracting	Twin Brook Park Rpr	\$ 1,350.00
S135	Agway – Henry Hoover	Pump Sta #6 Fence	<u>\$ 8,180.00</u>
		Total	\$15,911.99

ADMINISTRATOR'S REPORT

D. Zimmerman reported that staff recommends that due to the current work load it would be best to wait until 2016 to replace water service lines in the Crosswinds Development. We will continue to monitor the water usage in this sector in the interim.

Newport Commons has two accounts that are overdue. Staff, along with the Solicitor, have taken steps to place a lien on this property.

D. Zimmerman reported that Wendi Detter has been hired as the Receptionist/Billing Clerk to replace Natalie Anderson. Staff is working on resolving billing issues that were part of the transition, as well as continuing to update various systems and procedures.

The replacement of the manhole on E. Woods Drive, including some sections of pipe, will be completed this year. This work will be done prior to the township replacing the culvert.

Staff is updating and improving the Authority's emergency response plan in cooperation with the Public Works Department.

MAINTENANCE REPORT

1. The roof fan at Pump Station #1 has been repaired.
2. Due to settling in the road, the sewer main on New Haven Drive was televised and jetted.
3. The tranquilizer and check valve at the Well House on Waste Pump #1 was re-built.
4. Staff cleaned the floats at stations 3, 6, and 14.
5. To prepare for the installation of the new PVC fence at Pump Station #16, staff removed the old fencing.
6. Staff started changing antifreeze in generators at the Pump Stations, Booster Stations and Well House.
7. The radiator at Pump Station #4 was pulled and taken to West Side Radiator Shop for repair.
8. A leak in an air hose at the Well House was repaired.
9. The sewer lines at Traditions of America, Phase 3 A & B were televised.
10. The lead float at Pump Station #18 was replaced.

SOLICITOR'S REPORT

B. Crosswell reported that W. Johnson contacted him in regards to a request by a resident for a refund of the ACH payment for their water and sewer bill, since her ex-husband already paid the bill. W. Johnson confirmed that staff contacted the husband and he refunded the wife's money.

W. Johnson contacted B. Crosswell to ask about tracking and posting lien costs in the MuniLink software. B. Crosswell confirmed that this acceptable, but staff needs to note exceptions with bankruptcy and making sure proper notices were giving prior to imposing fees.

B. Crosswell stated that a lien was filed for 912 May Road, and the lien for 11 Irvin Drive has been satisfied.

It was recommended by B. Crosswell that The Authority Board hold an Executive Session this evening to discuss the strategy for collecting the sizeable outstanding debt from Newport Commons.

ENGINEER'S REPORT

S. Riley reported that the manhole for Pump Station #3 has been ordered.

S. Riley forwarded to W. Johnson the complete up-to-date electronic version of the Developers Manual and Drawings for distribution to Developers.

SUBDIVISIONS

SDR-SSL – D. Zimmerman reported that staff makes a recommendation for conditional final approval for this Signature Retirement personal care facility. A motion for approval was made by E. Stone, seconded by D. Engle, and unanimously approved.

Lititz Reserve Phase 2 – D. Zimmerman said staff recommends approval of drawdown of the letter of credit to an 18 month maintenance guaranty of \$13,910.80. A motion for approval was made by D. Engle, seconded by J. Tennis, and unanimously approved. J. Gerhart abstained.

ISSUES PENDING

S. Riley stated that pipeline construction on the Rothsville Well #2 will begin tomorrow, and Pump station contractors will start excavation.

D. Zimmerman reported that the E. Woods manhole will be repaired. C. Haws is checking with Terre Hill Silo to determine if their system of lining will be applicable to this situation. Per S. Riley, if the manhole is determined to be structurally sound this is a good option.

C. Haws reported that the Booster Station in Kissel Hill is working well and performing as intended. While flowing hydrants in the area of the hospital for the proposed SDR development, static pressure was 118 psi and dynamic pressure was 70 psi while flowing 1,300 gpm.

At 7:45 PM T. Clair announced that the Board will hold an executive session to consult with the Authority Solicitor concerning potential litigation and/or issues upon which identifiable complaints may be filed relating to the delinquent water and sewer accounts for Newport Commons.

The regular meeting resumed at 8:07 PM. A motion was made by E. Stone authorize the Authority Staff and the Authority Solicitor to take such actions as may be necessary or advisable, including but not limited to the filing of a municipal lien, to collect amounts owing to the Authority for water and sewer user fees regarding the property known as Newport Commons and designated as Lancaster County Tax Accounts Nos. 600-61510-0-0000 and 600-72293-0-0000. This motion was seconded by J. Tennis and unanimously approved.

As there was no further business to discuss, the meeting was **ADJOURNED** at 8:09 PM on a motion by D. Engle, seconded by T. Clair. Passed unanimously.

Jeffrey A. Tennis, Secretary