

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

AUGUST 19, 2014
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, Claudia Watt, Carl Haws, Solicitors William Crosswell and Jason Hess, Consulting Engineer Steven Riley, David Heckel of 1000 Orchard Road and Ted Cromleigh of Diehm & Sons, Inc.

GUEST RECOGNITION: T. Cromleigh presented a request for a waiver on behalf of Mr. Heckel who owns a 5.83 acre tract on Orchard Road that is zoned Rural Estate. The property contains a small barn and a house that is already connected to public water due to problems with the on-lot water system. The tract is adjacent to property that is zoned R1 and municipal water and sewer lines are present in the road fronting the tract. Mr. Heckel would like to create three single family residential lots, including the one on which he currently resides, and is requesting that the Authority consider a waiver of its connection policy to allow water and sewer service to the three lots T. Cromleigh provided a number of justifications for the waiver. D. Zimmerman said that the lots are outside of, but immediately adjacent to, the Urban Growth Boundary. The Authority occasionally approves waivers when there are site limitations and neither Staff or the Township has an objection to the waiver. A motion was made by T. Clair, seconded by D. Engle, to allow connection of the three lots, currently zoned Rural Estate, to the municipal water and sewer systems. Passed unanimously.

The **MINUTES** of the July 15, 2014 meeting were unanimously approved on a motion by E. Stone, seconded by J. Gerhart.

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

PAYMENT OF THE BILLS, in the amount of \$46,449.32, for the period from July 15, 2014 through August 19, 2014, was unanimously approved on a motion by J. Tennis, seconded by J. Gerhart.

The **WATER OPERATING REQUISITION**, in the amount of \$21,000.00, for operation of the water system through September 16, 2014 and the **SEWER OPERATING REQUISITION**, in the amount of \$42,000.00, for operation of the sewer system through September 16, 2014, were unanimously approved on a motion by T. Clair, seconded by E. Stone.

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>
WB448	Entech Engineering, Inc.	Tapping Fee Update	\$485.50
WB448	Entech Engineering, Inc.	Rothsville Well	\$1,951.18
WB449	Morgan, Hallgren, Crosswell & Kane, PC	Lititz Water Rate	<u>\$1,116.00</u>
		Total	\$3,552.68

The following **REQUISITION** from the **Sewer BR&I Fund** was unanimously approved on a motion by D. Engle, seconded by J. Gerhart:

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
B464	Entech Engineering, Inc.	Tapping Fee Update	\$485.50

ADMINISTRATOR'S REPORT

D. Zimmerman reported that the Manager of the PNC Bank at Trolley Run called to report that sewage was coming out of the ground behind the bank and Learning Ladder. It was determined that the 10" force main that carries sewage from Pump Station 1 to the gravity line in Owl Hill Road was leaking. Normally, a force main would be about 4' to 6' deep. This line was 15' deep as it had been covered over when the tract was developed. Authority maintenance personnel shut down Station 1 and Kline's Septic Service and Erb's were called in to handle the sewage flow. Authority personnel and Del Witmer from public works worked until about 10 PM or 11 PM at which time Dean Saylor was called in. A decision was made to call B. R. Kreider as shoring was needed and the men were running into fill that was saturated and unstable. At 15' they uncovered the line that was encased in concrete. The repair took just over 24 hours. The Authority men and Del worked 30 hours straight. Additional men from public works were called in to relieve them. The excavated area was about 20 X 25 feet. All of the men are to be commended for a job well done. John Bunch of B. R. Kreider who is the field crew leader at Traditions of America was a tremendous help, responding quickly and helping to obtain the materials we needed for the repair. L/B Water employees got us the parts we needed for the pipe repair and brought in coffee and doughnuts. The people from the bank and daycare could not have been more cooperative.

MAINTENANCE REPORT

C. Haws reported on the following repairs to the systems since the last meeting:

- Maintenance personnel repaired several water meters throughout the system that were not working.
- A cleanout was repaired at 636 W. Orange Street
- The grit chamber at the public works shop was cleaned.
- Stations 16 & 18 were cleaned.
- We are continuing our yearly program of jetting, cleaning and flushing lines.
- FCT, Inc. was called in to survey the water lines for leaks in the Owl Hill, Laurel and Pennwick meter pit areas. A leak at the corporation in the street on Knightsbridge Way was found and was repaired by maintenance personnel. Another leak was located at the Gulf station on Owl Hill road on the station side of the curb stop. Water service was terminated to that property until their line is repaired.
- The Station 5 drainage area was checked. During the last rain, we had a high wet well. We found that a manhole casting was moved off to the side of the manhole which is located in a swale area. We believe it was hit by a piece of farm equipment.
- The chlorine booster pump at the well house was replaced with one that we kept as a spare. Another chlorine booster pump has been ordered.
- The oil, filters and fuel filters were changed in all of the generators at the pumping stations and water booster stations.

SOLICITOR'S REPORT

Collections - B. Crosswell said that his office provided the Authority with payoff figures for two liens, one at 2162 Main Street and the other at 372 Crosswinds Drive.

Traditions of America, Phase 3 - A plan has been submitted for Traditions of America, Phase 3 and the Solicitor's office is starting to work with C. Watt on the easement agreements for the municipal water and sewer lines located within private streets.

A meeting with representatives of Lititz Borough had been scheduled for August 14th to discuss the Lititz Water Rate; however, the Borough's Solicitor became ill and the meeting was postponed until August 27th.

Lititz Reserve, Phase I - A Bill of Sale and Maintenance Guaranty were prepared for Lititz Reserve, Phase 1. C. Watt said that acceptance of the lines will be scheduled for the September meeting provided that the Developer returns all of the required documents.

2014 Sewer Bond Issue - The pre-closing on the new issue is scheduled for Wednesday, August 27th at 2 PM at the Township Building. All of the documentation is being put together for the pre-closing and the actual closing will occur on August 28th.

Water and Sewer Tapping Fees - B. Crosswell prepared, for discussion and possible action, a proposed resolution that would adopt the revised tapping fees based on the tapping fee studies prepared by Entech. In 1990, the State Legislature passed Act 203 which established regulations regarding the calculation of tapping fees. Act 203 was amended by Act 57 of 2003 which requires detailed studies upon which an Authority can base tapping fees. The tapping fee studies are attached to the Resolution. Exhibit A is the sewer system calculation and exhibit B is the water system calculation. The way the law is written, you can't exceed the maximum allowable amount but you charge a lesser amount. The sewer calculation includes a capacity and collection component and the water calculation includes a capacity and distribution component. By law, EDU values are based on household per capita as calculated in the most recent U. S. census, which for Warwick Township is 2.58 persons. The multiplier for sewer is 90 GPD per person per day and the multiplier for water is 65 GPD per person per day. The new EDU valuations are 232.2 GPD/Sewer and 167.7 GPD/Water. The proposed resolution leaves the sewer tapping fee as it is at \$4,200, which is converted to a per gallon/per day charge of \$18.09 for non-domestic use. The water tapping fee would increase to \$2,400, from \$1,945, and is also converted to a per gallon/per day charge of \$14.31 for non-domestic use. If adopted, the resolution would become effective September 1st. S. Riley said that the maximum allowable amounts increased as the replacement value of the infrastructure has increased and debt has decreased. D. Zimmerman said that although the maximum allowable tapping fee for the sewer system is \$5,229.82, the sewer system is in a relatively stable place with the largest projects having been completed. On the other hand, there are several water projects on the horizon which would justify increasing the water tapping fee to just under the maximum of \$2,489.77. In particular, we have finally seen movement on the Rothsville Well application which the SRBC has now deemed administratively complete. The project is on the SRBC's September 4th docket.

A motion was made by T. Clair, seconded by E. Stone, to adopt **Resolution No. 8/19/14-01** to revise tapping fees imposed for use of the Authority's Sewer System and Water System as previously discussed. Passed unanimously.

B. Crosswell said that Jason Hess has been working on the **cross connection** issue at 123 Mayfield Drive. The Board of Supervisors will take action similar to the action that the Authority took at their last meeting at their meeting tomorrow evening. To date, there has been no response to our letters from the property owner. The Solicitor will send notification of the action to the homeowner prior to filing the complaint in county court.

ENGINEER'S REPORT

S. Riley said that, working with Bond Counsel, he prepared and finalized the self liquidating debt report for the sewer bond issue.

Rothsville Well #2 - S. Riley prepared additional information for the SRBC groundwater withdrawal application. SRBC said that the application to PA DEP should be submitted so that reviews can occur simultaneously. A

schedule was provided but they will require a lot more information. The Authority's application is at least on track for conditional approval.

Development reviews continue on Traditions of America, Phase 3, Ziegler Barn, Hometowne Terrace and the Willier Tract. A letter recommending final approval was issued for Hometowne Terrace and a rather lengthy review letter was issued for the Willier Tract.

SUBDIVISIONS

Willier Tract - D. Zimmerman said that a revised plan was submitted adding 8 more lots to the already approved 4 lot subdivision at the corner of Woodcrest Avenue and Waters Edge Road. In addition, provision will be made to connect a property across the street from the tract. The Developer is requesting approval of the additional capacity. A motion was made by D. Engle, seconded by J. Tennis to approve the reservation of capacity for 8 additional EDUs of water and sewer capacity to serve the Willier Tract. Passed unanimously.

Lititz Reserve, Phase 1 - The Developer has requested that the Authority accept dedication of the sewer and water improvements that serve Phase 1 of the development. As-built drawings and exhibits have been submitted and approved. Staff recommends that the Board approve a drawdown of the Letter of Credit to an 18-month Maintenance Guaranty in the amount of \$46,497.50, which is 10% of the original construction cost. A motion was made by J. Tennis, seconded by D. Engle, to approve a drawdown of the Letter of Credit for Lititz Reserve, Phase 1 to a 10% Maintenance Guaranty, as previously described. Passed with four ayes. J. Gerhart abstained.

Traditions of America, Phase 3 - D. Zimmerman said that the Developer has submitted a plan for Phase 3 of the development. 61 EDUs of water and sewer capacity have been requested to serve this phase, Staff recommends approval. A motion was made by E. Stone, seconded by D. Engle, to approve allocation of 61 EDUS of water and sewer capacity to serve Phase 3 of the Traditions of America project. Passed with four ayes. J. Gerhart abstained.

ISSUES PENDING

Sewer Bond Issue - D. Zimmerman complimented everyone on completing the necessary work in order to get the refinance done quickly. The savings were much more significant than what was anticipated. In addition to saving \$383,000, we shortened the term of the indenture, saw both the Township and Authority's S&P ratings upgraded to AA, and now have the new type of indenture which will, hopefully, improve the return on our investment of funds. C. Watt said that this is our first uninsured indenture which provided a savings of \$50,000. D. Zimmerman said that the pre-signing will be on August 27th at 2 PM and closing will be on August 28th.

Entech Proposal for Design and Permitting of the Rothsville Well - S. Riley said that, originally, it was thought that we would obtain SRBC final approval before proceeding with the design of the well and submission to PA DEP for the Public Water Supply Permit. SRBC has changed its approach a little and is withholding approval until there is also approval from PA DEP. S. Riley said that Entech's proposal was prepared in November, 2013 as part of the 2014 budget process. Now that the procedure has changed, Entech's proposal for design of the wellhouse and raw water transmission line to well #1 which will provide nitrate treatment for both sources, is being presented to the Board for approval. The design needs to be about 60% complete before it can be submitted to PA DEP. We hope to have the submission ready by mid-October. D. Zimmerman said that the two wells are in different aquifers. C. Haws said that well 1 is 150' deep and well 2 is 450' deep. The total estimate of costs is \$61,300 which includes Rothsville well #2 engineering, design and permitting (\$33,500) bidding (\$6,000), raw water transmission line survey/design/permitting (\$8,500), bidding \$3,300. A motion was made by T. Clair, seconded by J. Tennis, to accept the Entech Engineering, Inc. proposal for design, bidding and permitting of the Rothsville well #2 and raw

water transmission line at a cost of \$61,300. Passed unanimously.

Meter Pit Map Proposal - D. Zimmerman said that he asked S. Riley to prepare a proposal to update our GIS mapping and the meter pits. Although the meter pits were installed, removed and/or modified by WTMA, they are owned by Lititz Borough and Staff agreed that it would be a good idea to provide Lititz Borough with current information on each of the meter pits. The improvements were done in the interest of fire suppression capabilities and it would be good for the Borough to have the information. A motion was made by D. Engle, seconded by E. Stone to accept Entech Engineering, Inc.'s proposal to provide meter pit drawings at an estimated cost of \$5,200 and update the water system maps at a cost of \$3,200 and the sewer system maps at a cost of \$2,200. Passed unanimously.

At 8:10 PM, the chairman 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 Lititz Borough water rates and the Lititz Borough water system.

The meeting resumed at 8:16 PM and, as there was no further business to discuss, was **ADJOURNED** on a motion by D. Engle, seconded by E. Stone. Passed unanimously.

Jeffrey A. Tennis, Secretary