

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

DECEMBER 17, 2013
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 and Jeffrey Tennis, Administrator Daniel Zimmerman, Claudia Watt, Carl Haws, Solicitor William Crosswell, and Consulting Engineer Steven Riley.

GUEST RECOGNITION: There were no guests to be recognized.

The **MINUTES** of the November 19, 2013 meeting were unanimously approved on a motion by T. Clair, seconded by J. Tennis.

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

PAYMENT OF THE BILLS, in the amount of \$245,531.61, for the period from November 19, 2013 through December 17, 2013, was unanimously approved on a motion by D. Engle, seconded by J. Tennis.

The **WATER OPERATING REQUISITION**, in the amount of \$27,000.00, for operation of the water system through January 21, 2014 and the **SEWER OPERATING REQUISITION**, in the amount of \$199,000.00, for operation of the sewer system through January 21, 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 E. Stone:

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB423	Morgan, Hallgren, Crosswell & Kane, PC	Lititz Water Rate	\$72.00
WB424	Carlyle Gray Associates	Rothsville Well	\$12,425.00
WB425	Entech Engineering, Inc.	Comp Plan Update	<u>\$5,176.40</u>
		Total	\$17,673.40

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
B450	Entech Engineering, Inc.	Comp Plan Update	<u>\$7,764.60</u>

ADMINISTRATOR'S REPORT

D. Zimmerman reported that, as part of the budget preparation, Staff reviewed options for general liability insurance. The Administrator recommends that the Authority, along with the Township, join the Municipal Risk Management ("MRM") Co-op. This program has a format that is very similar to our health insurance and workers' comp insurance in that we will be eligible for premium rebates. This is a municipal owned pool endorsed by both PMAA and PSATS. Members are eligible for rebates of up to 20% per year for up to 4 years. Each year is

considered individually so, if you have a bad year, the rebate for the other years is unaffected. There are over 700 municipalities in the pool which started in Pittsburgh. The group also offers free services such as review of HR and operational policies by an attorney. A motion was made by E. Stone, seconded by T. Clair. Passed unanimously.

MAINTENANCE REPORT

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

- Maintenance personnel finished jetting the sewer lines in the Station 14 drainage basin.
- Power supplies were replaced at Station 9 and at the Newport Water Booster Station.
- Tree branches were trimmed along the access drive to the Rothsville Standpipes.
- The old meter stock was transferred out of the meter room to another location. As of January 1, 2014, Pennsylvania has banned the use of meters and fittings that contain lead.
- A considerable amount of time was spent this month on PA One-Calls. PPL is replacing poles from the substation on Clay Road and along all of Pine Hill into Brunnerville and down Brunnerville Road and our men were kept busy locating all of the sewer laterals and curb stops along the replacement route.
- At Station 3, check valves on pumps 1 and 2 were rebuilt and the check valves on pumps 3 and 4 were cleaned and greased.
- Fourth quarter meter readings were completed last week.
- Maintenance personnel worked on the tranquilizer for waste pump #1 at the wellhouse.
- The transfer switch at Station 14 needs to be replaced. This is the original switch and the moving parts are wearing. A new switch has been ordered.
- Authority personnel have been cleaning up the stations after the snow and also have been assisting the Township with snow removal.

C. Haws reported that Lititz Reserve Phase 1 water and sewer installation is complete with the exception of vacuum testing the manholes. The water and sewer installations at the Walter Tract are also complete; however, all lines need to be tested and the manholes need to be vacuum tested. The installation of the water line for Traditions of America started along Millport Road. Sewer laterals were installed for two of the lots.

SOLICITOR'S REPORT

B. Crosswell reported that a considerable amount of time was spent on the agreements for Traditions of America during the past month.

The Solicitor's office reviewed the draft Extender Agreements and Easement Agreements. B. Crosswell prepared a motion concerning the Rock Lititz Phase 1A Final Plan. A motion was made by D. Engle, seconded by J. Tennis, to conditionally approve the Rock Lititz Phase 1A Final Plan and to authorize the appropriate Authority officers to sign any required documents for Phase 1A of Rock Lititz in a form and content satisfactory to the Authority Administrator and Authority Solicitor, and on condition of satisfaction of all outstanding administrative items including the posting of required financial security, receipt of executed Easement Agreements for the offsite improvements. Passed with 3 ayes, T. Clair abstained due to a conflict of interest.

Lititz Water - B. Crosswell said that, last month, Lititz Borough was proposing to advertise a new rate ordinance regarding the proposed rate for WTMA. After consideration, B. Crosswell said that the Borough would not be required to advertise the rate since WTMA's rate is governed by contract, not by Borough ordinance by which they might set a rate for their own internal customers. D. Zimmerman said that he is not aware that the Borough advertised the proposed rate.

ENGINEER'S REPORT

S. Riley said that he and John Brady attended the workshop meeting on December 6, 2013. The majority of the meeting focused on the draft water and sewer comprehensive studies.

Rothsville Well - S. Riley and C. Watt discussed an offer of assistance from SRBC regarding permitting of new and existing sources. We decided not to pursue the offer.

Traditions of America - Entech received a copy of the final recorded plan for Phase 1 from RGS Associates.

ISSUES PENDING

Comprehensive Water and Sewer Plan Updates - D. Zimmerman said that Staff had a good session with J. Brady and S. Riley and drafts of the updated plans were given to Staff for review. There are a few items that we would like to explore before the final plans are presented to the Board at the next meeting. D. Zimmerman complimented Entech on a very thorough evaluation of the systems and potential growth. Part of the changes are due to zoning changes made by the Township and we want to be prepared to work with Developers as growth occurs. D. Zimmerman said that, over a period of 6 or 7 years, the Authority has basically rebuilt the sewer pumping system and will have completed upgrading the 25 year old facilities within the next two to three years. S. Riley said that WTMA is incredibly pro-active. He said that Authorities who work with their Engineers to plan are far ahead of those systems that are strictly reactive and that it is getting good value for its money investing in capital improvements. He said that the condition of the Authority's infrastructure is outstanding.

Rothsville Well Update - D. Zimmerman said that we are waiting for final test results to submit to SRBC. C. Haws tried to do some investigation on the high nitrate level. We are already set up for nitrate removal and, once nitrate levels are definitely determined, it will be a matter of blending to achieve acceptable levels. The 2014 capital improvement budget includes completion of the land purchase and, if possible, construction of the wellhouse and/or the connector line. We are trying to balance the improvements against tapping fee income. We are hoping to have the permit from SRBC by late spring. C. Haws said that we should have C. J. Conapitski's report by the end of the week.

2014 Fiscal Budget - Some minor tweaking occurred since the Board received the draft of the budget. The capital improvement listing was added. The RFPs for insurances came in and there were minor adjustments to some other line items. Capital projects include converting to radio-read meter reading equipment, which will eventually reduce overhead for the quarterly meter readings, the completion of permitting Rothsville Well #2 and the potential construction of the wellhouse, completion of the water negotiations with Lititz Borough, upgrade of the billing software and possibly the accounting software. The Authority will also purchase 1 more truck. D. Zimmerman noted that there are no short-term major repairs identified in the comp studies. Under the sewer system, we are looking at upgrading the last 3 or 4 pumping stations within the next two years. There are some capital improvement projects scheduled by the Lititz Sewer Authority which will cost WTMA about \$40,000. Although we did not realize tapping fee income in 2013, Staff expects to see permit purchases pick up early in 2014. Traditions of America reports robust sales of its over-55 units and Lititz Reserve, Phase 2 will be submitted early in 2014. A motion was made by T. Clair, seconded by D. Engle, to adopt Resolution #12-17-13-01 accepting the Budget for Operation of the Sewer System through December 31, 2014 and Resolution #12-17-13-02 accepting the Budget for Operation of the Water System through December 31, 2014. Passed unanimously.

At 7:35 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 and to discuss employee issues.

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As there was no further business to discuss, the meeting **ADJOURNED** at 8:22 on a motion by D. Engle, seconded by J. Tennis. Passed unanimously.

Jeffrey A. Tennis, Secretary