

**November 15, 2016
MINUTES OF THE BOARD**

The meeting was called to order by Vice-Chairman Don Engle at 7:00 P.M.

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

GUEST RECOGNITION & PUBLIC COMMENT: There were no guests present.

The **MINUTES** of the October 18, 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 J. Tennis, seconded by E. Stone.

PAYMENT OF THE BILLS, in the amount of \$56,922.06 for the period from October 18, 2016 through November 15, 2016 was unanimously approved on a motion by D. Engle, seconded by J. Gerhart.

\$36,000 will be transferred from the **WATER OPERATING FUND** to General Disbursements for operation of the Water System through December 20, 2016. A motion was made by D. Engle, seconded by J. Tennis and unanimously approved. \$49,000 will be transferred from the **SEWER OPERATING FUND** to General Disbursements for operation of the Sewer System through December 20, 2016. A motion was made by D. Engle, seconded by E. Stone and unanimously approved.

The following **REQUISITIONS** from the **Water Operating Account** 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>
WB534	Entech Engineering, Inc.	Rothsville Well No. 2	\$ 1,117.50
		TOTAL	

The following **REQUISITIONS** from the **Sewer Operating Account** 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>
S177	Entech Engineering, Inc	I & I Rehabilitation	\$ 505.00

ADMINISTRATOR'S REPORT

D. Zimmerman reported that the new Edmunds MCSJ software offers better detailed reporting. W. Johnson reported that the transition from Sage to MCSJ is going well, and the software is very user friendly. We will be running both Sage and MCSJ concurrently in November and December.

MAINTENANCE REPORT

See attached report.

SOLICITOR'S REPORT

B. Crosswell reported that the Transfer Assignment of Reservation of Capacity Agreement has been updated. WTMA staff was assisted by the Solicitor's office in forwarding proper notices to 2152 Main Street. This is a delinquent account that defaulted on their payment agreement with the Authority. A lien will be filed.

A corrected Letter of Credit was received from the lender for B.R. Kreider in regard to the extension of the Traditions Of America Phases 1 and 2 maintenance guaranty extension to 36 months. The corrected version shows a guarantee against defects of workmanship and material after the project is completed.

B. Crosswell's reviewed the documents that are to be signed in relation to the Right of Way transfer to Penn Dot for the Rt. 772 bridge replacement project. B. Crosswell noted that the \$1,700 being offered by Penn Dot exceeds the amount paid for the pump station site in a condemnation proceeding in 1986.

B. Crosswell reported that he researched issues regarding an administration assistance arrangement between WTMA and LSA that was discussed last month. D. Zimmerman said that this would include a board with members from both WTMA and LSA, which will offer more efficiency and continuity. B. Crosswell will put together an outline of the services that would be offered, etc.

Two accounts involving estates that go back to 2009, both having had liens filed against them, are now schedule for sheriff's sale on November 30, 2016.

ENGINEER'S REPORT

S. Riley reporting that Entech provided assistance to WTMA in the pricing of items for the 2017 budget.

Guidance was provided to Todd Kauffman in regard to slope questions on a sewer line.

A standard operating procedure was developed for sewage planning module completion.

The Well # 1 waste line is starting to show signs of accumulation from the combination of waste streams from the water softener, and backwash of the nitrate system, which creates a powdery white substance. This substance under pressure as in the Well No. 1 waste line, becomes crystallized and is very difficult to dissolve. T. Kauffman located a vendor offering a good solution with a proprietary product that dissolves this accumulation.

Entech Engineering, Inc. staff is providing part-time construction observation on TOA, which is going well.

All punch list items for Rothsville Well 2 have been completed, the contractor has been paid, and all necessary paperwork completed. SWIP monitoring is now being done for 6 months.

SDR-SSL had a check valve issue that was on their side and has no impact on the Authority.

The first pass review letter for the Buckwalter Tract plan was issued today.

SUBDIVISIONS

Listrak – Drawdown of Letter of Credit to \$10,766.00 was approved on a motion by D. Engle, seconded by J. Tennis, and unanimously approved.

Christian Brothers Automotive – Conditional plan approval granted unanimously on a motion from D. Engle,

seconded by J. Gerhart.

ISSUES PENDING

I & I – D. Zimmerman reported that the contractor will be back out tomorrow to continue manhole repair work.

Generator – D. Zimmerman reported that the generator was ordered through Co-Star pricing.

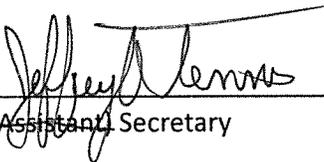
Right of Way transfer to PA DOT for Rt 772 bridge replacement project – Motion made by D. Engle to authorize the proper Authority Officials to execute an Agreement of Sale, a Deed in Lieu of Condemnation, Settlement Statement, and related documents with Penn DOT in connection with the Route 772 Project subject to the approval of the Authority Administrator and the Authority Solicitor.

Consideration of 2017 Budget Draft – D. Zimmerman reviewed updates and changes, and noted that we will have a final budget prepared for the December 20, 2016 meeting.

EXECUTIVE SESSION

At 7:50 PM, D. Engle announced publicly, immediately prior to the Executive Session, that the Board will now hold an Executive Session with the Authority Administrator and the Authority Solicitor to discuss collective bargaining and personnel matters.

The meeting resumed at 8:16 PM, following the Executive Session, and as there was no further business to discuss or action to be taken, the meeting was **ADJOURNED** at 8:17 PM on a motion by E. Stone, seconded by J. Gerhart. Passed unanimously.



(Assistant) Secretary