

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

February 17, 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, Claudia Watt, Carl Haws, Wendy Johnson, Solicitor William Crosswell, and Consulting Engineer Steven Riley, Gary Willier and Ronald Rice.

GUEST RECOGNITION: Gary Willier, a local resident, was present to observe the outcome of his request for final approval to develop the Willier Tract. His neighbor, Ronald E. Rice, was also in attendance to support Gary.

Willier Tract – A motion was made by D. Engle, seconded by J. Gerhart for conditional final approval subject to satisfaction of all administrative requirements including preparation and the successful recording of the required agreements.

The **MINUTES** of the January 20, 2015 meeting were unanimously approved on a motion by D. Engle, seconded by J. Tennis.

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

PAYMENT OF THE BILLS, in the amount of \$43,754.95, for the period from January 20, 2015 through February 17, 2015 was unanimously approved on a motion by J. Gerhart, seconded by J. Tennis.

The **WATER OPERATING REQUISITION**, in the amount of \$22,000.00 for operation of the water system through March 17, 2015 was unanimously approved on a motion by T. Clair, seconded by E. Stone.

The Board approved the transfer of \$44,000 from the Sewer Operating Fund to General Disbursements for operation of the Sewer System through March 17, 2015.

The following **REQUISITION** from the **Water BR&I Fund** was unanimously approved on a motion by E. Stone, seconded by J. Gerhart:

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB65	Entech Engineering, Inc.	Rothsville Well #2	\$6,707.41
	Entech Engineering, Inc.	Rothsville Well	<u>\$ 542.50</u>
		Total	\$7,249.91

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>
S123	Lititz Sewer Authority	Pump Control System	\$6,074.14
		Heating System Upgrade	\$3,309.92
		Heating System Upgrade	\$ 312.89
S124	Entech Engineering, Inc.	Brunnerville Interceptor	<u>\$5,867.11</u>
		Total	\$15,564.06

ADMINISTRATOR'S REPORT

The Administrator's items of discussion are included in the agenda.

MAINTENANCE REPORT

1. Personnel continue with servicing the equipment.
2. Snow removal at the pump stations has taken much of the staff's time. WTMA staff also assists the township with snow removal.
3. The result of FCT surveying the Brookfield development lines was that one leak was found on the homeowner's side of the curb stop. This has been fixed.
4. USG completed the cleaning and televising of the Brunnerville line and the Station #3 drainage area. Entech Engineering will review the discs to see where there may be issues and will advise USG of necessary repairs. USG is waiting to grout the manholes due to the low temperatures.
5. A flow meter was installed on Pump Station #3 to determine its accuracy in calculating the flow out of the station. This may be a DEP requirement in the future. If this works well we may use the meter at all stations.
6. Staff raised a manhole behind a home on Apple Hill Drive.
7. The eye and bulb at Station #16 was replaced on the dusk to dawn light, and the gate was readjusted.
8. New confined entry and no trespassing signs were installed on the Station gates. Maintenance personnel also cleaned the floats.
9. A broken water valve on Owl Hill Road was repaired.
10. Pump #2 at Station #7 was replaced with a rebuilt pump from the shop. Staff is working on rebuilding the pump that was removed.
11. Garden Spot Electric adjusted the PLC for the fire pump from one hour to 30 minutes. The flow up to 30 minutes after shut-down is imperative in the event firefighters need to re-activate the fire pump, however, one hour was excessive.

SOLICITOR'S REPORT

Liens have been filed for 317 E. Lexington Road and 1305 Front Street. B. Crosswell continues working with WTMA staff to update the language in the 2nd notice and other notices that are sent to delinquent accounts or the filing of liens.

Easements agreements are being finalized for the Willier Tract.

B. Crosswell noted that the Sewer Rates, Rules and Regulations may need an additional resolution to clearly indicate the reference to our system versus Lititz Borough's system, and to align the definitions of various terms. He will coordinate efforts with S. Riley to determine the best approach in moving forward.

The SRBC and DEP, in relation to the Rothsville Well #2 project, are requiring an agreement or memorandum of understanding with Mr. Good addressing the slight impact we had on his well during testing, which could be brought on by extreme drought conditions. B. Crosswell will develop a memorandum of understanding.

ENGINEER'S REPORT

S. Riley reported that additional mapping was provided for Carl, including fire hydrant distribution maps.

Revised plans were received last week for Lititz Reserve – Phases 3 & 4 and Rock Lititz – Phase 1C.

February 17, 2015 minutes

page 3

The Pump Station and associated pipe-line work are complete for Rothsville Well #2. S. Riley noted they are now working on the design of the force main for Pump Station #7, which was added. The survey came in, and Entech is now working on the layout for the new force main, which should be done in about two weeks.

The cleaning and televising of the Brunnerville Interceptor is complete. The cold temperatures have held up repairs, and S. Riley is checking with the grout manufacturers regarding the temperatures at which their product can be used.

SUBDIVISIONS

Rock Lititz – Phase 1C: A motion was made by D. Engle and seconded by J. Tennis to approve the additional capacity request for a total of 4 water EDU's and 6 sewer EDU's. Passed with four ayes. T. Clair abstained.

Lititz Reserve – Phases 3 & 4: A motion was made by E. Stone and seconded by D. Engle to approve the initial capacity request of 38 water EDU's and 38 sewer EDU's. Passed with four ayes. J. Gerhart abstained.

ISSUES PENDING

Rothsville Well #2

D. Zimmerman noted that the Authority is scheduled on the agenda for the SRBC meeting on March 5, 2015 for final capacity approval. Capacity was requested for 293,000 gpd, approval will be for 288,000 gpd. The only condition remaining is the requirement of a Memorandum of Understanding with Mr. Good. D. Zimmerman noted that his well might be affected only during extreme drought conditions. The Authority will have a long-term monitoring program with this well in order to test during extreme drought situations. Rothsville Well #1 will require a permit renewal with the SRBC in 2019.

I & I Projects

D. Zimmerman stated that they are waiting for confirmation from S. Riley as to what temperatures the manufacturers say their grout can be used for repairs on the Brunnerville Interceptor.

Muni-link Billing System

C. Watt stated that the accounts receivables are not reconciling. Staff continues to work with Muni-link to resolve this issue. C. Watt noted that she met with Fulton Bank representatives last week and sees the advantage to our customers in offering electronic payments. This would allow residents to go on-line to make payments to the Authority via their bank account. The Board approved moving forward with method of payment.

At 7:37 PM the Chairman announced that the Board will hold an Executive Session to discuss personnel issues.

The regular meeting resumed at 8:02 PM.

As there was no further business to discuss, the meeting was ADJOURNED immediately on a motion by T. Clair, seconded by D. Engle. Passed unanimously.

Jeffrey A. Tennis, Secretary