

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

FEBRUARY 18, 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, Solicitor William Crosswell, and Consulting Engineer Steven Riley.

GUEST RECOGNITION: There were no guests to be recognized.

The **MINUTES** of the January 22, 2014 meeting were unanimously approved on a motion by J. Tennis, seconded by E. Stone.

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

PAYMENT OF THE BILLS, in the amount of \$62,063.55, for the period from January 22, 2014 through February 18, 2014, was unanimously approved on a motion by D. Engle, seconded by J. Gerhart.

The **WATER OPERATING REQUISITION**, in the amount of \$19,000.00, for operation of the water system through March 18, 2014 and the **SEWER OPERATING REQUISITION**, in the amount of \$34,000.00, for operation of the sewer system through March 18, 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>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB428 LRM, Inc.	Vacuum regulator - wellhouse	\$4,033.00
WB429 L/B Water Service, Inc.	Radio Read Upgrade	\$5,600.00
WB430 Warwick Township Municipal Authority	RV Well 2 - reimburse SRBC permit fee	\$8,478.00
WB431 Entech Engineering, Inc.	Comp Plan Update- Water	<u>\$486.50</u>
	Total	\$18,597.50

The following **REQUISITION** from the **Sewer 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>
B453	Entech Engineering, Inc.	Comp Plan Update	\$729.75

ADMINISTRATOR'S REPORT

All comments will be covered under agenda items.

MAINTENANCE REPORT

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

- Maintenance personnel worked on servicing small equipment in the shop. They also cleaned and serviced the Vac-truck.

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- An ASCO valve was replaced on the control panel for the nitrate system. 1
- The battery for the generator at Station 11 was replaced. With the cold weather, we have had some 2
startup issues with the generators. Martin Machinery was called in a couple of times. The issues 3
were minor, some of the relays were replaced. 4
- The dusk to dawn light at the shop was repaired. 5
- A new power supply was installed at the Newport/Orchard Booster Station. 6
- The motor to pump coupler was replaced on pump 3 at Station 11. 7
- New wellhead protection signs were installed at three locations. 8
- Water was turned off at two locations, one due to a foreclosure and the other due to a line break in a 9
home. 10
- New parts were installed on the chlorine leak detector at the wellhouse. 11
- A block heater and battery cables were replaced at the Newport/Orchard Booster Station. The pump 12
pack control at Station 1 had to be replaced. C. Haws drove to Seeley's in Valley Forge, PA to get a 13
part for the flotation system that was unavailable locally. 14
- Two large trees at Station 7 that were damaged during the ice storm were removed. There was also 15
some damage to the fence that we can repair. 16
- In addition to cleaning up snow at the pump stations, Authority personnel spent 90.5 hours helping 17
the Township with plowing. Pay for overtime hours is reimbursed by the Township. 18

SOLICITOR'S REPORT 21

B. Crosswell said that, because the January 21st meeting was postponed to the following day due to weather 22
conditions, it was technically a special meeting. Even though notice of the change was posted at the Township 23
Building and on-line, the Authority was unable to meet the 24 hour notice requirement and the Solicitor 24
recommended that the Board ratify and confirm the action taken at that meeting. A motion was made by T. 25
Clair, seconded by E. Stone to ratify and confirm the action taken at the January 22, 2014 meeting. Passed 26
unanimously. 27

B. Crosswell said that Bob Sisko has been working with Staff on the water and sewer easements for the Willier 29
Tract. 30

ENGINEER’S REPORT

Entech gathered information for C. Haws on potential liner repairs to be used on Buttonwood Drive. A site visit from the Aqua-Pipe representative was scheduled.

S. Riley reported that he and John Brady attended the workshop meeting with Authority Staff on February 6th. Drafts of the comprehensive water and sewer plans were reviewed.

Entech received Final Plans for Lititz Reserve Phase 2 on February 7th, and Final Plans for Traditions of America Phase 2 on February 10th.

Entech reviewed shop drawings for Rock Lititz and provided comments to C. Haws.

A review letter for the Ziegler Barn was issued and revised plans were received on February 12th.

SUBDIVISIONS

Traditions of America, Phase 2 - The Developer requested re-allocation of 53 EDUs of water capacity and 54 EDUs of sewer capacity to serve Phase 2 of the development. A motion was made by D. Engle, seconded by T. Clair, to re-allocate 53 EDUS of water capacity and 54 EDUs of sewer capacity to serve Traditions of America, Phase 2. Passed with 4 ayes. J. Gerhart abstained.

Ziegler Barn at Newport Square - Tabled to the March meeting.

ISSUES PENDING

Water and Sewer Comprehensive Plans - D. Zimmerman said that each Board member had received an Executive Summary and Section 7 of both plans which provides a listing of projects and an explanation of when and why the projects are proposed. He complimented Entech on a very complete and thorough job in evaluating the systems and making recommendations for the future before giving a brief overview of the current state of the water and sewer systems. The upgrade to the Borough’s wastewater treatment plant is complete. Upgrades to the sewage pumping stations are 75% complete. Growth was much slower than originally anticipated and we still have sufficient capacity in the pumping stations for the next several years. Currently, our emphasis is on water projects. We need to get the second water source for Rothsville. We should also continue improving fire suppression. D. Zimmerman said that, at last night’s meeting of the Warwick Emergency Services Commission, discussion on the current ISO evaluation report pointed out some areas where increased flow rate would be beneficial. Staff would

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recommend working with the Borough to evaluate, replace and in some cases, eliminate meter pits. We have discussed the potential need to provide water service to the north end over the past 10 years but, so far, there have been no projects submitted which would require WTMA to move forward with the project.

S. Riley said that the Executive Summary combines on one page the future projects listed in Section 7 of the water and sewer plans. He noted that the plan is a collaborative effort between Entech and Staff. Information on anticipated growth, zoning and current usage, combined with an evaluation of current infrastructure, was used to calculate future needs. Entech also looked back and built on the previous studies. Section 7 identifies potential projects, provides an estimate of cost and places projects in a time frame based on future needs. The projects that need to be done immediately were easily identified and some are already included in the 2014 capital budget. Items from years 1-3 are likely while projects listed beyond 3 years may or may not occur in the listed time period. Projects scheduled in the first three years include the Rothsville well and associated improvements to the existing facility and, for the Lititz System, upgrades to the meter pits and possibly the Kreider May Booster Station to improve fire protection. S. Riley noted that, if WTMA would move forward with the north end water tank sooner than expected, it would not be cost effective to try to improve fire flows through the Kreider May Booster Station. Anticipated expenses on the sewer side are all maintenance items. Immediate needs include paving, upgrading panel locations at four submersible stations and replacing hatches. Also listed as an immediate project is an evaluation of the Brunnerville Interceptor. S. Riley said that the full plans include a lot of interesting data and several maps and are available for the Board's review.

D. Zimmerman said that the large water projects will be for the benefit of specific areas which contain large numbers of existing customers and those costs will have to be subsidized. WTMA has always spread costs over the entire customer base. We front loaded the sewer borrowing for the wastewater treatment plant to minimize interest costs; but we have \$1 million debt service payments through 2020. Anticipate tapping fee income will help to meet that obligation. We have been able to complete maintenance projects in an extremely cost-effective manner due to the talents of Authority personnel and very good contractors who do quality work at reasonable prices.

C. Watt suggested that the Board consider reevaluation of the water tapping fees. Projects scheduled to occur within a 5-year period may be included in the evaluation. T. Clair asked when tapping fees were last evaluated. The last tapping fee evaluation was in 2007. The Board directed Staff to look into evaluating both water and sewer tapping fees.

E. Stone asked about the ultimate project to locate a storage tank in the southern end. S. Riley said that it is a conservative approach. WTMA upgraded the Kissel Hill Booster Station for the Borough when Target came on board, but the system is dependent on pumping facilities and a generator. Elevated storage is not facility or energy dependent and provides the ultimate fire protection. Although it may not make sense for WTMA to spend the estimated \$1.8 million to install a tank, it is good to include the project in the plan in case a development is submitted that would require more fire protection than is currently available.

Rothsville Well #2 Update - D. Zimmerman reported that we were contacted by SRBC. The permit application that we submitted on paper was rejected as the SRBC is now only accepting on-line applications. This means that WTMA will also have to re-send notifications to residents and publish a new notice in the paper since the application date and number will change. Staff is working with C. J. Conapitski to complete the on-line application. D. Zimmerman said that SRBC has been extremely helpful and responsive through this whole process.

Lititz Water Rate - D. Zimmerman said that the Borough Manager was out for over 3 ½ weeks due to illness. The Borough has acknowledged that there were some discrepancies in the figures they presented to WTMA. Borough Staff will meet with their Engineer and will get back to us before our next meeting.

As there was no further business to discuss, the meeting **ADJOURNED** at 7:50 PM on a motion by T. Clair, seconded by D. Engle. Passed unanimously.

Jeffrey A. Tennis, Secretary

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