

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

**July 21, 2015**  
**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; Asst. Administrator Wendy Johnson, Authority Superintendent Carl Haws, Solicitor William Crosswell, and Consulting Engineer Steven Riley.

1 The **MINUTES** of the June 16, 2015 meeting were unanimously approved on a motion by D. Engle, seconded by  
2 J. Gerhart.

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4 The **TREASURER'S REPORT** was unanimously approved on a motion by D. Engle, seconded by J. Tennis.

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6 **PAYMENT OF THE BILLS**, in the amount of \$211,843.59, for the period from June 21, 2015 through July 21,  
7 2015 was unanimously approved on a motion by J. Gerhart, seconded by E. Stone.

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9 The **WATER OPERATING REQUISITION**, in the amount of \$188,000.00, for operation of the water system  
10 through August 18, 2015 was unanimously approved on a motion by D. Engle, seconded by J. Tennis.  
11 \$19,000 will be transferred from the Sewer Operating Fund to General Disbursements for operation of the  
12 Sewer System through August 18, 2015.

13  
14 The following **REQUISITIONS** from the **Water BR&I Fund** were unanimously approved on a motion by J. Tennis,  
15 seconded by E. Stone:

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
16 WB479	Eastern Environmental Contractors Inc.	Rothsville Well No. 2	\$10,800.00
17 WB480	Land Grant Surveyors	Rothsville Well No. 2 – Legal Description	\$370.00
18 WB470	Entech Engineering, Inc.	Rothsville Well No. 2	<u>\$3,336.22</u>
19		Total	\$14,506.22

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21  
22 The following **REQUISITIONS** from the **Sewer Operating Account** were unanimously approved on a motion by  
23 D. Engle, seconded by J. Gerhart:

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
24 S132	Morgan, Hallgren, Kane & Crosswell, PC	Industrial Waste Pre-treatment	\$36.00

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26  
27 **ADMINISTRATOR'S REPORT**

28 In D. Zimmerman's absence, W. Johnson read the Administrator's written report:

29 We had a sewer force main break at Pump Station 7. The break was repaired and all required reports to the  
30 DEP were completed. This section will be replaced as part of the contract for the Rothsville Well No. 2. We did  
31 have spillage into a tributary which had a minor impact.

32  
33 We had a number of water service line failures. We have had a higher loss ratio in the Owl Hill region, and the  
34 high number of failures all contribute to that number. We have all of them repaired and our flows have been  
35 reduced. We will discuss repair work in the Crosswinds development with the Board in August.

36

37 We continue our efforts to prepare for the Rothsville Well No. 2 project. We are working out final details with  
38 PP&L for power and have completed the pre-construction phase.

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#### 40 **MAINTENANCE REPORT**

- 41 1. The battery on the alarm system at the Well House was replaced.
- 42 2. Trees at Pump Station #1 were trimmed, and staff mulched Pump Stations #12, 14 & 15.
- 43 3. The blow-off pipe on the well was replaced.
- 44 4. Installed a new valve inside the tank of the grinder pump at the shop.
- 45 5. Cleaned up the Newport Booster Station.
- 46 6. Installed the new well head protection signs in the area of Rothsville.
- 47 7. Started painting the fire hydrants in several areas.
- 48 8. Cleaned the fence at Pump Station #13.
- 49 9. Staff has been fixing water leaks at Guilder Place and Winding Way. The one on Winding Way was on the  
50 homeowner's side. The irrigation line at Member's first was leaking.
- 51 10. A sewer line on Pinewood Avenue broke due to backfill. This was found when B.R. Kreider was called by  
52 the homeowner to repair the trap in the front yard and they found the line to be broken out further.
- 53 11. Repaired the force main at Station #7 due to another break.
- 54 12. USG finished the repairs for issues that were found during the televising and cleaning of the Brunnerville  
55 line. They also jetted the line and televised under Rudy Dam.
- 56 13. Cleaned Pump Stations #2, 5, 10, and 18 with the vac truck.

57

#### 58 **SOLICITOR'S REPORT**

59 The amended, revised, and restated Rates Rules and Regulations (RRR's) for Water, Sewer and the revisions to  
60 the Developer's Manual are ready for Board consideration. The Sewer RRR updates include industrial waste  
61 and pretreatment provisions that comply with Lititz Borough's standards. The Water RRR updates include  
62 addressing unmetered water usage by developers, which has at times been excessive, and now provides a way  
63 for us to be reimbursed for this use; televising lines and leak detection measures to make sure we are taking  
64 over properly constructed lines that are to be dedicated to the Authority. Developer's Manual updates include  
65 a provision for the Authority to assist or prepare as-built drawings. If adopted, this will be Resolution #07-21-  
66 15-01 and will restate, amend, and replace the existing RRR's and developer's manual.  
67 Settlement of the Hurst & Hurst property for the new Rothsville Well No. 2 site was completed on June 22,  
68 2015.

69 A lien was filed on July 7, 2015 against 2039 & 2041 Main Street. This is the property that completed  
70 conversion to a two unit and did not pay the sewer tapping fees and water rates.

71 Tapping fees were paid by Robert Grove for 1118 Orchard Road and the lien was satisfied on July 9, 2015.

72 W. Crosswell noticed that a mortgage foreclosure was recently filed by Bank of NY Mellon for 2058 Main Street.  
73 A lien was filed by the Authority in 2009 against this property, which was then owned by Roger Plante. The lien  
74 may be satisfied if the property is sold.

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#### 77 **ENGINEER'S REPORT**

78 Entech Engineering has been working with C. Haws on sewer line placement for a line at Pump Station #3 that  
79 needs to be replaced and relocated.

80 The pre-construction meeting was held on June 30, 2015 for Rothsville Well No. 2. Both contractors were  
81 represented as well as Tri-Star, who is the Authority's control consultant. General consensus is that the  
82 contractors will mobilize sometime in mid-August for both the pump station and pipeline work. Entech will  
83 discuss with C. Haws preventive measures and preparing in the event that there are additional breaks while the

84 contractor is working on the force main at Pump Station #7.

85

86 **BOARD MEMBERS**

87 E. Stone asked if the Authority foreman is included in the meetings with the Engineer, particularly regarding  
88 repairs. C. Haws reported that L. Ditzler is kept up-to-date at all times and is typically the one who knows  
89 firsthand of any leaks or issues due to being in the field.

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91 **SUBDIVISIONS**

92 C&D Partners is requesting release of their letter of credit for the Zig's project. Per C. Haws all lines are private  
93 and no maintenance guaranty is required. E. Stone made a motion to approve, D. Engle seconded, and there  
94 was unanimous approval.

95 A second review letter was issued by Entech for the SDR-SSL project, which requires multiple changes.

96

97 **ISSUES PENDING**

98 S. Riley reported that I & I was completed on the Fyock property. All leaks were repaired other than one  
99 manhole, which consists of original brick and is only 3 feet from the creek. It was determined that at this point  
100 the risk of breaking it further and creating more leaks increases with repair. Entech will schedule a site visit  
101 with C. Haws to determine the next step in repairing that particular manhole. Entech provided C. Haws with  
102 photos from Entech's field representative, and a final written report from the contractor will be ready for next  
103 month's meeting.

104 S. Riley reported that the Sewer RRR's now include key portions of the industrial pre-treatment key in  
105 accordance with Lititz Borough's ordinance. The Developer's Manual contains provisions for independently  
106 obtaining as-builts to keep things moving along. S. Riley recommended the Board adopt the resolution.

107

108 **Water and Sewer Rates, Rules, & Regulations Resolution Adoption**

109 Notice was given, and an opportunity was provided for public comment, however there were no guests  
110 present. A motion was made by E. Stone to adopt resolution #07-21-15-01, seconded by J. Gerhart, and passed  
111 unanimously.

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113 At 7:55 PM D. Engle announced that the Board will hold an executive session to discuss personnel issues.

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115 The regular meeting resumed at 8:10 PM. A motion was made by D. Engle to ratify and confirm the power of  
116 the Authority Administrator to appoint, suspend, and remove Authority employees. This was seconded by J.  
117 Tennis and unanimously approved.

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119 As there was no further business to discuss, the meeting was **ADJOURNED** at 8:11 PM on a motion by D. Engle,  
120 seconded by E. Stone. Passed unanimously.

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125 Jeffrey A. Tennis, Secretary

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