

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

June 16, 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, Wendy Johnson, Carl Haws, Solicitor William Crosswell, and
Consulting Engineer Steven Riley.

GUEST RECOGNITION:

The **MINUTES** of the May 27, 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. Gerhart.

PAYMENT OF THE BILLS, in the amount of \$257,271.90, for the period from May 27, 2015 through June 16, 2015 was unanimously approved on a motion by T. Clair, seconded by J. Tennis.

The **WATER OPERATING REQUISITION**, in the amount of \$30,000.00, for operation of the water system through July 21, 2015 was unanimously approved on a motion by T. Clair, seconded by J. Tennis.
\$256,000.00 will be transferred from the Sewer Operating Fund to General Disbursements for operation of the Sewer System through July 21, 2015.

The following **REQUISITIONS** from the **Water BR&I Fund** were unanimously approved on a motion by E. Stone, seconded by D. Engle:

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB475	Entech Engineering, Inc.	Rothsville Well #2	\$8,795.35
WB476	Morgan, Hallgren, Crosswell & Kane, PC	Rothsville Well #2	\$2,207.50
WB477	Land Grant Surveyors	Rothsville Well #2	\$2,100.00
WB478	Seven Hundred North Duke Abstract, Inc.	Rothsville Well #2 – Settlement 6/22/15	<u>\$20,066.74</u>
		Total	\$33,169.59

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
S130	B.R. Kreider & Son, Inc.	Windwood Place 5/7 & 5/14 Swr Rpr	\$3,296.75
S131	Edwin Elliot & Co, Inc.	Rotork 1Q-12 Actuator	<u>\$7,450.00</u>
		Total	\$10,746.75

ADMINISTRATOR'S REPORT

D. Zimmerman reported that developer growth is strong, along with tapping fees.

Financial reserves will be drawn on for the Rothsville Well No. 2, however, next year the water system will be debt free. In addition, this year we have met our goals in regard to I&I and other Capital Improvement projects being completed.

D. Zimmerman said staff is making substantial improvements in leak protection through use of water modeling.

The north area tank would be the next large project WTMA would undertake in the next three to five years.

MAINTENANCE REPORT

1. Staff continues to monitor various areas for leaks.
2. Painting of the fire hydrants at the Shoppes of Kissel Hill has been started.
3. A pump at Pump Station #12 was pulled due to having high hours. Staff replaced a bad seal and reinstalled the pump.
4. All the hydrant valves on the hydrants that will be replaced were exercised.
5. The leak on Tupelo was repaired by the home owner.
6. The rest of the areas out of the Owl Hill meter pit were surveyed and no more leaks were found.
7. Meter readings for the 2nd quarter were done last week.
8. Staff was called out to Pump Station #1 for pump failure. The main breaker was reset to the soft start and everything worked fine after that. This all happened during a storm which could have been a contributor to the issue.
9. Staff is continuing with the normal maintenance to the pump stations and system.
10. Staff replaced the impeller and bearing on booster pump #2 at the Newport booster station.

SOLICITOR'S REPORT

B. Crosswell stated that Bob Sisko in his office completed the Letter of Credit for the interceptor deferral for Lititz Reserve. Financial security is being posted presently to ensure the installation of the interceptor.

Final review of the Sewer Rates Rules & Regulations was completed with S. Riley and they are ready to be adopted at the July board meeting, along with the Developers Manual & Water Rates Rules & Regulations' updates.

The Hurst & Hurst property settlement is scheduled for Monday, June 22, 2015 at 10:00 a.m. D. Zimmerman stated that the plan recording should be completed by Thursday, June 18, 2105.

B. Crosswell noted that the lien for 1118 Orchard Road was satisfied. The owners chose to connect to the system and made payment in early June of the tapping fees and current legal fees. Through discussion with D. Zimmerman and W. Johnson, it was determined that since the residents have been consistently paying the quarterly fees that this situation would be best resolved by requiring payment for the amount that was noted in the lien, plus current legal fees.

1116 Orchard Road also inquired as to lien satisfaction. They have not yet made payment as noted by W. Johnson. B. Crosswell said the same consideration was given to this resident regarding payment due in the amount that was noted in the lien plus current legal fees. To date payment has not been made.

132 Chukar Court requested the pay-off amount for lien satisfaction.

ENGINEER'S REPORT

S. Riley stated that the agenda covers most of the items in his report.

He noted that the Sewer Rates, Rules & Regulations, as well as the Developer's Manual are ready for adoption at the July board meeting.

S. Riley noted that Lititz Reserve and Rock Lititz items were covered at the special meeting on May 27, 2015.

SUBDIVISIONS

D. Zimmerman said SDR-SSL is a sizeable project having 100 rooms.

The Hess/Grube Tract is a 10 lot subdivision, half of which will have grinder pumps.

A commercial operation needing 1 edu will be developed at Crosswinds beside the Holiday Inn Express.

ISSUES PENDING

S. Riley stated that contracts for the Rothsville Well No. 2 went out to Eastern Environmental for the pump station work and Doli Construction for the pipeline work. The contracts were returned in order with required performance bonds, payment bonds, hold harmless agreements, workers compensation, insurance certificates, preliminary schedules and schedule of values. S. Riley recommends that the Board proceeds with signing the contracts and authorizing Entech Engineering, Inc. to issue a notice to proceed to both contractors. A motion to proceed was made by D. Engle, seconded by J. Tennis, and passed unanimously.

The Entech Engineering, Inc. proposal for services during construction was presented by S. Riley. Tasks covered by the proposal include pre-construction meeting oversight, site meetings, the start-up of the new well site, preparation of as-builts, etc. The proposal for \$29,700.00 takes into consideration the 210 day construction schedule. An hourly rate for a construction observer to offer assistance is also included. D. Engle made a motion to approve the Entech Engineering, Inc. proposal, and E. Stone seconded with unanimous approval.

I & I – S. Riley stated that the contractor will be completing the Fyock section on Saturday, June 20, 2015 weather permitting.

T. Clair inquired about the flow rate being high in March. D. Zimmerman stated that excessive ground water due to weather was one cause. He noted that the water table was extremely high in March and April. C. Haws said there was extreme daily fluctuation which was the result of commercial account flow depending on what product they were running. S. Riley stated that the depth of frost in February was an additional factor.

D. Zimmerman stated that the Rates, Rules, & Regulations and Developer's Manual revisions will be adopted at the July board meeting.

W. Johnson stated that The Authority is now offering residents the option to make payments online via a web portal through our billing software, MuniLink. Payments are made via a resident's bank account, and payments will be retrieved by WTMA twice a month. Staff has promoted this option on our Facebook page and our website.

As there was no further business to discuss, the meeting was **ADJOURNED** at 7:39 PM on a motion by D. Engle, seconded by T. Clair. Passed unanimously.

Jeffrey A. Tennis, Secretary