

**June 21, 2016
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.

No guests appeared at the beginning of the meeting to be recognized.

The **MINUTES** of the May 17, 2016 meeting were unanimously approved on a motion by E. Stone, seconded by J. Gerhart.

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 \$220,462.63 for the period from May 17, 2016 through June 21, 2016 was unanimously approved on a motion by D. Engle, seconded by J. Tennis.

The **WATER OPERATING REQUISITION**, in the amount of \$41,000.00, for operation of the water system through July 19, 2016 was unanimously approved on a motion by T. Clair, seconded by J. Tennis. \$213,000 will be transferred from the **Sewer Operating Fund** to General Disbursements for operation of the Sewer System through July 19, 2016.

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB513	Eastern Environmental Contractors, Inc.	Rothsville Well No. 2	\$26,973.35
WB514	Henry B. Hoover, Inc.	PVC Fencing – Good's - Well No. 2	\$ 6,178.00
WB515	Hach Company	Turbidimeter (SWIP) – Well No. 2	\$ 1067.00
WB516	Entech Engineering, Inc.	Rothsville Well No. 2	\$ 4,632.24
WB517	R/W Connection	Dischg/Mill Hoses/Rpr – Well No. 2	\$ <u>631.39</u>
		TOTAL	\$39,481.98

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
S161	Henry B. Hoover, Inc.	PVC Fencing – Pump Station #9	\$ 7,150.00
S162	Entech Engineering, Inc.	2016 Repair/Replacement	\$ <u>860.00</u>
		TOTAL	\$ 8,010.00

ADMINISTRATOR'S REPORT

D. Zimmerman reported that in response to the notice from the Department of Environmental Protection (DEP), the Authority mailed letters to all potential Tier 1 homes. Tier 1 includes homes built between 1983 and

1990. Over 900 letters were mailed, and approximately 200 responses were received. Responses were reviewed for type of piping, and operations staff visited homes to assist in determining the type of piping some residents have. "Pure sites" would be ones with all copper piping and no water softener per the DEP. Due to the number of homes with water softeners, the list of sample sites was quickly reduced. Approval was received from the DEP to use homes with water softeners when not enough Tier 1 sites are available without softeners. The lead and copper sampling plan is being submitted to the DEP in June for review and approval.

The additional audit was completed by Sager, Swisher & Co. LLP and no discrepancies were reported.

The water indenture was paid in full as of April 1, 2016. The Water BR&I and Water Clearing accounts will be closed, and funds will be transferred to the newly opened Water Operating bank account with Fulton Bank. This account will be a municipal money market with 40 basis points initially. Reserve funds will be invested in CD(s) and/or placed in reserve.

D. Zimmerman reported that Todd Heidelbaugh obtained his water operating license this month. All WTMA operations staff is now licensed.

MAINTENANCE REPORT

1. Cleaned Pump Stations 2, 6, 7, 8, 11, 12, 14, 15, 16, 18
2. The bushes at the entrance to Station #15 were trimmed.
3. Staff repaired the fence at Station #7 which was damaged due to a falling tree.
4. Bottom Line Contracting has completed the services on Guilder Place, Windwood Place, and Chad Court. The sewer line replacement on Chad Court was closer to 370' rather than the original 120' that was expected.
5. The fence installation at Station #9 has been completed.
6. Meter readings were taken the week of June 6th for the second quarter.
7. Fluid Conservation Technologies surveyed the water system for leaks in Newport Square, Brookfield meter pit, Owl Hill meter pit, and Lititz Run meter pit areas. Six leaks were found in the Traditions of America development, and BR Kreider has send all the piping and fittings to Ford for inspection to see if there are any faulty parts of bad copper. Five of the leaks were at the ???? and one was at the curb stop.
8. A section of sewer line on Crosswinds Drive was televised at Pizza Hut and Isaac's Restaurant. There is some settling in the road between the Bank and the Daycare that has occurred over a period of time.

SOLICITOR'S REPORT

B. Crosswell reported that the easement agreement legal descriptions for Traditions Of America, Phase 4, are now complete.

The grinder pump agreement was updated, and WTMA staff is now using the new agreement.

A payment plan was set up for 317 E. Lexington Rd., which prompted questions from W. Johnson about the agreement content. The agreement was reviewed with the Solicitor's office and updated.

B. Crosswell reported that the Lititz Reserve's bank incorporated different language in their letter of credit for Phases 3 & 4. They were using the International Standby Practices, whereas the Authority normally accepts the Uniform Customs and Practices. The Solicitor provided language to use moving forward that will satisfy the bank and the Authority.

Lititz Reserve's Bill of Sale and 18 month Maintenance Guaranty was received by B. Crosswell for Phases 3 & 4.

W. Johnson contacted B. Crosswell regarding two municipal liens involving estates where the owner is

deceased. The liens have been in place for several years, and B. Crosswell recommends that the Authority re-file the liens to make them current. T. Clair made a motion that the authority staff and authority solicitor be authorized to take any necessary or appropriate action to file municipal liens against the properties located at 11 Church Street and 2058 Main Street. J. Tennis seconded the motion, and it passed unanimously.

B. Crosswell reported that Newport Commons paid the amount that would satisfy their lien, so the lien was withdrawn and the sheriff's sale was withdrawn. D. Zimmerman reported that one of the partners from Newport Commons contacted him to let him know that Boyd Wilson is now managing the complex. Boyd Wilson staff contacted W. Johnson to let her know that payment to bring the Newport Commons account current is expected by June 30, 2016. The board expressed that the account must be kept current or a lien will be filed.

B. Crosswell reported that his Opinion of Counsel was submitted to the Fulton Bank Trustee stating that all steps had been taken to terminate the lien of the water bonds. B. Crosswell met with the Trustee and exchanged documents so they could move ahead with termination of the indenture.

Payment due to the sale of the home was made to the Authority for 2 grinder pumps that were borrowed from the Authority and never returned or replaced. This satisfies the lien for 1453 E. Newport Road.

ENGINEER'S REPORT

S. Riley noted that all items in his report are covered in the agenda.

SUBDIVISIONS

Lititz Reserve Phase 3 & 4 – D. Zimmerman made a recommendation for the board approval of the Bill of Sale and drawdown to an 18 month Maintenance Guaranty. A motion was made by E. Stone, seconded by D. Engle, and approved unanimously.

Traditions Of America, Phase 4 – D. Zimmerman recommended approval of the Phase 4 final plan, contingent on all requirements being met, including meter pits being installed versus individual meters. T. Clair made a motion to approve, seconded by D. Engle, with unanimous approval. J. Gerhart abstained. S. Riley reported that all easements were reviewed with RGS, since this is the final phase, and were found to be satisfactory.

ISSUES PENDING

S. Riley reported that Rothsville Well #2 startup was conducted on June 14, 2016. Water was pumped, flow meters and devices were started, and overall the startup was successful. There is a list of items for the contractor to finalize.

S. Riley and WTMA staff met with Tom Yeager, hydrogeologist from DEP, on June 3, 2016. DEP requires 6 months of monitoring the new well to see if ground water is influencing the well water. Tests done to date look good, but the 6 month SWIP monitoring will confirm results. S. Riley said the next step in the well process is to have the SWIP (Surface Water Identification Protocol) plan approved by Mr. Yeager, then apply for the operating permit, and run the well while the SWIP monitoring begins. The Authority will also notify SRBC that the new well is up and running.

Change Order #3 for Eastern Environmental was presented. They were going to reprogram the ActPak, which takes the signal from the flow meter and allows it to convert the signal from the meter so it can be sent on to the SCADA system. The costs to reprogram this was \$300, however, a new one will cost \$507. S. Riley recommended board approval for a new ActPak device. D. Engle made a motion, J. Gerhart seconded, and it passed unanimously.

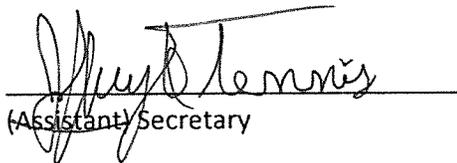
S. Riley reported that in regard to I&I Projects, a Notice to Proceed was issued and received back from Tri-State Grouting. A preconstruction meeting will be scheduled since the weather is now dry, as they could not access

some sewer lines due to it being too wet. D. Zimmerman reported that more work was done on the Crimson Lane sewer line than was originally anticipated. The next step will be rehabbing 21 manholes.

Final payment of the water bond was made April 1, 2016. D. Zimmerman noted that this is the first time since inception of the Authority that there are no water bonds. The Water Bond Release Resolution from Fulton Bank was presented for board approval and signatures. The Authority will open a water operating account with Fulton Bank and water funds will be moved from that account to General Disbursements to pay future water related expenses. T. Clair made a motion to approve the signing of the Resolution and the opening of the water operating account. D. Engle seconded the motion, and the board unanimously approved.

Lynn Rebuck arrived at the meeting and was afforded an opportunity for public comment even though the Board had allowed an opportunity for public comment at the beginning of the meeting. Lynn asked a question about the Rothsville water system, which D. Zimmerman answered.

As there was no further business to discuss, the meeting was **ADJOURNED** at 7:43 PM on a motion by D. Engle, seconded by E. Stone. Passed unanimously.



(Assistant) Secretary