

W. T. M. A.

Warwick Township Municipal Authority

Administration of Water & Wastewater

March 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, Joel Snyder with RGS Associates, Inc.

GUEST RECOGNITION: No guests were present.

LITITZ RESERVE – On behalf of their client, Lititz Reserve, Joel Snyder with RGS Associates, Inc. presented the request to have the sewer interceptor relocation deferred. This request is based on the developer pursuing acquisition of portions of adjacent properties and to ensure there is no conflict with the interceptor installation if Meadow Rose Court is reconfigured. D. Zimmerman noted that WTMA's financial commitment to the relocation will remain the same regardless of when the developer begins the work, and deferral to Phase 3 & 4 would be acceptable with the condition that a financial guaranty for the relocation is posted during Phase 3 & 4. B. Crosswell said the agreement needs to be modified to include the new alignment. A motion was made by E. Stone and seconded by D. Engle to approve the deferral to Phase 4, subject to agreement changes and a financial guaranty. Passed with four ayes. J. Gerhart abstained.

ASSISTANT ADMINISTRATOR – D. Zimmerman and The Board recognized C. Watt's service of 25+ years to the Authority. C. Watt will be retiring sometime in April, with W. Johnson replacing her.

The **MINUTES** of the February 18, 2015 meeting were unanimously approved on a motion by D. Engle, seconded by E. Stone.

REAPPOINTMENT OF THE ASSISTANT TREASURER from C. Watt to W. Johnson was unanimously approved on a motion by E. Stone, seconded by J. Gerhart. T. Clair made a motion to sign the bank resolution to affirm the reappointment, and D. Engle seconded the motion, followed by unanimous approval.

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

PAYMENT OF THE BILLS, in the amount of \$197,205.49, for the period from February 17, 2015 through March 17, 2015 was unanimously approved on a motion by J. Tennis, seconded by J. Gerhart.

The **WATER OPERATING REQUISITION**, in the amount of \$27,000.00 for operation of the water system through April 21, 2015 was unanimously approved on a motion by T. Clair, seconded by D. Engle.

The Board approved the transfer of \$195,000 from the Sewer Operating Fund to General Disbursements for operation of the Sewer System through April 21, 2015.

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB460	Link Computer Corporation	Cancel to update amount	-\$13,112.00
WB467	Link Computer Corporation	Muni-Link Billing System – Adj Amount	<u>\$12,512.00</u>
			\$(600.00)
WB466	Carlyle Gray Associates	Rothsville Well No. 2 – SRBC Review	\$1,250.00
WB468	Entech Engineering, Inc.	Rothsville Well	\$880.00
	Entech Engineering, Inc.	Rothsville Well No. 2	<u>\$8,878.12</u>
		Total	\$11,008.12

The following **REQUISITIONS** from the **Sewer Operating Account** 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>
S125	Warwick Township	Inv 286 – John Deere Backhoe Loader	\$10,000.00
S126	Morgan, Hallgren, Crosswell & Kane	Inv 44734 – Indust Pre-Treatment	\$ 1,242.00
S127	Entech Engineering, Inc.	Inv 0048680 -Brunnerville Interceptor	<u>\$ 1,634.88</u>
		Total	\$ 12,876.88

ADMINISTRATOR’S REPORT

D. Zimmerman said end-of-year projections will be reviewed mid-year. Tapping fees seem to be strong, and additional projects are coming in.

D. Zimmerman said there has been a challenge in obtaining as-builts from the developers. D. Zimmerman and C. Haws are working on a better process that will benefit the Authority and the developers and stream-line the close-out procedure. This may require a revision to the Authority’s rules and regulations.

MAINTENANCE REPORT

1. The control cabinet at Station #4 was insulated to eliminate communication failure.
2. The generator at Station #7 did not start, possibly due to the fuel jelling. More additive was installed and this fixed the issue.
3. Staff was called to several properties to turn the water off due to frozen meters.
4. Floats were cleaned at all Pump Stations.
5. Garden Spot Electric inspected the pump panel to determine why the alarm was signaling low and high wet well. The transducer was replaced and this corrected the issue.
6. The pump at Station #1 was pulled and taken to Keener’s for rebuild. The new pump was installed.
7. Meter Pits were cleaned of snow and debris for meter reading.
8. Meter readings were done last week for the first quarter of 2015.
9. There was a water main break on Friday, March 13, 2015 on W. Orange Street.

SOLICITOR’S REPORT

B. Crosswell said a lien has been filed against 11 Irvin Drive.

B. Sisko worked with C. Watt on the Willier Tract grinder pump agreement, extender agreements and water & sewer easements, including previous easement agreements that needed to be terminated.

B. Crosswell will work on the Lititz Reserve financial security and agreement changes in relation to the sewer interceptor relocation deferral. The purpose of the easement agreement for Lititz Reserve Lot 190G is to enable properly serving Lot 22.

The Rothsville Well No. 2 Memorandum of Understanding for the Good property was completed.

B. Crosswell said the 2014 audit for WTMA has been received from the Authority accountants, and he will send a response on March 20 per their request.

The Bill of Sale and Maintenance Guaranty were prepared for the dedication of the lines for Traditions Of America, Phases 1 & 2. Due to these being private streets, B. Crosswell incorporated the Developer's requirements under the Extender Agreement to correct any deficiencies in addition to the normal 18 months if our water and/or sewer lines are affected.

ENGINEER'S REPORT

S. Riley said he prepared and submitted the Engineer's Certificate regarding the operation and maintenance of the water and sewer system. This was necessary to meet the requirements of the Bond Trustee's Indenture. A review letter was issued for Rock Lititz, Phase 1C. The Willier Tract conditional final approval letter has been sent out.

SUBDIVISIONS

Lititz Reserve – Approval of the Extender Agreements was approved with four ayes on a motion by E. Stone, seconded by D. Engle. J. Gerhart abstained.

Traditions of America – Phases 1 & 2 - Approval for drawdown to an 18 month Maintenance Guaranty in the amount of \$142,298.00 was unanimously approved on a motion by D. Engle, seconded by E. Stone.

ISSUES PENDING

Rothsville Well No. 2

D. Zimmerman said we have been formally approved by SRBC for Well No. 2.

I & I Projects

D. Zimmerman said we will continue to be vigilant with I & I projects and look for gains wherever possible.

Muni-link Billing System

C. Watt said we will be sending out this quarter's billing using Muni-Link. There are still some things to be worked out, but we are making good progress. We are working with the bank to accept electronic payments, and will look at possibly creating website payment ability in the 2nd quarter.

The meeting was ADJOURNED at 8:26 PM on a motion by E. Stone, seconded by J. Tennis. Passed unanimously.

Jeffrey A. Tennis, Secretary