

May 17, 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, Edward Stone, Jeffrey Tennis, and Joyce Gerhart; Administrator Daniel Zimmerman, Wendy Johnson, Carl Haws, Solicitor William Crosswell, and Consulting Engineer Steven Riley.

The **MINUTES** of the April 19, 2016 meeting were unanimously approved on a motion by J. Tennis, 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 \$63,357.44 for the period from April 19, 2016 through May 17, 2016 was unanimously approved on a motion by J. Tennis, seconded by J. Gerhart.

The **WATER OPERATING REQUISITION**, in the amount of \$19,000.00, for operation of the water system through June 21, 2016 was unanimously approved on a motion by T. Clair, seconded by J. Tennis. \$69,000 will be transferred from the **Sewer Operating Fund** to General Disbursements for operation of the Sewer System through June 21, 2016.

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>
WB511	Eastern Environmental Contractors, Inc.	Rothsville Well No. 2	\$31,995.15
WB512	Entech Engineering, Inc.	Rothsville Well No. 2	<u>\$ 1,768.75</u>
		TOTAL	\$33,723.90

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
S159	Entech Engineering, Inc.	Repair/Replacement Bid	\$ 953.99
		I & I Rehabilitation	\$ 3,539.38
S160	Maid Labs Technologies, Inc.	Replacement of Influent Flow Meter	<u>\$ 17,592.25</u>
		TOTAL	\$ 22,085.62

ADMINISTRATOR'S REPORT

D. Zimmerman reviewed the lead and copper rule process. He reported that given the newness of the WTMA water system, which began providing water service in the late 1970s, there are no known lead service lines in the Authority system. Due to this, the only way a WTMA customer could be a Tier 1 classification is if their home contains copper pipes with lead solder installed after 1982 but before January 6, 1991, and they do not utilize a water softener. In order to identify customers who may meet these criteria, the Authority used a

recently digitized database of Warwick Township building construction data to identify homes constructed within this time frame, and sent letters to 450 residents requesting information on their internal plumbing for possible participation in the sampling program. Ninety-nine responses were received to date, with eleven meeting the Tier 1 criteria. Mr. Zimmerman noted that the Authority will continue reaching out to residents to encourage participation in the program. D. Zimmerman reviewed the recent notifications from the Department of Environmental Protection, and discussed the improvement process of the Authority's procedures to fully comply with requested changes and updates.

The floor was opened to public comment from residents, taxpayers or rate payers of Warwick Township/Warwick Township Municipal Authority. There was no comment.

Mr. Zimmerman noted that the Water Debt Service has been paid in full as of May 1, 2016. The Authority will terminate the Water BR&I and Water Clearing accounts and will establish cash accounts for the water requisitions and operating funds since the indenture obligation to the Trustee has been met.

MAINTENANCE REPORT

1. The fire hydrants on Sensenig, Longenecker, and Orange Streets were painted.
2. Staff cleaned up Station #2 and trimmed branches at the standpipes.
3. #4 Riprap was placed in the storm swale at Station #10 along the side of the drive.
4. Manholes on Rothsville Station Road were pumped out. These are the manholes that have the cleanouts in for the brine line and also the PRV manholes.
5. Loose manholes were repaired on Main Street in Rothsville.
6. Kline's Services cleaned the pump station wet wells, which is done twice a year in the spring and fall.
7. The fence and arborvitae at Station #9 were removed to prepare for new fencing.
8. Staff was called out to Rt. 501 to replace a grade ring on a manhole where milling was being done.
9. A hose was replaced in the hose pump at the Wellhouse for the waste pump.
10. Bottom Line Contracting started the water services at Guildler Place on May 9, 2016.
11. The dry well at Station #4 was cleaned up.
12. The hydrant at Orange and Limerock Streets was raised.
13. A water valve on Rt. 501 was raised due to a PennDOT resurfacing project.
14. Normal maintenance continues at the pump stations and in the distribution system.
15. Water service line replacement is done on one street and the next one will be started soon by Bottom Line Contracting. Mr. Haws spoke with John Fisher regarding access to the sewer line replacement through his field.

SOLICITOR'S REPORT

W. Crosswell reported that the Traditions of America, Phase 4 extender and easement agreements were reviewed and comments provided to the RGS consultant.

The sheriff's sale scheduled for Wednesday, May 25, 2016 is still on schedule.

W. Crosswell noted that the water bonds have been paid in full, and a particular process must be followed to terminate the trust indenture. Paul Lundeen, bond counsel, has prepared the indenture termination. T. Clair made a motion for the Authority to adopt Resolution 5-17-16-01 in the form and content presented at this meeting for the purpose of terminating the existing water revenue bond trust indenture and authorizing the execution and delivery of all appropriate required documents in connection therewith. The motion was seconded by J. Tennis and passed unanimously.

The lien for the property at 2039 Main Street has been satisfied.

The grinder pump agreement for the E. Woods development has been recorded.

The grinder pump agreement will updated by Morgan, Hallgren, Crosswell, & Kane, P.C.

ENGINEER'S REPORT

S. Riley reported that Traditions Of America, Phase 4 plans were received. Review of the plans has begun and the comment letter should follow shortly.

The meter for the meter room for the SDR development project was submitted. The submittal was reviewed and returned to the contractor with approval to proceed with construction.

S. Riley reported that contract documents were signed for the 2016 pipeline repair/replacement project. A pre-construction meeting was held with Bottom Line Contracting, and notice to proceed date extensions were reviewed.

SUBDIVISIONS

TOA, Phase 4 – A motion was made by E. Stone to approve 51 edu's of capacity for Traditions of America – Phase 4. The motion was seconded by T. Clair and passed unanimously. J. Gerhart abstained.

Lititz Reserve, Phases 3 & 4 – A motion was made by T. Clair to approve a drawdown of the Letter of Credit to 15%. E. Stone seconded the motion and it passed unanimously. J. Gerhart abstained.

ISSUES PENDING

Rothsville Well – S. Riley reported that fences and grading were completed and coordination with DEP and the SRBC is the next item to proceed with. D. Zimmerman reported as soon as Well #2 is up and running we will begin the renewal process for Well #1 since this can take several years.

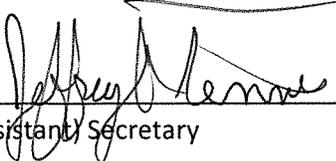
I & I Projects – S. Riley reported signed contracts were received from the contractor and a notice to proceed will be issued. Wet weather conditions have helped identify repair areas, but the contractor will need to wait until things dry out and the ground is firmer to move ahead with the project.

Water Debt Service Resolution – see Solicitor's report.

Edmunds Software Conversion – We will make the transfer in accounting software for 2017. Edmunds staff is in the process of reviewing our current setup. Conversion will take place in July and systems will run concurrent for the last quarter.

T. Clair announced to the public, immediately prior to the Executive Session, that the Board will now hold an Executive Session with the Authority Administrator and the Authority Solicitor to discuss attorney-client privileged matters.

The meeting resumed at 8:10 pm, following the Executive Session, and as there was no further business to discuss or action to be taken, the meeting was **ADJOURNED** at 8:11 pm on a motion by T. Clair, seconded by J. Tennis. Passed unanimously.



(Assistant) Secretary