

**May 27, 2015**  
**MINUTES OF THE BOARD**

The meeting was called to order by Vice-Chairman Don Engle at 7:30 A.M.

**Present Were:** Board Members: Donald Engle, Edward Stone, and Jeffrey Tennis; Administrator Daniel Zimmerman, Wendy Johnson, Carl Haws, Solicitor William Crosswell, and Consulting Engineer Steven Riley.

The **MINUTES** of the April 21, 2015 meeting were unanimously approved on a motion by D. Engle, seconded by E. Stone.

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 \$63,671.29, for the period from April 21, 2015 through May 27, 2015 was unanimously approved on a motion by J. Tennis, seconded by D. Engle.

The **WATER OPERATING REQUISITION**, in the amount of \$18,000.00, for operation of the water system through June 16, 2015 was unanimously approved on a motion by D. Engle, seconded by J. Tennis. \$42,000 will be transferred from the Sewer Operating Fund to General Disbursements for operation of the Sewer System through June 16, 2015.

The following **REQUISITIONS** from the **Water BR&I Fund** 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>
WB471	Morgan, Hallgren, Crosswell & Kane, PC	Rothsville Well #2	\$ 631.50
WB472	WTMA	Rothsville Well #2 – reimb for Lanc Cty Cons	\$ 600.00
WB473	LNP Media Group, Inc.	Rothsville Well #2 – bid notice	\$2,137.92
WB474	Entech Engineering, Inc.	Rothsville Well #2 – SRBC Permit App Support	<u>\$3,987.63</u>
		Total	\$7,357.05

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
S129	Lititz Sewer Authority	LSA Capital Expense – VFD Pump 1 – 42.33%	\$ 5,488.88

**ADMINISTRATOR'S REPORT**

D. Zimmerman noted that Todd Kauffman has resigned from his position with Severn Trent in overseeing Lititz Sewer Authority (LSA). We will continue to pursue a meeting with Lititz Sewer Authority and Severn Trent staff. The March 28, 2015 meter pit report showed a large percentage of water that we paid LSA for, but which was not billed to customers. The system was checked with leak detection and sizeable leaks were found in Crosswinds, Windwood and at one home on the house-side of the curb stop on Tupelo. Staff is being aggressive in fixing these leaks and requiring fixes by residents.

D. Zimmerman is recommending that The Board make an exception for service at 120 E. Woods Drive, which is

the Grube property. This property is zoned agriculture, so we do not provide service there and they currently have an old septic system. The family is cleaning the property up and removing the farm home, and has requested to connect to our sewer system. Environmentally it is not reasonable to put in another septic system. J. Tennis made a motion to authorize the service, and E. Stone seconded the motion. Passed unanimously.

#### **MAINTENANCE REPORT**

1. Repaired loose manholes on Rothsville Road in Rothsville.
2. Worked on the check valve at station # 11 and will need to replace the knife valve.
3. Reviewed the list of paving jobs that will need to be done this year, and confirmed the number of manhole water valves to make sure that we have the risers in stock.
4. Staff has been jetting sewer lines quarterly in the troubled areas of Station # 10 - Robin Hill area and Station # 3 - E. Woods Dr. The ARV Manhole at Station # 7 was cleaned out.
5. The battery on the generator at Newport Orchard Rd. booster was replaced.
6. Two water leaks on Windwood Place were repaired. Staff continues to survey the areas with high loss ratios. There is also a leak on the home owner side of the curb stop on Tupelo in Crosswinds. This customer was sent a letter stating that they have 15 days to make the repair.
7. Cleanup and mulching is being done around the pumping stations that have landscaping.
8. Several of the pump stations dry wells and wet wells were cleaned.
9. The water booster stations were cleaned.

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

B. Crosswell said Bob Sisko has completed the Letter of Credit form for Lititz Reserve in regard to the sewer interceptor deferral.

The Developer's Manual needs to include language regarding leak detection, which is different than televising. D. Zimmerman and B. Sisko are working on this.

The legal description for the Hurst and Hurst property has been completed. B. Crosswell recommended a general motion to have board approval for D. Zimmerman to move forward with completing the settlement transaction for Rothsville Well 2. D. Zimmerman said The Authority is aiming for that to take place the second week of June. A motion was made by E. Stone, seconded by J. Tennis. Passed unanimously.

B. Crosswell suggested a motion for board to authorize staff and the Solicitor to take action to file a lien and mail the Act 1 notice to the Conner's at 2039/2041 Main Street. The Conner's notified The Authority that they may be selling their home in the near future. A notice was prepared and emailed to W. Johnson. A motion was made by J. Tennis, seconded by E. Stone, and passed unanimously.

Entech assimilated the Solicitor's comments with LSA's industrial waste regulations so that we comply with our obligations to LSA regarding its sewer system.

Advertising a Special Meeting for today's meeting was required per the Sunshine Act due to rescheduling the May 21, 2015 meeting. Notice was posted on the front door of The Authority building, as well as on Facebook and the website.

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

S. Riley reported that the SDR development plans are in, reviewed, and the review letter was sent out.

Entech Engineering will provide a summary at the July Authority meeting whether new requirements will make trading cost effective regarding the nutrient credit certification with LSA.

#### **SUBDIVISIONS**

Rock Lititz Phase 1C - This phase is functioning as warehouse and office space, with specific tenants being unknown at this point. D. Zimmerman recommended final plan approval conditional on fire suppression requirements being met, including a storage tank or rate of flow valve. J. Tennis made a motion, D. Engle seconded, passed unanimously.

Lititz Reserve – Final plan approval conditional on all administrative paperwork being submitted was recommended. This includes the interceptor deferral agreement for Phase 7. A motion was made by D. Engle and seconded by J. Tennis, with unanimous approval.

Traditions of America Phase 3 – Clarification was made by D. Zimmerman that 2 edu's for the clubhouse were reserved during Phase 1, but clubhouse construction was delayed until Phase 3. The clubhouse is now being built and the edu's will be utilized. E. Stone made a motion, J. Tennis seconded, passed unanimously.

#### **ISSUES PENDING**

Rothsville Well – Final submittal will be made to The Conservation District for approval for construction of the force main. A motion was made by D. Engle, seconded by E. Stone, passed unanimously.

Bids for the Rothsville Well were competitive. Bidding was tight on pump station and the pipeline project. Eastern Environmental was the low bid for the pump station at a bid of \$367,700.00. Doli Construction had the low bid of \$343,375.00 for the pipeline project. S. Riley recommended that The Board issue notice to award to both contractors. D. Engle made a motion, E. Stone seconded, passed unanimously.

D. Zimmerman observed that we currently have strong tapping fee revenue on the water system, and will be eliminating our debt next year. This will mean drawing down our reserve, but we will have time to build this back up prior to future planned projects.

The June 2, 2015 special meeting has been cancelled since bid discussion was held during this board meeting.

I & I – The Fyock section still needs to be completed. S. Riley has put the contractor on notice that they need to schedule this and complete it without delay.

Rates, Rules and Regulations – June 16, 2015 is the goal to have the Rates, Rules and Regulations prepared and to move on revision adoption.

As there was no further business to discuss, the meeting was **ADJOURNED** at 8:32 AM on a motion by E. Stone, seconded by J. Tennis. Passed unanimously.

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Jeffrey A. Tennis, Secretary