

W T M A

Warwick Township Municipal Authority
Administration of Water & Wastewater

OCTOBER 15, 2013 MINUTES OF THE BOARD

The meeting was called to order by Treasurer, Edward Stone at 7:00 P.M.

Present Were: Board Members: Troy Clair (7:20 PM), Edward Stone , Jeffrey Tennis and Joyce Gerhart, Administrator Daniel Zimmerman, Claudia Watt, Carl Haws, Solicitor William Crosswell, Consulting Engineer Steven Riley, and Chris Venarchick of RGS Associates, Inc.

GUEST RECOGNITION: C. Venarchick was present to discuss Traditions of America which was a scheduled agenda item.

The **MINUTES** of the September 17, 2013 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 J. Gerhart, seconded by J. Tennis.

PAYMENT OF THE BILLS, in the amount of \$191,303.60, for the period from September 17, 2013 through October 15, 2013, was unanimously approved on a motion by J. Gerhart, seconded by E. Stone.

The **WATER OPERATING REQUISITION**, in the amount of \$169,000.00, for operation of the water system through November 19, 2013 was unanimously approved on a motion by E. Stone, seconded by J. Tennis.

The **SEWER OPERATING REQUISITION**, in the amount of \$35,000.00, for operation of the sewer system through November 19, 2013, was unanimously approved on a motion by J. Gerhart, seconded by E. Stone.

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB411	PaulB, LLC	Rothsville Well	\$130.49
WB412	Specter Instruments, Inc.	Telemetry - Win911 Software	\$158.00
WB413	Herbert, Rowland & Grubic, Inc.	Lititz Water Rate	\$2,502.83
WB414	Myers Bros.	Rothsville Well - 72 hour pump test	\$11,885.27
WB415	Tri-Star, Inc.	Telemetry Upgrade	\$29,000.00
WB416	Entech Engineering, Inc.	Comp Plan Update	<u>\$1,604.00</u>
		Total	45,280.59

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
B444	McMinn's Asphalt	Station 12 paving	\$1,992.55
B445	Specter Instruments, Inc.	Telemetry - Win911 Software	\$237.00
B446	Tri-Star, Inc.	Telemetry Upgrade	\$46,200.00
B447	Entech Engineering, Inc.	Comp Plan Update	<u>\$2,406.00</u>
		Total	\$50,835.55

ADMINISTRATOR'S REPORT

Hydrants - D. Zimmerman reported that there was a fire on Oak Lane about three weeks ago. The fire occurred late at night and volunteer firefighters had a hard time connecting to the hydrant in the dark as it was obscured by landscaping. A rumor spread that there was no pressure. WTMA Staff visited the location the next day and tested the pressure, which was very good. Staff also confirmed with the fire company that pressure was good and caused no problem. Noticing that the property owners were not maintaining the required 4' clearance around the hydrants, a letter was sent to all nearby property-owners reminding them of the clearance requirement. We will also put this information on the website and have instructed Staff to send out notices to property owners if they see that hydrants are not clearly visible and unobstructed.

MAINTENANCE REPORT

C. Haws reported on the following maintenance to the systems since the last meeting:

- Usage in the area of the Broad Street meter pit seemed a bit high, so we did some leak detection but didn't find anything unusual. After monitoring flows for a while, C. Haws concluded that the spike was due to usage.
- Last month it was reported that roots were found in a lateral line on Twin Brook Road. The sewer line on Twin Brook Road was televised but the line was clean and no roots were found.
- The telemetry upgrade has been completed. Alarms at all of the stations were set and we made sure that they were coming back and calling out. New smart phones were purchased and set up so that we can access the computer from the phones. We will no longer need to use the laptop for that purpose.
- Martin Machinery performed the annual preventive maintenance on the generators at the stations. A couple generators needed new batteries. The batteries were still working but they were four years old and the cranking amps were starting to get low.
- Maintenance personnel have been making sure that all the block heaters are working and they are getting the stations ready for winter.
- The pump test of Well 2 in Rothsville was started on September 30th at 11:00 AM and continued for 72 hours, finishing up on October 3rd at 11:00 AM. We excavated a hole on Alan Martin's farm because he was scheduled to have his swale installed by the Conservation District and he was required to have it seeded over by October 15th. We were able to use Jessie Martin's 1,500' irrigation reel and connected that into 600' of lay flat pipe. We used the Godwin pump to bypass pump that area, approximately 2,400'.
- Maintenance personnel topped off all of the generators with fuel at the pump stations and booster stations.
- The alternator and belt were replaced on the generator at Station 7.
- We repaired the area of Brian Drive that was rutted when the cell company was in to work on the antennas on the standpipes.
- We had a total of 10" of rain so far this month. The pump stations held up well during Friday's rain. We had a high wet well call out on Saturday in the late afternoon.

D. Zimmerman said that less than 24 hours before the scheduled start of the pump test, Staff discovered that the stormwater swale on the Martin Farm was scheduled to be constructed on the same day. Within an hour WTMA Staff, along with Alan Martin and the Conservation District came up with a viable solution. There was tremendous cooperation from the farmer, who was an outstanding help. We borrowed Jesse Martin's irrigation system to pipe the water away from the swale so that both projects could be completed on time. We only experienced a two-hour delay and the test went very well. The Susquehanna River Basin Commission representatives were impressed with how quickly and efficiently a difficult problem was resolved.

SOLICITOR'S REPORT

Collections - B. Crosswell reported that his office provided Authority Staff with a pay off figure for a lien that was filed against the property at 526 Colonial Crescent. The lien against the property at 2045 Main Street was satisfied.

Satisfaction of the lien against the property at 5 Barbara Lane was prepared and sent to the Prothonotary's office.

Traditions of America at Lititz - Documents that had previously been prepared were revised at the request of the Developer. D. Zimmerman and Bob Sisko have been working with Nathan Jameson of Traditions of America to get the documents in a satisfactory form. It is the Solicitor's understanding that they are now satisfactory with the exception of some recent name changes and some exhibits and legal descriptions that have to be attached to easement agreements.

Lititz Borough Sewer Ordinance - The Borough's recent Sewer Ordinance #C-527 was discussed at last month's meeting dealing with certain industrial waste and pretreatment requirements. We had talked about whether EPA got involved in the issue. The EPA regulations are triggered if a plant has a flow of greater than 5MGD. The Lititz Plant is rated at 3.8 MGD. S. Riley said that EPA guidelines were generally followed. Section 5.01 of the Joint Sewer Services Agreement requires that WTMA implement the same industrial waste and pretreatment standards that Lititz adopts. B. Crosswell prepared a resolution and sent it to C. Watt. The resolution incorporates by reference the standards recently adopted by Lititz on August 6, 2013 and makes those regulations, by reference, part of WTMA's rules and regulations. The resolution also provides that, if there are future amendments to the Lititz discharge requirements, they will automatically be adopted by WTMA. It was also a good opportunity to ratify and confirm some water and sewer detail sheets that have been approved by motion over the past couple years without officially making them part of a resolution to incorporate them into the Developers' Manual.

D. Zimmerman said that we received notice on Friday morning that there was some push back from Johnson and Johnson on the ordinance. We were advised to hold off on adoption until Lititz and J & J have the opportunity to discuss the issues. Staff will check on the status of the ordinance before scheduling adoption of our resolution next month.

B. Crosswell has also worked with Staff and Russ McIntosh on the Lititz water rates.

ENGINEER'S REPORT

S. Riley reported that Entech coordinated with B. Crosswell regarding the updated construction details and the pre-treatment ordinance adopted by Lititz Borough. S. Riley attended a short workshop meeting with Authority Staff on October 3rd.

Rothsville Well - On October 3rd, S. Riley visited the well site during the 72 hour pump test. The ability of WTMA Staff to have set up a pumping system to address storm water issues of the adjoining farm in a short amount of time is exceptional. In some places it could have taken up to a month to resolve the issue.

Rock Lititz - Entech issued a letter recommending Preliminary Plan Approval on September 25th. Entech has received a Phase 1 Final Plan and has requested that the consultant provide a construction cost opinion.

Comprehensive Water and Sewer Study - Work continues on the comprehensive plan. John Brady has been

in contact with the Township regarding available parcels, zoning changes, etc. GIS mapping is being developed for use with the report.

SUBDIVISIONS

Traditions of America - C. Venarchick was present on behalf of Traditions of America, Phase 1, consisting of 55 single family units and 24 double units. Some of the improvements that will be included in phase 1 are: Millport Road widening, connection to the hospital and vacating of Hess Lane as well as the multiple recreation improvements such as the club house, pool and walking trail along with the Phase 1 water and sewer installation. RGS has the latest review letter from Entech, dated October 15, which identifies the outstanding administrative items that need to be finalized. C. Venarchick says that they have gone through the project extensively with Township Staff and are requesting final plan approval. C. Watt mentioned that capacity was not reserved for the community center or pool but said that permits and tapping fees are required.

A motion was made by E. Stone, seconded by J. Tennis, to authorize the appropriate Authority Officers to sign any required documents for Phase 1 of Traditions of America of Lititz in a form and content satisfactory to the Authority Administrator and Authority Solicitor upon satisfaction of all outstanding administrative items upon which Traditions of America, Phase 1 Final Plan approval is contingent. Passed with three ayes, J. Gerhart abstained.

Outstanding administrative items include: Recording of the Easement Agreement relative to public lines located within private streets - a contingency of Preliminary Plan approval; recording of Agreement Providing for Grant of Water Easement and Sewer Easement, execution of Water Extension and Sewer Extension Agreements, receipt of additional Developer's Escrow for construction period, receipt of Financial Security; receipt of two complete sets of the final Phase 1 Final Plan sets by the Authority. D. Zimmerman noted that the Township also has a number of outstanding Agreements. All agreements will be recorded as a bundle and will be done in a sequential order as they do the settlements.

ISSUES PENDING

Rothsville Well Update - D. Zimmerman said that everything went very well and we were very fortunate that the weather held and conditions were perfect for the pump test. We had a really good test after a prolonged dry period. Assuming that we receive approval from the SRBC for the well, for next year's budget D. Zimmerman recommended that the Board complete the purchase of the land. He also suggested that the Board consider requesting that Entech prepare a design proposal for the wellhouse and water line to connect the two wells. The second phase could be modification of the existing wellhouse if needed in the future. Connection of the two wells will allow Staff to alternate sources and exercise both wells. D. Zimmerman said that overall demand in the Rothsville water system had dropped dramatically over the past year. We have not been able to identify the reason. A motion was made by E. Stone, seconded by J. Gerhart, to authorize Entech Engineering, Inc. to prepare an estimate of cost for the Phase 1 development of the new Rothsville well. Passed unanimously.

2014 Budget - D. Zimmerman said that we will have a draft of the 2014 budget for the November meeting. A couple of capital improvement initiatives have been identified. Projects include Phase 1 of the Rothsville well, completion of the comprehensive study, replacement of old Mueller hydrants that had been delayed, the Lititz Water Agreement, radio read upgrades for meter readings, IT upgrades including billing software, website development and backup. Also, if there is enough cash flow from tapping fees, Staff recommends early pay down of the water bond issue as interest rates remain at all-time lows. Money will be allocated for I & I in the

October 15, 2013 minutes

page 5

sewer system - this is an ongoing allocation that helps to protect and maximize our capacity in the treatment plant. Equipment upgrades and Lititz Sewer Authority upgrades will also be included in the capital budget.

At 8:00 PM, the chairman announced that the Board will hold an **EXECUTIVE SESSION** to consult with the Authority Solicitor concerning potential litigation and/or issues upon which identifiable complaints may be filed relating to the Lititz Borough water rates and the Lititz Borough water system and contract negotiations.

The regular meeting resumed at 8:25 PM and, as there was no further business to discuss, the meeting immediately **ADJOURNED** on a motion by J. Tennis, seconded by E. Stone. Passed unanimously.

Jeffrey A. Tennis, Secretary