

W T M A
Warwick Township Municipal Authority
Administration of Water & Wastewater

SEPTEMBER 16, 2014
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, and Jeffrey Tennis, Administrator Daniel Zimmerman, Claudia Watt, Carl Haws, Solicitor William Crosswell, and Consulting Engineer Steven Riley.

GUEST RECOGNITION: There were no guests to be recognized.

The **MINUTES** of the August 19, 2014 meeting and the September 4, 2014 special meeting were unanimously approved on a motion by T. Clair, seconded by E. Stone.

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 \$202,234.04, for the period from August 19, 2014 through September 16, 2014, was unanimously approved on a motion by E. Stone, seconded by J. Tennis.

The **WATER OPERATING REQUISITION**, in the amount of \$20,000.00, for operation of the water system through October 21, 2014 was unanimously approved on a motion by T. Clair, seconded by J. Tennis. C. Watt said that sewer operating funds no longer have to be requisitioned from the Trustee because of the new indenture but the Board was provided with the monthly budget letter so that they will remain informed about the sewer system budget and funds.

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB450	Herbert, Rowland & Grubic, Inc.	Lititz Water Rate	921.20
WB451	Entech Engineering, Inc.	Tapping Fee Update	\$92.50
WB451	Entech Engineering, Inc.	Rothsville Well	<u>\$710.40</u>
		Total	\$1,724.10

The following **REQUISITIONS** from the **Sewer Operating Account** 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>
S101	Garden Spot Electric, Inc.	Station 2 Pump Control Panel	\$5,200.00
S102	L/B Water Service, Inc.	Force Main Repair	\$2,047.95
S103	B. R. Kreider & Son, Inc.	Force Main Repair	\$6,132.00

S104	Thomas H. Erb & Sons, Inc.	Force Main Repair	\$2,625.00	1
S105	Kline’s Service, Inc.	Force Main Repair	\$6,074.85	2
S106	Warwick Township	Force Main Repair	\$1,791.89	3
S107	Entech Engineering, Inc.	Tapping Fee Update	<u>\$92.50</u>	4
		Total	\$23,964.19	5

D. Zimmerman said that although several of tonight’s requisitions from the Sewer Operating Account were relative to the extraordinary repair of the sewer force main at Trolley Run, a few bills related to paving and final restoration remain outstanding. 6

ADMINISTRATOR’S REPORT 11

D. Zimmerman reported that there have been several changes with the restructuring of the sewer bonds. The goal of Staff is to keep everything simple and trackable. The Authority wanted to be able to gain flexibility in investments in order to realize more interest income. On September 4th, the Board met to authorize opening two accounts with PLGIT. D. Zimmerman and C. Watt met with representatives of Fulton Bank and Fulton Financial Advisors on Friday, September 6th. We were told that, due to the restructuring of the sewer bonds, it is now possible to achieve better interest yields and match the interest we would realize with PLGIT. Since all of the Authority’s accounts are with either Fulton Bank or Fulton Financial Advisors, it would keep things simple if the funds remain at Fulton provided that the Authority achieves the promised results. D. Zimmerman said the Board will be asked to authorize two accounts: a Sewer Operating Account, which is a money market cash account with Fulton Bank and a Sewer Capital Investment Account, a Capital Reserve Investment Management (CRIM) account with Fulton Financial Advisors. Initially, \$750,000 will be transferred to the CRIM account for investment. We will still keep the PLGIT Sewer Operating Account to provide a second investment option. 12

A motion was made by J. Tennis, seconded by T. Clair, to adopt Resolution No. 09/16/14-01, establishing a Sewer Operating Account with Fulton Bank and a Capital Reserve Investment Account with Fulton Financial Advisors and authorizing Officers of the Board to execute the documents required for the establishment of the accounts. Passed unanimously. 13

MAINTENANCE REPORT 14

- C. Haws reported on the following maintenance to the systems since the last meeting: 15
- The water service line at the existing house at the Hometowne Terrace property was located and disconnected as that structure will be razed. 16
 - The gates at Station 10 were rehung after Township personnel re-paved the road and station area. Electrical upgrades were completed earlier this year. This work completes the upgrades to this pump 17

station.

- Oil was changed in the grinders at Stations 1, 3, 4, 7 & 13.
- Maintenance personnel cleaned the Station 1 wet well after the force main break at Trolley Run.
- The hedges and bushes were trimmed at stations 12, 14 & 15.
- Maintenance personnel rebuilt and cleaned the check valves at Station 14.
- Fire hydrants were flushed in the Rothsville area.
- The sump pump in the dry well at Station 7 was replaced.
- Martin Machinery performed the yearly preventive maintenance on all of the generators. Garden Spot Electric will likely begin their yearly maintenance within the next week or so.
- Third quarter meter readings were taken last week.

C. Haws said that he was at L/B Water today to pick up some iPerl meters that are used for radio reads and they only had 5 meters in stock. We were told that there is a two-month backlog. C. Haws recommends that the Authority order at least 50 to 100 meter to have in stock for Lititz Reserve and Traditions. 100 Sensus meters and radio communicators would cost approximately \$25,000. This does not include valves, yokes and packing joints. Those items come from Ford and should be readily available. The money will come back in as the meters are sold. There was some discussion regarding being able to recover the cost of pre-purchasing and stocking the meters. A motion was made by T. Clair, seconded by E. Stone, to approve a stocking charge of \$10.00 on the iPerl meters. Passed unanimously.

SOLICITOR’S REPORT

B. Crosswell reported that the liens against 2066 Main Street, 2162 Main Street and 1527 Rothsville Road have been satisfied. The Solicitor’s office has been asked to prepare a satisfaction for another lien against the property at 372 Crosswinds Drive.

B. Crosswell attended the August 27, 2014 meeting with representatives of Lititz Borough regarding the Lititz water rate which will be discussed later in the meeting.

As the Board is aware, there was an illegal cross connection at the property at 123 Mayfield Drive. All amicable efforts to resolve the issue had been exhausted. The Solicitor’s office prepared a complaint, a copy of which was sent to the property owner with notification that the suit was about to be filed. In response, the customer finally contacted the office and Authority personnel verified that the cross connection has been eliminated.

ENGINEER'S REPORT

Subdivisions - S. Riley reported that a review letter went out today for Traditions of America, Phase 3. Entech is still working with RGS Associates to get the final drawings for the Ziegler Barn at Newport Square. Once the drawings are received, Entech will issue a final letter. A review letter was issued for the Willier Tract and revised drawings are expected within the next week or two.

S. Riley attended a site meeting for the proposed Orchard Road subdivision with D. Zimmerman, C. Haws and the Developer. The meeting was to determine how water and sewer service could be provided to the site. C. Haws is slated to meet with John Brady of Entech to walk the Brunnerville Interceptor line. C. Haws said that John Brady was taken to all of the updated meter pits today relative to the meter pit mapping project.

SUBDIVISIONS

Lititz Reserve Phase 1 - D. Zimmerman said that the Developer returned the executed Bill of Sale, Maintenance Guaranty Agreement and Maintenance Guaranty Letter of Credit. A motion was made by J. Tennis, seconded by E. Stone to accept the offer of dedication of the water and sewer lines serving Lititz Reserve, Phase 1. Passed unanimously.

Traditions of America, Phase 1 - The Developer has requested a drawdown of the Letter of Credit for Phase 1. The installation of water and sewer lines for that phase is complete; however, record drawings have not been submitted for review. Staff recommends a drawdown to 20 % of the construction cost. A motion was made by E. Stone, seconded by J. Tennis, to approve a drawdown of the Letter of Credit for Traditions of America, Phase 1 in the amount of \$968,717, with a balance of \$215,270 to remain available. Passed unanimously.

ISSUES PENDING

Rothsville Well #2 - SRBC will not take action on our withdrawal allocation request until DEP receives our permit application. S. Riley said that C. J. Conapitski spoke to Tom Yeager of PA DEP who agreed to allow us to submit the hydrogeological report so that the DEP could acknowledge to SRBC that they are in the process of review. A certain amount of design must be completed before Entech can submit the complete application to DEP. Steve Black of Land Grant Surveyors expects to have the base map drawings to Entech by Thursday. Once the drawings are received the design can get underway.

Meter Pit/System Mapping - J. Brady and one of Entech's designers were on site today to visit all of the meter pits

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that have been upgraded by WTMA. They took full dimensions of all the meter pits because they are going to draw scale versions of the meter pit as built which will also be given to Lititz Borough. C. Watt provided the CDs of the subdivisions that have been accepted by the Authority since the last update of the GIS mapping. There are a few small subdivisions for which no electronic version was submitted and paper drawings will be used for that information.

2015 Municipal Pension Obligation - D. Zimmerman said that the law requires that the governing body of each municipal pension plan be advised of the plan's expected financial obligation for the coming year. The 2015 MMO was included in the Board packets. Receipt of the calculation of projected cost was acknowledged by the Board.

Sewer Rates, Rules & Regulations - Prohibited Wastes - D. Zimmerman said that Lititz Borough recently updated its sewer ordinance relative to discharge criteria. It only makes sense for WTMA to adopt similar standards as our waste is treated at the Lititz plant. Entech prepared a summary of the changes which are minor. Lititz was motivated by changes in the discharge of some of the businesses in the area. It is important that they not be allowed to affect the biological processes at the plant. The Borough wanted to have individual agreements instead of a surcharge. D. Zimmerman recommends keeping the surcharge provision and giving customers the opportunity to correct discharge violations prior to the implementation of the charge. C. Watt suggested that we might want to require completion of a discharge questionnaire by commercial customers similar to the Borough's. B. Crosswell said that the Joint Sewer Services Agreement requires that WTMA have "equal or greater" standards for pretreatment and industrial waste. B. Crosswell will prepare a resolution for the adoption at the next meeting. In addition to the discharge standards, the resolution will include adoption of detail sheets that have been modified or replaced since the last update of the Rates, Rules & Regulations and Developers Manual.

At 7:50 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 to discuss employee issues.

As there was no further business to discuss, the meeting was **ADJOURNED** at 8:40 PM on a motion by E. Stone, seconded by J. Tennis. Passed unanimously.