

**September 20, 2016
MINUTES OF THE BOARD**

The meeting was called to order by Secretary Jeff Tennis at 7:00 P.M.

Present Were: Board Members: Edward Stone, Jeffrey Tennis, and Joyce Gerhart; Administrator Daniel Zimmerman, Asst. Administrator Wendy Johnson, Authority Superintendent Todd Kauffman, Solicitor William Crosswell, and Consulting Engineer Steven Riley.

GUEST RECOGNITION & PUBLIC COMMENT: There were no guests present.

The **MINUTES** of the August 16, 2016 meeting were unanimously approved on a motion by E. Stone, seconded by J. Gerhart.

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

PAYMENT OF THE BILLS, in the amount of \$413,279.30 for the period from August 16, 2016 through September 20, 2016 was unanimously approved on a motion by J. Gerhart, seconded by J. Tennis.

\$226,000 will be transferred from the **WATER OPERATING FUND** to General Disbursements for operation of the Water System through October 18, 2016. \$184,000 will be transferred from the **SEWER OPERATING FUND** to General Disbursements for operation of the Sewer System through October 18, 2016. Both were approved on a motion by E. Stone, seconded by J. Gerhart.

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB525	Exeter Supply Co., Inc.	Rothsville Well No. 2	\$ 364.35
WB526	L/B Water Service, Inc.	Rothsville Well No. 2	\$ 10.00
WB527	Bomberger's Store	Rothsville Well No. 2	\$ 188.87
WB528	Eastern Environmental Contractors, Inc.	Rothsville Well No. 2	\$10,764.53
WB529	Entech Engineering, Inc.	Rothsville Well No. 2	\$ 1,742.50
		TOTAL	\$13,030.25

The following **REQUISITIONS** from the **Sewer Operating Account** 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>
S166	Bottom Line Contracting, Inc..	2016 Rpr/Replace	\$36,000.00
S167	Snavely & Dosch, Inc.	Station 1 Water Line	\$ 15.90
S168	Bomberger's Store	Station 1 Water Line	\$ 39.46
S169	APR Supply Co.	Station 1 Water Line	\$ 1,920.16
S170	Rohrer's Quarry	Station 1 Water Line	\$ 78.80
S171	Paul B, LLC	Station 1 Water Line	\$ 552.71
S172	Exeter Supply Co., Inc.	Station 1 Water Line	\$ 87.80
S173	Eagle Rental	Station 1 Water Line	\$ 536.26
S174	Grainger	Station 1 Water Line	\$ 58.68
S175	Entech Engineering, Inc.	I/I Rehab	\$1,770.00
		Rpr/Replace 2016	\$1,142.80
		TOTAL	\$42,202.57

A motion was made by E. Stone to approve the S166 requisition being revised to a payment amount of \$36,000 vs. the \$18,000 that was erroneously shown on the Fund Status report. The motion was seconded by J. Gerhart and unanimously approved.

ADMINISTRATOR'S REPORT

D. Zimmerman reported that the Lititz Borough sewer allocation for 2017 will be 38%, up from 37% in 2016. Growth continues in Warwick Township with a base flow currently at 960,000 gallons. Traditions Of America is going into Phase 5 with 88 units, and the Buckwalter subdivision will provide the water interconnection in the system.

The Authority has experienced six water service line breaks in Phases 1 and 2 and one in Phase 3 at Traditions of America. They are using a different brand connector which seems to be working better. WTMA will survey the area again and B.R. Kreider, TOA's contractor, has agreed, with TOA's support, to extend the Maintenance Guaranty an additional 18 months. A motion was made to move that the Authority Administrator be authorized to take such action as he deems appropriate to address any defects relating to the water distribution system for Phases 1 and 2 of Traditions of America and that the Chairman or Vice Chairman of the Authority be authorized to enter into and execute any agreements pertaining to the correction of such defects and the posting of financial security to secure the structural integrity and the proper functioning of the water distribution system for Phases 1 and 2 of Traditions of America. The motion was approved by E. Stone, seconded by J. Tennis, and unanimously approved.

D. Zimmerman reported that private fire hydrant maintenance is a concern. An example of Private Fire Hydrant System Inspection, Testing and Maintenance was distributed to the Board. WTMA will look at how to best educate developers in their responsibility and record that they were notified by WTMA as to their responsibilities.

MAINTENANCE REPORT

See attached report.

SOLICITOR'S REPORT

W. Crosswell reported that D. Zimmerman contacted him regarding a water leak on a resident's property on the resident's side of the curb stop. The resident asked what the Authority would do if he excavates and no leak is found. Per the immunity act this would be considered a judgement error and would be turned over to the Authority's insurance carrier. There indeed was a leak at this property and it was repaired.

ENGINEER'S REPORT

S. Riley reported that all lead and copper requirements by DEP have been met. A very comprehensive package was submitted to DEP by T. Kauffman.

The map of the Whitmer/W. Woods area was updated.

SDR-SSL's meter room was not built to WTMA's specifications. This will be discussed at the next meeting with them.

A payment application was submitted by Bottom Line Contracting for the pipeline repair and replacement project. Change Order #1 in the amount of \$18,062 was included for the significant additional amount of work done (225 feet) on the out-of-round pipe. Per negotiated terms with the contractor, the additional work was done at a reduced price. S. Riley recommended payment. The motion was approved by J. Tennis, seconded by J. Gerhart, and unanimously approved.

SUBDIVISIONS

United Zion - Conditional approval was granted per a motion by E. Stone, seconded by J. Tennis, and approved. J. Gerhart abstained.

ISSUES PENDING

Rothsville Well – S. Riley reported that there are two change orders: Change Order #4 adding \$2,251.53 for a pressure switch, generator plug and a latching relay, and Change Order #5 which was a credit for \$11,900 for items that were at the discretion of the owner/engineer, none of which were used. A motion was approved by E. Stone, seconded by J. Gerhart, and unanimously approved.

S. Riley reported that internally Entech Engineering, Inc. tracks change order percentages, with a target of less than 5%. The change order percentage for the WTMA Rothsville Well 2 project is at 2.92% after removing the cost related to unforeseen (sinkhole) change related items, and credit issued for unused items.

I & I Projects – S. Riley reported that several manholes still need to be looked at to determine if they need to be replaced.

Edmunds MCSJ Software – Training in the new accounting software package will commence for W. Johnson in October, and both systems will run concurrent in November and December.

Developer's Escrow – D. Zimmerman requested approval to increase the initial review deposit amount from \$750 to \$2,500, and to increase the escrow deposit from \$1,500 to \$5,000 based upon current engineering, legal, and WTMA review costs. Motion made by E. Stone was seconded by J. Gerhart and unanimously approved.

Fulton Bank – CRIM – Water account – A motion was approved by J. Tennis, seconded by E. Stone, and unanimously approved to establish a CRIM - Water account for investing funds transferred from the Water Operating account.

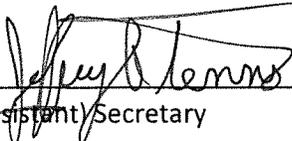
2017 MMO - The Board acknowledged receipt of the 2017 MMO of \$44,397.00 with a motion by E. Stone, seconded by J. Tennis and approved unanimously.

WTMA Logo – A WTMA logo was presented to the Board. This will be used on all letterhead, business cards, etc. moving forward.

EXECUTIVE SESSION

At 8:10 PM, J. Tennis announced, 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 the negotiation of the collective bargaining unit.

The meeting resumed at 8:35 PM, following the Executive Session, and as there was no further business to discuss or action to be taken, the meeting was **ADJOURNED** at 8:40 PM on a motion by E. Stone, seconded by J. Gerhart. Passed unanimously.



(Assistant) Secretary

September 20, 2016

Warwick Township Municipal Authority
315 Clay Road Road
Lititz, PA 17543

Dear Board Members,

Attached is the monthly report covering operations and maintenance activities for the Warwick Township Municipal Authority's Water and Wastewater Systems for August 2016.

If you have any questions please feel free to contact me.

Sincerely,

Todd R. Kauffman
Superintendent

Environmental Compliance

➤ Wastewater Discharged to Lititz WWTP

- 1) The WTMA's average daily flow to the Lititz WWTP during August 2016 was 0.932 million gallons per day. This represented 38.1 % of the WWTP total flow.
- 2) The following table summarizes the wastewater flow monitoring for August 2016.

Parameter	Units	Average Monthly	Minimum Daily	Maximum Daily
Flow Reported	MGD	0.932	0.8683	1.0941

➤ Water Production and Quality

- 1) The total volume of drinking water distributed in the Rothsville system during August 2016 was 5.027 million gallons which equates to 162,161 gallons/day.
- 2) WTMA staff measured 1.59 inches of precipitation at the Well #1 in the month of August.
- 3) Monitoring results were within limits for all drinking water quality parameters. Please review the tables below that summarize monitoring results for July 2016 – August 2016.

Contaminant	Sample Location	Goal	Result	Frequency
Total Coliforms	Lititz Distribution System	Absent	Absent (July)	10 Samples per month
Total Coliforms	Rothsville System	Absent	Absent (July)	3 Samples per month
Average Chlorine Residual	Entry Point (Well #1)	>0.4 mg/l	0.61 mg/l	Daily
Low Chlorine Residual	Entry Point (Well #1)	>0.4 mg/l	0.52 mg/l	Daily
Nitrate	Entry Point (Rothsville System)	< 10 mg/l	5.1 mg/L (July)	Quarterly
Nitrite	Entry Point (Rothsville System)	< 1 mg/l	< 0.2 mg/L (July)	Quarterly
Total Trihalomethanes	Distribution System (Lititz System)	< 80 ug/L	24.7 ug/L (August)	Annual

➤ Customer Complaints

Staff investigated two sewage odor complaints. One on West Orange Street and one on Knollwood Avenue.

➤ Commercial Discharge Monitoring
No report

➤ PA One Call Utility Locates

- 1) Staff completed 3 routine utility locate requests on 8/8/16
- 2) Staff completed 9 routine utility locate requests on 8/9/16
- 3) Staff completed 6 routine utility locate requests on 8/10/16
- 4) Staff completed 4 routine utility locate requests on 8/11/16
- 5) Staff completed 4 routine utility locate requests on 8/15/16
- 6) Staff completed 2 routine utility locate requests on 8/17/16
- 7) Staff completed 1 emergency utility locate requests on 8/18/16
- 8) Staff performed 16 routine utility locate requests on 8/22/16
- 9) Staff performed 7 routine utility locate requests on 8/23/16
- 10) Staff performed 4 routine utility locate requests on 8/24/16
- 11) Staff performed 7 routine utility locate requests on 8/25/16
- 12) Staff performed 6 routine utility locate requests on 8/26/16
- 13) Staff performed 4 routine utility locate requests on 8/29/16
- 14) Staff performed 4 routine utility locate requests on 8/30/16

Estimated Total PA One-Call Utility Locates = 77 (including 1 emergency locate)

Maintenance

➤ Wastewater System

- 1) Performed routine check of all pump stations twice each week during the month.
- 2) Fixed exhaust fan at PS #1. Replaced belt.
- 3) Installed FOG rod (flow level measurement) at PS#13.
- 4) Checked and inspected grinder pumps.
- 5) Fixed and replaced a manhole riser in Linear Park.
- 6) Pulled Pump #2 at PS #3 to be rebuilt or replaced.
- 7) Installed pump packing on Pump#2 at PS#11

➤ Water System

No additional maintenance other than noted elsewhere in this report.

