

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

March 15, 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, Donald Engle, Edward Stone, and Joyce Gerhart; Administrator Daniel Zimmerman, Wendy Johnson, Carl Haws, Solicitor William Crosswell, and Consulting Engineer Steven Riley.

The **MINUTES** of the February 16, 2016 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. Gerhart.

PAYMENT OF THE BILLS, in the amount of \$197,075.79 for the period from February 16, 2016 through March 15, 2016 was unanimously approved on a motion by J. Gerhart, seconded by E. Stone.

The **WATER OPERATING REQUISITION**, in the amount of \$24,000.00, for operation of the water system through April 19, 2016 was unanimously approved on a motion by T. Clair, seconded by E. Stone. \$198,000 will be transferred from the Sewer Operating Fund to General Disbursements for operation of the Sewer System through April 19, 2016.

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB505	Eastern Environmental Contractors, Inc.	Rothsville Well No. 2	\$33,106.55
WB506	Entech Engineering, Inc.	Rothsville Well No. 2	<u>\$ 1,240.24</u>
		TOTAL	\$34,346.79

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
S156	Entech Engineering, Inc.	Repair/Replacement Bid	\$ 5,192.25

ADMINISTRATOR'S REPORT

D. Zimmerman reported that the Authority, reportedly along with other municipalities, received a letter from the Department of Environmental Protection (DEP) asking for clarification on our lead and copper sampling program. The Authority responded, clarifying the tiers we tested, which did include a few tier 1 homes. WTMA has initiated contact with the DEP to confirm what they are expecting regarding the lead and copper sampling, and has also reached out to Lititz Borough and Severn Trent to work towards having similar sampling programs in place.

The Listrak agreement for the easement allowing WTMA to use one of their wells was executed.

D. Zimmerman reported that the last water bond payment will be made on April 1, 2016. The Authority will review the structure of the accounts to determine if there are better options for investments. WTMA is also only 9 years out from retiring the sewer debt.

MAINTENANCE REPORT

1. Televised the sewer line on New Haven Drive that will need to be replaced.
2. Notified of overload by Pump Station #10. The pump was pulled and debris was found caught in the impeller. The debris was removed, the pump put back in, and amps returned to normal.
3. Staff installed a sample port on Well #1 to sample raw water directly from the well.
4. There were some high wet wells during all the rain that we had, and snow melt at Pump Station #5 is a concern. Manholes within that drainage system need to be repaired with assistance from Thomas Erb & Son, Inc.
5. Pump #3 and #4 at Pump Station #5 were replaced, and the valves were checked and cleaned.
6. Staff has been checking for inflow and infiltration due to the high water table at the Pump Station #11 area.
7. Meter readings were completed for the first quarter of 2016 last week.
8. Topsoil and seed were placed around the hydrant on Crosswinds Drive and 6th Street. This was one of the hydrants that was installed last year as part of the hydrant replacement project.
9. Daily and weekly maintenance at the pump stations and water booster stations continues, as well as maintaining the servicing equipment.

SOLICITOR'S REPORT

W. Crosswell reported that the Listrak well easement for sewer Pump Station #1 has been executed and will be recorded.

W. Crosswell received the annual audit inquiry from Sager, Swisher & Co., LLP and will respond accordingly. Resolution 03-15-16-01 is to be considered pertaining to the Customer Facilities Fee. When requiring a connection to the water system, these fees are required for the meter, yoke, touchpad, and wire. This Resolution amends the Water Rates, Rules & Regulations and the Developers Manual to insert the Customer Facilities Fee. A motion was made by E. Stone, seconded by D. Engle, and passed unanimously.

W. Crosswell reported that the owner of the property located at 81 W. Millport Road was notified one year ago, via letter from the Authority, that connection to the water system was required by June 15, 2016. The Authority will now notify the owner again with specific formal information pertaining to the penalties of not connecting.

The sheriff's sale scheduled for May 25 for the Newport Commons property is still on schedule.

ENGINEER'S REPORT

S. Riley reported that Entech Engineering, Inc. has been working with the Authority regarding a response to the lead and copper clarification letter received from DEP.

SDR-SSL – A revised drawing of the meter room was received from the contractor. Entech Engineering, Inc. is still working on this with the contractor, but progress is being made.

S. Riley reported that conditional final approval was issued for Listrak.

SUBDIVISIONS

D. Zimmerman reported that the E. Woods subdivision, which is a 10 lot subdivision on E. Woods Drive, has a clear engineer review letter and it is recommended that final approval contingent on fulfilling all requirements be granted. D. Engle made a motion to approve, E. Stone seconded, and the Board unanimously passed the approval.

ISSUES PENDING

Rothsville Well – S. Riley reported that progress has slowed due to the contractor's schedule on another project which has a consent order. The well pump should be set by Kohl Bros. next week and the contractor should move forward with the project in early April.

I & I – D. Zimmerman reported that the bid that will be reviewed this evening is for the sewer main replacement where a cracked pipe was found last year in the sewer line in the Crosswinds subdivision. A second bid in the near future will be for manhole repairs.

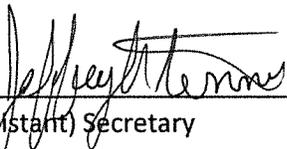
Lease Agmt – D. Zimmerman noted that the ten year lease agreement between Warwick Township & WTMA has expired. He made a recommendation to approve the new lease agreement. A motion was made by D. Engle, seconded by E. Stone, and unanimously passed.

Bid Review – S. Riley read the bids from the bid opening on 3/14/16 at 1:00 pm. Bottom Line Contracting's bid was \$142,938.00, and B.R. Kreider & Son, Inc.'s bid was \$146,615.00. After review and correction of math it was found that Bottom Line Contracting's bid is \$139,938.00. S. Riley recommended awarding of the bid to Bottom Line Contracting, who routinely works with the Authority. D. Engle made a motion which was seconded by J. Gerhart and unanimously passed.

T. Clair noted that the Board will hold an Executive Session with the Authority Administrator and the Authority Solicitor to discuss the terms and conditions of employment for a prospective employee and attorney client privileged matters.

The meeting resumed at 8:09 PM, and a motion was made by E. Stone, seconded by T. Clair and passed unanimously to authorize the Authority to hire Todd Kauffman. In addition, a motion was made by T. Clair, seconded by E. Stone and passed unanimously to amend the benefit package pertaining to vacation leave to allow 160 hours of annual paid vacation leave for Todd Kauffman.

As there was no further business to discuss, the meeting was **ADJOURNED** at 8:13 PM on a motion by D. Engle, seconded by E. Stone. Passed unanimously.



(Assistant) Secretary