

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

December 15, 2015
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, Jeffrey Tennis, and Joyce Gerhart;
 Administrator Daniel Zimmerman, Wendy Johnson, Carl Haws, Solicitor William Crosswell, and
 Consulting Engineer Steven Riley.

The **MINUTES** of the November 17, 2015 meeting were unanimously approved on a motion by D. Engle, seconded by J. Tennis.

The **TREASURER'S REPORT** was unanimously approved on a motion by T. Clair, seconded by D. Engle.

PAYMENT OF THE BILLS, in the amount of \$216,823.61, for the period from November 17, 2015 through December 15, 2015 was unanimously approved on a motion by J. Tennis, seconded by D. Engle.

The **WATER OPERATING REQUISITION**, in the amount of \$29,000.00, for operation of the water system through January 19, 2016 was unanimously approved on a motion by T. Clair, seconded by J. Gerhart. \$212,000 will be transferred from the Sewer Operating Fund to General Disbursements for operation of the Sewer System through January 19, 2016.

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB497	Whitmoyer Motors	2015 Ford F150 4WD Truck	\$ 5,556.25
WB498	Entech Engineering, Inc.	Rothsville Well No. 2	\$ 2,206.10
WB499	Eastern Environmental Contractors Inc.	Rothsville Well No. 2	<u>\$39,099.16</u>
		Total	\$46,861.51

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>
S147	Whitmoyer Motors	2015 Ford F150 4WD Truck	\$16,668.75
S148	Swerp Incorporated	I & I – seal and line manhole	\$ 3,697.00
S149	Lititz Sewer Authority	Capital Expenses:	
		Final clarifier drive project	\$ 380.97
		Gearbox fabricate & install	\$4,582.22
		Travel expense & drive shaft install	\$ 287.84
		New motor starter/disconnect	\$1,396.89
		Email/research wastewater pumps cont panel	\$ 116.41
S150	Bottom Line Contracting	E. Woods Drive–manhole repair–excavating	\$13,574.12
S151	Fast Supply LP	E. Woods Drive–manhole repair–straw/staples	\$ 114.10

S152	Highway Materials, Inc.	E. Woods Drive–manhole repair-stone	\$ 1,434.11
S153	Rohrer’s Concrete	E. Woods Drive–manhole repair-concrete	<u>\$ 245.00</u>
		TOTAL	\$42,497.41

ADMINISTRATOR’S REPORT

D. Zimmerman reported that the Annual Wellhead Protection Meeting was held on Thursday, December, 10, 2015 at 1:00 pm. The program is working well in that 10 years ago the nitrate level was between 14-16 parts per million (ppm), and presently, 10 months out of the year, it is below 10 ppm. 10 ppm is the level at which treatment must be done, so the Authority is saving approximately 50% on treatment costs to remove nitrates. The investment ratio of the program cost versus the savings is excellent. WTMA is looking at expanding the program to include additional acreage and the second well. Recordkeeping of the Wellhead Protection Program is invaluable, and the relationship with the farmers is allowing us to balance the agricultural operation with reduced nitrates. WTMA will incorporate the new second Rothsville Well in the Wellhead Protection Program, and encouraged Lititz Borough to include the Bonfield Well in the program. R. Weit, a WHP committee member, noted that there are 3 wells on the Cargill site that is soon to be vacated. D. Zimmerman encouraged Lititz Borough to investigate the three 350 gallons per minute wells that may be available for use.

D. Zimmerman also noted that WTMA currently has minimal water loss as the system was analyzed earlier in the year to reduce leaks. Meters in older sections such as Green Acres, which are 20+ years old, may be slowing down. We will need to evaluate how well they are functioning, and create a 1 to 5 year program for replacing meters, including conversion to radio read. S. Riley noted that being proactive is best based on new technology available and also ensuring accurate meter readings so billings to residents do not increase exponentially when meters are replaced.

MAINTENANCE REPORT

1. Pump #2 at Station #12 was pulled to make sure there was nothing in the impeller due to high use hours. The check valves were rebuilt as well.
2. A small hydraulic leak was repaired at Pump Station #3.
3. Swerp Inc. repaired the manhole in Brunnerville. This is the manhole that had been discovered as leaking during the cleaning of the lines.
4. The block heater at Pump Station #13 was replaced.
5. The generator battery at Pump Station #2 was replaced.
6. Heisey Mechanical repaired a small leak in a pipe at the Well House.
7. Staff was notified that pump #2 at Station #10 may have pump failure. The pump had high amps, was back flushed and run in reverse to clear the pump, and function returned to normal.
8. The check valves on pump #1 and #2 at Station #14 were inspected and cleaned.
9. The check valve on pump #2, and clean the check valve on pump #1.
10. Staff worked on check valves at Pump Station #7.
11. Pulled and cleaned the probe in the waste tank at the Well House.
12. Cleaned all floats at Pump Stations.
13. Meter readings were taken for the fourth quarter.

SOLICITOR’S REPORT

W. Crosswell reported that we will be proceeding with the sherriff’s sale for Newport Commons on May 25 of 2016. W. Johnson noted that an accountant from Dana Glass contacted WTMA last week in regards to a possible payment or pay-off of the Newport Commons debt. D. Zimmerman has a meeting scheduled with Michael Glass of Newport Commons this week. The lien will stand until final payment is made.

W. Crosswell reviewed the Engineer Certificates which are required for the bond indentures with Fulton Bank regarding the maintenance of the WTMA systems. The budget certificates provided by Entech Engineering, Inc. show that we budgeted such that the debt service will be covered by the rates being charged.

W. Crosswell stated that he had a discussion with D. Zimmerman and W. Johnson regarding the sewer service line leak at 348 Cardinal Road, Lititz. D. Zimmerman noted that we sent a violation letter and had various discussions with the homeowner, and W. Johnson confirmed that the contractor is scheduled to perform the repair on Wednesday, December 16, 2015.

W. Crosswell noted that B. Sisko discussed 1423 Brunnerville Road, a delinquent account, with W. Johnson. A lien was filed in 2009, which creates a potential issue in that if lien charges are not filed within the past 3 years the Authority may not be protected, particularly if the property has changed ownership. WTMA will re-file liens every 2 ½ years.

The sherriff's sale at 1453 Newport Road is still scheduled for January 27, 2016, with a bank foreclosing on the property. If the property sells the Authority will recoup the lien amount for the grinder pumps.

ENGINEER'S REPORT

S. Riley reported that the Certificate of Consulting Engineer for the bond indenture requirement with Fulton Bank was provided to W. Johnson.

Proposed developments near the Traditions of America site have been added to the GIS map. At the next workshop meeting a review will be done to determine the best means of serving water and sewer for the entire general area to make sure it is done efficiently.

S. Riley noted that there is ongoing review of the meter room for SDR. S. Riley reminded their engineer that the Authority reserves the right to require a meter pit if a mutual agreement cannot be reached regarding the meter room specifications.

The preliminary review was completed for E. Woods Drive.

The plans for Listrak have been received by S. Riley and will be reviewed.

SUBDIVISIONS

D. Zimmerman noted that staff recommends approval of the following:

GarDel, LLC – approval of final plans contingent upon all required plan changes and administrative requirements being received. This is a service line connection, 3 lot subdivision. A motion for approval was made by E. Stone, seconded by D. Engle, and approved unanimously.

TOA Phase 3 – approval of a reduction of their Letter of Credit from \$521,760.00 to \$104,352.00. J. Tennis made a motion which was seconded by E. Stone and unanimously approved.

Golden Hawk – approval of final plans for this specialty auto care business. A motion for approval was made by J. Tennis, seconded by J. Gerhart, and approved unanimously.

Listrak – approval or Reservation of Capacity for 12 water edu's and 9 sewer edu's. D. Engle made a motion for approval, which was seconded by J. Gerhart and unanimously approved.

ISSUES PENDING

Rothsville Well No. 2

Rothsville Well No. 2 is now under roof. The block work that was done is outstanding.

S. Riley recommends approval of the Eastern Environmental change order #2 for the second sink hole, with a cost of \$2,633.51. A motion was made for approval by J. Tennis, seconded by D. Engle, and approved unanimously.

S. Riley noted that SRBC will be visiting on December 16, 2015 for an inspection of the Rothsville Well No. 2. D. Zimmerman, C. Haws and S. Riley will be present.

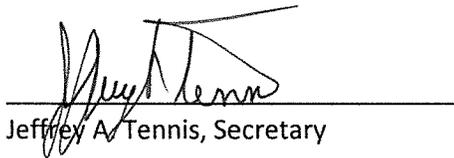
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D. Zimmerman noted that the manhole in Brunnerville was repaired. Staff is still analyzing Station #3 area to determine a reduction in inflow. Manholes in the Owl Hill region will need to be treated.

2016 Budget

D. Zimmerman noted that minimal changes were made from the draft at the last meeting, and he made a recommendation for approval. J. Tennis made a motion to accept the 2016 budget, D. Engle seconded, with unanimous approval.

As there was no further business to discuss, the meeting was **ADJOURNED** at 7:49 PM on a motion by D. Engle, seconded by T. Clair. Passed unanimously.



Jeffrey A. Tennis, Secretary