

**February 16, 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, Jeffrey Tennis, and Joyce Gerhart; Administrator Daniel Zimmerman, Wendy Johnson, Carl Haws, Solicitor William Crosswell, and Consulting Engineer Steven Riley.

Guests present were: Michael & Mary Theresa Squierdo, Leo Hegarty, Lynn Rebuck.

The **MINUTES** of the January 19, 2016 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 D. Engle, seconded by J. Tennis.

PAYMENT OF THE BILLS, in the amount of \$44,768.80 for the period from January 19, 2016 through February 16, 2016 was unanimously approved on a motion by D. Engle, seconded by E. Stone.

The **WATER OPERATING REQUISITION**, in the amount of \$21,000.00, for operation of the water system through March 15, 2016 was unanimously approved on a motion by T. Clair, seconded by J. Tennis. \$43,000 will be transferred from the Sewer Operating Fund to General Disbursements for operation of the Sewer System through March 15, 2016.

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB503	Eastern Environmental Contractors, Inc.	Rothsville Well No. 2	\$31,702.28
WB504	Entech Engineering, Inc.	Rothsville Well No. 2	\$ 2,020.85
		TOTAL	\$33,723.13

The following **REQUISITIONS** from the **Sewer Operating Account** were unanimously approved on a motion by D. Engle, seconded by E. Stone:

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
S154	J.T. Seeley & Co., Inc.	Pentair FN Dry Pit Submersible Solids Handling Pump	\$34,820.00
S155	Lititz Sewer Authority	Rewiring of the Float System – July 2015	\$ 4,188.55
		VFD for NIR Pump	\$ 2,591.69
		HVAC Study	\$ 853.07
		TOTAL	\$42,453.31

ADMINISTRATOR'S REPORT

D. Zimmerman reported that union negotiations will begin mid-year since the contract ends on December 31, 2016.

D. Zimmerman notified the Board that the Authority had to issue a boil water advisory due to a sinkhole and water main break in Lititz Borough. This affected approximately 291 customers in the Orange Street section,

from Green Acre Road to Longenecker Road. Door hangers were placed notifying residents of the boil water advisory. No bacteria was found after the 2 required water tests, and the Swiftreach system was used to notify affected customers of the lifting of the boil advisory notice.

D. Zimmerman reviewed lead and copper requirements due to public conversation surrounding this subject. He noted that we have been accumulating test results for 15+ years, and each year we issue the Annual Drinking Water Quality Report, which is available on our website. The PA Department of Environmental Protection (DEP) also maintains a website with testing results for the past 20 years. D. Zimmerman noted that DEP requires testing of homes for lead and copper every 3 years. The Authority finds candidate housing based on DEP requirements and sends the sample list to DEP. Testing samples are done in homes on a voluntary basis. Results where the 90th percentile that fall under 15 parts per billion require no further action on the part of the Authority. Results are reported in the Annual Drinking Water Quality Report, and residents on the sample list are provided with their test results. J. Tennis asked if DEP is looking at making changes in their testing requirements due to the Flint Michigan situation. D. Zimmerman said they may be, and we would be notified and would certainly comply with any new regulations.

MAINTENANCE REPORT

C. Haws reported the following:

1. LRM inspected the chlorine lines and calibrated the chlorine flow meter. They also rebuilt the chlorine heads.
2. WTMA staff installed "Y" strainers at the Well House on the chlorine line that had clogging issues. The chlorine injectors were clogging when replacing the pipe that was leaking. This installation should alleviate any further issues.
3. Fire hydrants that were snow covered were uncovered by WTMA staff.
4. Garden Spot Electric fixed the wiring at Pump Station #10. The pump overload engaged, and it was discovered that the pump was continuing to run. We had Garden Spot check 3 other stations for this issue as well.
5. The pump at Pump Station #5 was pulled and replaced with a rebuilt pump from the shop.
6. Meter pits #1 and #2 flow channels were cleaned out.
7. Noted that there is a lot of inflow coming into Pump Station #5. Manholes are leaking because of the high water table from rain and snow melt.
8. The pump for Station #1 was delivered.
9. Staff is working on servicing all equipment and rebuilding the pump that was removed from Station #3.
10. Authority staff assisted Eastern Environmental Contractors, Inc. in removing the old air compressor at the Well House and bringing it back to the shop.

SOLICITOR'S REPORT

W. Crosswell reported that the municipal lien was prepared for 1423 Brunnerville Road.

Payment on the previously filed lien for 1305 Front Street was received and the lien has been satisfied.

W. Crosswell referenced discussion in recent board meetings regarding the collection of delinquent accounts and the possibility of the Authority retaining a collection agency. Under the law, in order to recoup the expenses of the collection agency, such as commissions, the Authority must adopt a resolution that establishes the fact that we are going to recoup those charges from the customers. W. Crosswell prepared a resolution that recites the fact that we have adopted rates, rules & regulations for both systems, and that as an Authority we wish to amend the water and sewer rates, rules and regulations to add those collection expenses that would be incurred to the delinquent accounts. A motion was made by E. Stone to adopt the resolution, and was seconded by D. Engle and passed unanimously. W. Crosswell noted that Authority staff has spoken with Keystone Credit Services and is working on contract language that is acceptable to both parties. A motion was

made by D. Engle to authorize the Authority staff to enter into such an agreement with Keystone Credit Services. This motion was seconded by E. Stone and passed unanimously.

The sherriff's sale related to 1453 E. Newport Road was cancelled due to friends of the property owner bringing the mortgage payments current. The Authority's lien on this property is based on two grinder pumps that the resident borrowed, one not being returned and the other being returned damaged, for which the owner is delinquent in reimbursing WTMA.

W. Crosswell prepared the easement between Listrak and WTMA for the well located on Listrak's property that they are allowing the Authority to use. This well is located near Pump Station #1 on the south side of W. Millport Road. T. Clair made a motion to approve the easement agreement, D. Engle seconded, and it was passed unanimously.

ENGINEER'S REPORT

S. Riley reported that he reviewed water consumption data provided by WTMA staff to evaluate a recent increase in overall water usage in the Lititz portion of the system.

Rock Lititz plan issues have been resolved and it is recommended that they move forward with the project.

S. Riley discussed details of what they are looking for with the engineer for the SDR-SSL project.

The second review letter was sent to the engineer for the E. Woods Drive subdivision. S. Riley said they may be ready for final approval at the March board meeting.

SUBDIVISIONS

D. Zimmerman requested conditional final approval for the Listrak project. A motion to approve was made by T. Clair, second by E. Stone, and passed unanimously.

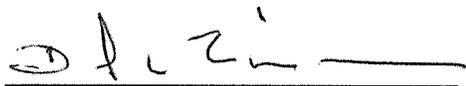
ISSUES PENDING

S. Riley reported that inclement weather held up progress on the Rothsville Well, but construction has now resumed. The roof is on, interior work has been accomplished, and piping work on Well No. 1 is being done. The contractor is still hopeful that the project will be completed by the end of March or beginning of April. The next large milestone will be the well pump setting, which may occur by the end of the month.

D. Zimmerman noted that the second Rothsville Well is a proactive move for the Authority so that we have an alternate if necessary. This is a planned capital improvement project that has been discussed for 15+ years, and it will be completed this year.

D. Zimmerman reported that we are continually looking for inflow and infiltration (I&I) in the system, and we recently found some manhole leaks. The Authority asked for approval to advertise a bid for I&I and repair or replacement of lines. A motion was made by J. Tennis to prepare a bid advertisement, second by D. Engle, and a unanimous pass.

As there was no further business to discuss, the meeting was **ADJOURNED** at 7:44 PM on a motion by D. Engle, seconded by J. Tennis. Passed unanimously.



Jeffrey A. Tennis, Secretary

Daniel L. Zimmerman, Asst. Secretary