

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

November 18, 2015
MINUTES OF THE BOARD

The meeting was called to order by Chairman Troy Clair at 7:30 A.M.

Present Were: Board Members: Troy Clair, Donald Engle, and Jeffrey Tennis; Administrator Daniel Zimmerman, Wendy Johnson, Carl Haws, Solicitor William Crosswell, and Consulting Engineer Steven Riley.

The **MINUTES** of the October 20, 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 D. Engle, seconded by T. Clair.

PAYMENT OF THE BILLS, in the amount of \$77,141.81, for the period from October 20, 2015 through November 18, 2015 was unanimously approved on a motion by T. Clair, seconded by D. Engle.

The **WATER OPERATING REQUISITION**, in the amount of \$21,000.00, for operation of the water system through December 15, 2015 was unanimously approved on a motion by D. Engle, seconded by T. Clair. \$62,000 will be transferred from the Sewer Operating Fund to General Disbursements for operation of the Sewer System through December 15, 2015.

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB495	Eastern Environmental Contractors, Inc.	Rothsville Well #2 Bldg/Well #1 Modif	\$26,534.70
WB496	Entech Engineering, Inc.	Rothsville Well #2	\$12,095.72
		Total	\$38,630.42

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
S136	Rohrer's Quarry	Asphalt/Concrete – E Woods Drive	\$ 3,041.87

ADMINISTRATOR'S REPORT

D. Zimmerman reported that C. Haws, the Authority staff, and the Public Works staff have finished replacement of the manhole on E. Woods Drive. A depression and cracked service line were found.

The manhole on the Brunnerville Interceptor will be repaired in the near future.

D. Zimmerman reported that the Authority's flow rate with Lititz Sewer Authority has been 37%, and the same is anticipated for 2016. The Authority does need to consider the closing of the one Cargill plant that averaged 180,000 gallons of sewer flow, as we could end up with a flow rate closer to 39% at 2016 year-end based on their reduction.

D. Zimmerman received the audit quote for 2016 from Sager, Swisher & Co., LLP. The rate is the same as 2015 and the quote will be executed and returned to the Auditor.



MAINTENANCE REPORT

1. Flushed water system and jetted sewer lines in areas where we are flushing.
2. Installed a light at the stand pipes due to night time activity.
3. Replaced the grinder hydraulic lines at Pump Station #3.
4. Authority staff pulled all grinders up to inspect the cutters. There is one cutter at Pump Station #3 that will need to be changed out due to excess wear.
5. Replaced the sewer line on E. Woods Drive at Pump Station #3.
6. Cleaned eight Pump Stations with the vac truck. Kline's Sewer Service cleaned 9 Pump Stations.
7. A damaged hydrant in front of the Public Works building was repaired and the curb stop was replaced.
8. The block heater on the generator at Pump Station #13 was replaced.
9. The motor on pump 1 at the Newport Booster Station was replaced.
10. Finished seeding where the sewer line replacement was done at Pump Station #3.
11. Televised a section of the sewer line on May Drive due to settling in the road over the sewer main.

SOLICITOR'S REPORT

W. Crosswell reported that per the Sunshine Act, the special meeting of today's board meeting was prepared and advertised. The notice was posted on the front door of the Warwick Township building on 11/16/15 at 9:30 a.m.

The writ of scire fascias for Newport Commons was served by the Lancaster County Sherriff's Office on October 26, 2015. Newport Commons had 15 days to respond, however, after no response was filed the additional 10 day notice was mailed on November 17, 2015. A sheriff's sale will take place in May 2016 if payment is not made. If the property is not sold at the May sheriff's sale it could potentially could go to a judicial sale.



Signature Senior Living's (SDR-SSL) combined extender agreement for water and sewer was reviewed by W. Crosswell. Signature Senior Living will be submitting a bond in lieu of a letter of credit.

W. Crosswell discussed with Authority staff the 2009 lien that is affecting 1423 Brunnerville Road.

Lititz Land Trust's Bill of Sale was reviewed and is on today's agenda.

W. Crosswell prepared and filed a second lien against 4 Julie Terrace for the post-bankruptcy amount. The second 10 day notice was sent stating that attorney's fees will be imposed if they are not paid by the deadline. To date they have not been paid.

W. Crosswell reviewed the Authority and LSA's Joint Sewer Services Agreement and sent Dan an email regarding this.

ENGINEER'S REPORT

S. Riley reported that a revised set of drawings was received for SDR-SSL, and Entech Engineering, Inc. issued a second conditional approval letter. SDR-SSL still needs to detail how their meter equipment is going to be housed and located. When drawings of the interior room are submitted to the Authority and Engineer, if they are not satisfactory the Authority reserves the right to tell them they must relocate the meter vault outside. The shop drawings, other than those related to the meter, have been received, processed and returned back to the contractor.

Verification was submitted by Lititz Sewer Authority to the Department of Environmental Protection for water year 2015 for the nutrient credit certification. The Authority appears eligible to trade certain credits for both phosphorus and nitrogen, and there has been discussion with Chambersburg for a possible sale.

SUBDIVISIONS



GarDel, LLC – The request for capacity of 3 sewer and 3 water edu's was approved unanimously on a motion by D. Engle, seconded by J. Tennis.

Lititz Land Trust - The Bill of Sale and 18 month cash Maintenance Guaranty were approved unanimously on a motion by T. Clair, seconded by J. Tennis.

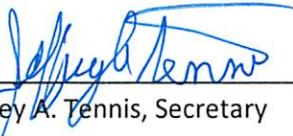
ISSUES PENDING

S. Riley reported good progress has been made. Block work will begin this week on the Rothsville Well No. 2 Wellhouse and we should be under roof by the first week of December. A true-up change order for Doli Construction was submitted. The original bid was at \$343,375.00, with the change order showing an additional \$898.00. S. Riley recommends that the Authority execute the change order. A motion made by T. Clair was seconded by D. Engle and approved unanimously.

D. Zimmerman reported that a budget price for an Act 537 Plan update was received yesterday. We will review this more next month and plan a meeting in January with Mike Wolgemuth, the new Severn Trent supervisor at Lititz Sewer Authority, to discuss inflow and infiltration efforts.

D. Zimmerman reviewed the 2016 budget draft. Objectives for 2015 were completed or are ongoing. The Authority may end 2015 with less surplus due to three factors: 1. Back payment on negotiated settlement for the water purchase agreement with Lititz Borough during the first quarter of 2015. 2. Severe water leaks in 2015, which caused more water usage than what was billed (the sewer system is much tighter now due to aggressive inflow and infiltration efforts). 3. The second largest commercial customer is behind in payments (a lien has been filed on the property). The Authority will have less on the B R & I side due to the new Rothsville Well No. 2. The Authority has one more water debt service payment, then will be debt free on the water side, which will release \$335,000 a year. The next big project will be the North end tank, which is the last major improvement for the system for the foreseeable future. Tapping fees are anticipated to continue strong in 2016 with development, both residential and commercial. The Authority reduced their debt load on the sewer side by four years and lowered the rate. There is an increase for 2016 for sewer expenditures due to allocation. There are no foreseeable large capital projects on the sewer side. The proposed new financial software package with Edmunds will enable the Authority to have back-up and cross-training with the Township side. The final 2016 budget will be presented at the December 15, 2015 Board meeting.

As there was no further business to discuss, the meeting was **ADJOURNED** at 8:07 A.M. on a motion by T. Clair, seconded by D. Engle. Passed unanimously.



Jeffrey A. Tennis, Secretary