

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

**October 20, 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 September 15, 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 J. Gerhart.

**PAYMENT OF THE BILLS**, in the amount of \$390,018.31, for the period from October 20, 2015 through November 17, 2015 was unanimously approved on a motion by J. Tennis, seconded by J. Gerhart.

The **WATER OPERATING REQUISITION**, in the amount of \$203,000.00, for operation of the water system through November 17, 2015 was unanimously approved on a motion by T. Clair, seconded by D. Engle. \$202,000 will be transferred from the Sewer Operating Fund to General Disbursements for operation of the Sewer System through November 17, 2015.

The following **REQUISITIONS** from the **Water BR&I Fund** 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>
WB487	Morgan, Hallgren, Crosswell & Kane, PC	Rothsville Well #2	\$1,103.00
WB488	Highway Materials, Inc.	Rothsville Well #2 – Paving trenches	\$5,215.67
WB489	PPL	Rothsville Well #2 – Transformer pads/excess	\$6,433.00
WB490	Exeter Supply Co, Inc.	Hydrant replacement project	\$ 468.60
WB491	Doli Construction Corp	Water Main install – Rothsv – Contract 2015-2	\$268,098.00
WB492	Eastern Environmental Contractors Inc.	Rothsv Well #2 bldg – Contract 2015-2 progress pymt	\$44,122.43
WB493	Entech Engineering, Inc.	Rothsville Well #2 – Phase 004	\$3,943.90
WB494	Entech Engineering, Inc.	Rothsville Well #2 – Phase 006	<u>\$ 692.93</u>
		Total	\$330,077.53

The following **REQUISITIONS** from the **Sewer 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>
S138	Thomas Erb & Sons, Inc.	Twin Brook force main replacement – Sta 7	\$ 780.00
S139	Lititz Sewer Authority	Clarifier Reloaction	\$4,597.04
		Float system rewiring	\$2,061.14
S140	Entech Engineering, Inc.	Brunnerville Interceptor - August	\$1,489.65
S141	Monarch Products Co, Inc.	E. Woods Drive - Sewer line repair	\$1,527.00
S142	Doli Construction Corp	Sewer Main install – Rothsv – Contract 2015-2	\$76,175.00
S143	Entech Engineering, Inc.	Sewer Sta 7 Phase 007 – Sewer Constr Observ	\$3,028.80
S144	Entech Engineering, Inc.	Brunnerville Interceptor – PS3 Drainage basin	\$ 332.50

S145	Entech Engineering, Inc.	Sewer Sta 7 Phase 006 – Svcs during construction	<u>\$ 692.93</u>
		Total	\$90,684.06

### ADMINISTRATOR’S REPORT

D. Zimmerman reported that the submersible pump at Pump Station #1 needs a backup. Vendors do not keep these in stock and it can take up to 4 weeks to obtain one. Keener Electric Motors, Inc. attempted to repair the spare pump, but it is not repairable due to corrosion and the jacket not coming apart. The current pump has been in use for approximately 14 years. Staff recommends that we proceed with ordering a spare pump, which is estimated at \$34,820.00. D. Zimmerman noted that we will work towards being able to flush the pump starting next year when potable water is put in in relation to a new project coming in next year. The project would get the line closer to Pump Station # 1, but further extension by WTMA will be required to provide the water to the Pump Station necessary for pump flushing. E. Stone made a motion to proceed with ordering a new pump, J. Gerhart seconded, passed unanimously.

Third quarter financial statements were distributed to the Board. D. Zimmerman stated that in preparation of the 2016 budget we are looking at changing financial software to match what Warwick Township is using. This will be helpful for cross-training, collaboration, and back up purposes. Staff will provide more information during the budget review. J. Tennis asked if we could run the new software as a separate entity off of the Warwick Township package. D. Zimmerman said we will look into this and get more information to the board.

D. Zimmerman asked the Board to consider combining the Rothsville and Lititz water systems in the accounting software. The bond holder may have required these to be broken out in the past, but with years of history this may no longer be required. The Auditors approved combining the systems. D. Zimmerman will talk with Bond Council, and noted that the water debt will be paid off at the end of 2016 so that will simplify the issue. J. Tennis asked if we could separate out the assets in the future if we needed to, and D. Zimmerman said that this could probably be accomplished but the need to will be unlikely.

D. Zimmerman discussed the need to meet with Lititz Sewer Authority regarding the sewer capacity. During peak flows Lititz Borough has used some of WTMA’s capacity. While there has been no impact on WTMA at this point, it is worth having conversation to proactively plan for the future. This may include Lititz Sewer Authority performing an analysis of capacity, paper re-rating of the sewer plant, regional I & I initiatives, considering the need for an addition to the plant, and revamping of the 537 Plan. We are not at a critical point, however, planning and implementing solutions takes years so we should begin this process now. It is also important to avoid a capacity issue with the Department of Environmental Protection. J. Tennis asked if we are setting a precedent by allowing Lititz Borough to use our capacity, and B. Croswell affirmed that we may want Lititz Borough to acknowledge that they have used a portion of WTMA’s capacity, and that by allowing them to do so we have not waived our right to assert our entitlement to our full capacity.

### MAINTENANCE REPORT

1. Batteries on the generators at Stations 5, 9, 10, 12, 13 and 14 were replaced as they were all over four years old and had a low charge.
2. Cleaned all floats at all pump stations.
3. Topped off all fuel tanks at pump stations for the winter.
4. Replaced fuel line on the portable fuel tank at the Wellhouse.
5. Repaired meters at several properties that were not working during meter reading.
6. Replaced the water pump on the generator at Pump Station #2. Replaced the fuel lines as well as the fuel pump.
7. Installed a block heater on generator at Pump Station #4.

8. Cleaned up the Newport Orchard Booster Station, and sealed the floor and installed a dehumidifier.
9. Worked on the Martin Energy punch list from the yearly preventive maintenance visit.
10. Replaced pump #1 at Pump Station #12 with a spare. Cleaned the check valves and took the pump to Keener for repair.
11. Installed electrical receptacles in the cabinets at Pump Stations where we will be installing flow meters next year.

#### **SOLICITOR'S REPORT**

B. Crosswell noted that the lien for Newport Commons was filed on October 6, 2015 in the amount of \$188,548.72. This week we will serve a writ of scire fascias, in which the owner must show cause for why the property should not be sold to satisfy the water and sewer liens.

D. Zimmerman reported that an option for collecting on delinquent accounts may be using a collection agency. This has proved successful for Warwick Township. We would set up guidelines and be consistent in our practices. B. Crosswell noted that we will need to amend the Rates, Rules, and Regulations. Staff will research and report with more information during the budget process.

Wells Fargo satisfied the lien for 132 Chukar Ct.

B. Sisko worked on the Signature Senior Living project.

B. Crosswell stated that liens for the appropriate pre-bankruptcy amounts were filed against 4 Julie Terrace on October 20, 2015 for appropriate pre- and post-bankruptcy amounts.

#### **ENGINEER'S REPORT**

S. Riley reported that in response to the Engineer's conditional approval letter that was issued in August to SDR-SSL, they resubmitted plans in September. Conditional items were addressed, and they asked for other consideration on changes, particularly the location of the meter in the building. The drawings submitted were not-to-scale; Entech Engineering, Inc. is requiring drawings to scale. D. Zimmerman noted that he and C. Haws are meeting with SDR tomorrow and will review this with them again.

#### **ISSUES PENDING**

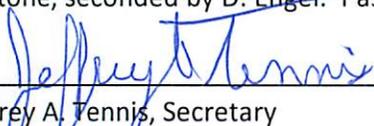
##### Rothsville Well

S. Riley reported that regarding Rothsville Well #2, the first sink hole grouting work was completed, and Kohl Brothers brought the actual pump out and it fit well. A second sink hole was found in the far corner under the foundation of where the Wellhouse will be. It is not in proximity of the well casing. Additional excavation work was done down to subgrade and a fissure was found. Geotech came out and concluded to flowable fill. The footer pour is done and foundation walls will be poured this week. Three change orders related to the sink hole were submitted by Eastern Environmental. S. Riley recommends that The Authority formalize the change orders by signature. A motion was made by D. Engle, seconded by J. Tennis, with unanimous approval.

##### I & I

D. Z reported that work on the manhole on Mr. Fyock's property will be taking place. Also, the manhole on E. Woods will be replaced before winter.

As there was no further business to discuss, the meeting was **ADJOURNED** at 8:05 PM on a motion by E. Stone, seconded by D. Engel. Passed unanimously.

  
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Jeffrey A. Tennis, Secretary