

**October 18, 2016
MINUTES OF THE BOARD**

The meeting was called to order by Vice-Chairman Don Engle at 7:00 P.M.

Present Were: Board Members: Donald Engle, Edward Stone, Jeffrey Tennis, and Joyce Gerhart; Administrator/Asst. Secretary Daniel Zimmerman, Asst. Administrator/Asst. Treasurer Wendy Johnson, Superintendent Todd Kauffman, Solicitor William Crosswell, and Consulting Engineer Steven Riley. Chairman Troy Clair arrived at 7:15 PM due to a prior engagement.

GUEST RECOGNITION & PUBLIC COMMENT:

The floor was opened to public comment from residents, taxpayers or rate payers of Warwick Township/Warwick Township Municipal Authority. Rich Felton, a resident from Lititz Borough was present to observe the meeting.

The **MINUTES** of the September 20, 2016 meeting were unanimously approved on a motion by E. Stone, seconded by J. Gerhart.

The **TREASURER'S REPORT** was unanimously approved on a motion by J. Gerhart, seconded by J. Tennis.

PAYMENT OF THE BILLS, in the amount of \$42,961.46 for the period from September 20, 2016 through October 18, 2016 was unanimously approved on a motion by J. Tennis, seconded by J. Gerhart.

\$13,000 will be transferred from the **WATER OPERATING FUND** to General Disbursements for operation of the Water System through November 15, 2016. \$35,000 will be transferred from the **SEWER OPERATING FUND** to General Disbursements for operation of the Sewer System through November 15, 2016. Both were approved on a motion by D. Engle, seconded by J. Gerhart.

The following **REQUISITIONS** from the **Water 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>
WB530	Exeter Supply Co, Inc.	Rothsville Well No. 2	\$ 312.65
WB531	ALS Environmental	Rothsville Well No. 2	\$ 353.60
WB532	Paul B, LLC	Rothsv Well No. 2 – SWIP Monitor	\$ 350.99
WB533	Entech Engineering, Inc.	Rothsville Well No. 2	<u>\$ 6,254.97</u>
		TOTAL	\$ 7,272.21

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
S176	Entech Engineering, Inc.	I/I Rehabilitation	\$ 5,576.69
		2016 Repair/Replace	<u>\$ 590.22</u>
		TOTAL	\$ 6,166.91

ADMINISTRATOR'S REPORT

D. Zimmerman reported that WTMA will be addressing the concern about private fire hydrant maintenance. Several customers have private hydrants, and while WTMA maintains all hydrants in the public right-of-way, these customers are responsible to maintain their private hydrants. Options for addressing this include sending letters to existing owners of private hydrants and making recommendations for basic maintenance, updating the Warwick Township subdivision and land development ordinance by adding a subsection stating that the owner has basic maintenance responsibility for private hydrants, require a maintenance schedule be submitted to WTMA, etc. Considerations would be whether or not WTMA is willing to do the maintenance, or if we would recommend vendors.

Rothsville Well No. 2 – Warwick Township will complete the Picnic Woods rails to trails section in November. Staff recommends that the Rothsville Station area be macadamed vs. the laying of stone dust. The Authority would pay for difference between stone dust and macadam as this solution would give them year round access.

D. Zimmerman reported that he shared the Board decisions regarding union negotiation matters with the union representative and is waiting to hear back from them.

The Authority will be updating the resident water/sewer contract to include detailed language regarding customer obligations, including a resident's responsibility for any damage or leaks between the curb-stop and their home.

D. Zimmerman discussed the idea of merging the Warwick Township Municipal Authority (WTMA) with the Lititz Sewer Authority (LSA). Water operations are handled by Lititz Borough Council, so the merger would be related to sewer only. WTMA owns capacity in the sewer plant, which is owned by Lititz Sewer Authority and managed by Severn Trent. LSA was started as more of a financial entity to oversee capital projects, but then began to oversee the functioning of the plant, as well. LSA oversight has been difficult in that finding members to serve is an ongoing issue. D. Zimmerman suggested that S. Riley and B. Crosswell look at several successful mergers and at least one failed merger. B. Crosswell said one idea would be an administrative management agreement. Both WTMA and LSA would need to determine the structure and what protects both authorities and offers the best solution for long-range oversight.

D. Zimmerman reported that Tina Geyer, the auditor at Sager-Swisher assigned to our account, has resigned. Another auditor will be assigned to our account.

MAINTENANCE REPORT

See attached report.

SOLICITOR'S REPORT

B. Crosswell reported that his law firm continues to review water and sewer easements and exhibits for Traditions of America, Phase 4.

B.R. Kreider & Son, Inc. agreed to enter into a new maintenance guaranty for Traditions of America Phases 1 and 2 that relates back to the date of acceptance by the Authority of the water system, which was April 21, 2015, and now extends to April 21, 2018. The new maintenance guaranty with B.R. Kreider covers the possible exposure of fixing the water lines. B.R. Kreider & Son, Inc. will provide a letter of credit securing the performance of the extended maintenance guaranty.

B. Crosswell reported that WTMA recently had a situation with a resident who was disputing whether or not there was a leak in his yard. The resident asked if he dug up his yard and there were no leaks who was going to restore his yard. Under the law, WTMA only has liability for certain issues relating to water and sewer systems, relating to the system itself, not negligence in determining whether or not there are leaks. In a recently published similar court case, the Commonwealth Court found in favor of the municipality.

B. Crosswell reported that he had conversation with WTMA staff regarding customers not signing and returning the water and sewer contracts. He stated that there is a provision in the Water Rates, Rules, and Regulations saying that the Authority may terminate their water service if they do not sign and return the contract.

B. Crosswell reported that other municipalities require the contract to be signed and returned to them prior to creating a final bill and changing the account over to the new owner.

ENGINEER'S REPORT

S. Riley reported that Chromium 6 has been in the news lately, and in drinking water is a parameter that is currently not regulated. Testing was done by EPA and DEP several years ago and WTMA's results were normal.

SDR-SSL's update to the meter for fire protection was received. T. Kauffman and S. Riley met onsite and noted that the previously agreed upon dimensions were not provided. SDR-SSL offered the remedy of a full-width door that could be opened to provide access, and WTMA agreed that this would be a solution. S. Riley did note that contractors doing work in the future may not be satisfied with the confines of the room for doing work in that area, but they would be hired by the building owner and not WTMA.

E. Woods subdivision submittals were reviewed, and they are ready for construction.

SUBDIVISIONS

Buckwalter Tract – Reservation of capacity for 70 water and 70 sewer edu's (one already existing) was approved on a motion by E. Stone, seconded by D. Engle, and unanimously approved. J. Gerhart abstained.

Whitmer/W. Woods – Conditional approval of the revised plan was approved on a motion by D. Engle, seconded by J. Gerhart.

TOA Phases 1 & 2 – Acceptance of the extended maintenance guaranty received from B.R. Kreider was approved on a motion by J. Tennis, seconded by D. Engle, and unanimously approved. J. Gerhart abstained.

Christian Brothers Automotive – Transfer of the assignment of 2 water and 2 sewer edu's from R. D. Buckwalter to Christian Brothers Automotive was approved on a motion by J. Tennis, seconded by D. Engle, and unanimously approved.

ISSUES PENDING

Rothsville Well No. 2 – D. Zimmerman reported that we ran a baseline water quality analysis and had good test results with high quality. The required six month testing has now begun.

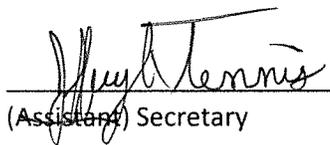
I & I Projects – S. Riley reported that the contractor will be in in early to mid-Nov to do the repair work, the main portion of this project being relining manholes. The work should all be completed in November.

Replacement of generator – We have back up power at all power station sites, with yearly maintenance being performed by an outside vendor. During inspection this fall, there was a serious ejection of a propeller blade from a generator. The generator needs to be replaced, and we are using a loaner right now. We will use Co-star pricing so we get the best offer. The purchase of a new generator was approved on a motion by J. Tennis, seconded by D. Engle, and unanimously approved.

2017 Capital Projects – D. Zimmerman reviewed the capital projects for 2017. These include documenting standard operating procedures, basic maintenance, continuing with the transition to radio reads for meter reading, replacing 25-30 year old meters, replacing the booster at Kreider May, and expanding the regional wellhead protection plan.

SRBC – D. Zimmerman reported that we will soon begin the renewal process for Rothsville Well No. 1.

As there was no further business to discuss, the meeting was **ADJOURNED** at 8:14 PM on a motion by D. Engle, seconded by J. Tennis. Passed unanimously.



(Assistant) Secretary