

W. T. M. A.

Warwick Township Municipal Authority
Administration of Water & Wastewater

September 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 August 18, 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 \$212,814.27, for the period from August 18, 2015 through September 15, 2015 was unanimously approved on a motion by J. Tennis, seconded by J. Gerhart.

The **WATER OPERATING REQUISITION**, in the amount of \$17,000.00, for operation of the water system through October 21, 2015 was unanimously approved on a motion by T. Clair, seconded by D. Engle. \$173,000 will be transferred from the Sewer Operating Fund to General Disbursements for operation of the Sewer System through October 21, 2015.

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

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB484	Land Grant Surveyors	Rothsville Well 2 – Set site benchmark	\$ 635.00
WB485	Highway Materials, Inc.	Rothsville Well 2 – Paving trenches	\$1,420.62
WB486	Entech Engineering, Inc.	Rothsville Well 2	<u>\$6,393.05</u>
		Total	<u>\$8,448.67</u>

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	Lititz Sewer Authority	Reducer w/fan (Cap Impr)	\$ 15,797.79
S137	Entech Engineering, Inc.	Brunnerville Interceptor	<u>\$ 9,971.22</u>
		Total	<u>\$25,769.01</u>

ADMINISTRATOR'S REPORT

D. Zimmerman reported that the transition in billing staff is going well. Staff continues to move forward with utilizing the Sage software for accounting functions.

The budget outline will be presented to The Board at the November meeting.

D. Zimmerman reported that a sinkhole was discovered at the Rothsville Well #2 site. S. Riley will review the change orders during his report.

The Authority will work to educate Duane Ober, the WESC Administrator, in how the hydrant system works for emergency services knowledge.

MAINTENANCE REPORT

1. Clean up at Pump Station #16 was done after the new fence was installed.
2. The Cardinal Road area hydrants were painted.
3. The valve box for blow off on West Woods Drive near the hospital was repaired after being hit by a lawn mower.
4. The outlet valve on nitrate removal unit #1 was replaced.
5. Meter pits #1 and #2 were cleaned out.
6. The chlorine ejector at the Wellhouse was cleaned.
7. Staff jetted sewer lines in the Landis Valley area.
8. The grinder fan at Pump Station #7 was repaired.
9. The force main and raw water line to Pump Station #7 are complete. Fire hydrant replacements were started this week.
10. Sewer lines at Lititz Reserve Phase 3 & 4 were televised. Everything looked good with the exception of the lines needing jetted and cleaned.
11. Meter reads were started this week for the third quarter. Reads were pushed back one week due to problems loading the guns, plus the holiday.
12. Martin Machinery was in to do the preventive maintenance on the generators at the pump stations, water boosters, and wellhouse.
13. The water valve boxes on Owl Hill Road and Newport Road were raised to prepare for paving.
14. Staff jetted the sewer line on Lexington Road.
15. Sunday night the PLC went down at Pump Station #2. Garden Spot Electric was called and they replaced the PLC.

SOLICITOR'S REPORT

B. Crosswell reported that a lien was filed against 1453 E. Newport Road last year for grinder pumps that were borrowed. One pump was damaged, and one was not returned. A Sheriff's sale is scheduled for January 27, 2016. We will monitor the sale and if the property is sold the lien should be satisfied.

The 2012 Chapter 13 bankruptcy for 4 Julie Terrace was converted to a Chapter 7 bankruptcy. Sewer charges continue to accumulate, so a lien will now be filed. C. Haws confirmed that this is a sewer only property as the water is well-water.

132 Chukar Ct. is now owned by Wells Fargo. Wells Fargo staff has been in touch with Authority staff and the lien may be satisfied soon.

B. Crosswell prepared the Bill of Sale and Maintenance Guaranty for Lititz Reserve Phase 2 and Lititz Land Trust. A notice of intent to file a lien was sent to Newport Commons, and B. Crosswell has the *second notice draft* prepared. If payment is made staff is to apply the payment to the oldest charges.

B. Crosswell reviewed bankruptcy and lien procedures with W. Johnson in regard to time limits, when to file notices, etc.

ENGINEER'S REPORT

S. Riley reported that SDR-SSL was issued conditional final approval at the last meeting, and the Developer called Entech Engineering, Inc. offering suggestions on value engineering. The Developer is from out of state and is not accustomed to the processes in Pennsylvania. Three specific items were reviewed by Entech Engineering, Inc., D. Zimmerman, and C. Haws. S. Riley will get back to Rettew Associates with options and alternatives.

SUBDIVISIONS

Lititz Land Trust was approved for a drawdown on their letter of credit to a \$1,850.00 18 month maintenance guaranty. The motion made by E. Stone was seconded by J. Gerhart with unanimous approval.

The Willier Tract letter of credit reduction request to \$30,439.20 was unanimously approved with a motion by D. Engle, seconded by J. Tennis.

Approval for acceptance of the Bill of Sale for Lititz Reserve Phase 2 was unanimously approved on a motion by J. Tennis, seconded by D. Engle.

ISSUES PENDING

S. Riley informed the Board of the underground sinkhole that was discovered four feet off of the well casing at the Rothsville Well site. Remediation to correct the sinkhole is to drill holes and pressure-inject cementitious grout into the holes. During grouting, the well casing shifted approximately 1" at the top segment. S. Riley consulted with Authority and contracting staff at the well site on Monday, September 14, 2015. It was determined that the sequence with which the injections were being conducted should be changed. The sinkhole appears to be stabilized, and the south side of the site seems to be all rock. Recommendation from the Geo-tech consultant is to modify the foundation design for the well house with additional rebar.

Kohl Brothers said the shifting of the casing is not overly concerning and they have worked with this type of situation at other sites. The Board was presented the option of testing the casing as it is now, prior to constructing the building, so that if there are issues they can be addressed without dismantling the building. Dave from Kohl Brothers, Inc., has the well pump available to do a test run of setting it in the well-casing to make sure it still fits with the shifting having occurred. This will add approximately two days of work and about \$7,000. The Board unanimously approved a test run with a motion by T. Clair, seconded by D. Engle.

D. Zimmerman reported that C. Haws is working on getting a price for an insert for the manhole on the Fyock property.

The 2016 Mandatory Municipal Obligation (MMO) was reviewed by D. Zimmerman. E. Stone made a motion to acknowledge receipt of the MMO which was seconded by D. Engle and unanimously approved by the Board.

As there was no further business to discuss, the meeting was **ADJOURNED** at 8:16 PM on a motion by D. Engel, seconded by E. Stone. Passed unanimously.



Jeffrey A. Tennis, Secretary