

W T M A

Warwick Township Municipal Authority

Administration of Water & Wastewater

November 15, 2011

MINUTES OF THE BOARD

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

Present Were: Board Members: Donald Engle, Lee Spangler, Edward Stone and Jeffrey Tennis, Administrator Daniel Zimmerman, Claudia Watt, Carl Haws, Solicitor William Crosswell and Scott Carl and Steve Riley of Entech Engineering, Inc.

GUEST RECOGNITION: There were no guests to be recognized.

The **MINUTES** of the October 18, 2011 meeting were unanimously approved as written on a motion by D. Engle seconded by L. Spangler.

The **TREASURER'S REPORT** was unanimously approved on a motion by D. Engle, seconded by E. Stone.

PAYMENT OF THE BILLS, in the amount of \$44,216.82, for the period from October 18, 2011 through November 15, 2011 was approved on a motion by J. Tennis seconded by L. Spangler. Passed unanimously.

The **WATER OPERATING REQUISITION**, in the amount of \$23,000.00, for operation of the water system through December 20, 2011 was unanimously approved on a motion by D. Engle, seconded by J. Tennis.

The **SEWER OPERATING REQUISITION**, in the amount of \$39,000.00, for operation of the sewer system through December 20, 2011, was unanimously approved on a motion by D. Engle, seconded by E. Stone.

The following **REQUISITION** from the **Water BR&I Fund** were unanimously approved on a motion by L. Spangler, seconded by E. Stone:

<u>REQ.</u>	<u>PAYEE</u>	<u>REASON</u>	<u>AMOUNT</u>
WB360	Entech Engineering, Inc.	Rothsville Well Exploration	\$1,234.51

MAINTENANCE REPORT

C. Haws reported on the following maintenance to the systems since the last meeting:

- Maintenance personnel pulled pump 1 at Station 16 due to high amps. An impeller had become loose and a new bolt and washer were installed before the pump was reinstalled.
- At Station 12, a light was installed under the new roof.
- Tree branches that had fallen due to the recent snow were cleaned up at both Station 7 and the access drive to the Standpipes.
- The ultrasonic probe at Meter Pit 1 was repaired. The brackets were rusted off and needed to be replaced.
- Sewer lines at Stations 10, 5 and 7 were jetted. The sewer line on Laurie Lane and a line a line in the Brookwood Perch Development were jetted because both occasionally have problems and we try to jet them quarterly.
- A leak in the PRV vault in Rothsville was repaired.
- Maintenance personnel prepared Station 12 for base paving of the trenches for the Township.
- A leak, caused by a broken seal on pump 2, was repaired at the Newport/Orchard Booster Station. The brass sleeve and pump seal were replaced.

- Pump 2 at the Kreider May Booster Station was replaced with a spare pump.
- Both check valves at Station 3 were rebuilt. New seats were installed.

SOLICITOR'S REPORT

B. Crosswell said that he had prepared two documents to resolve issues pertaining to Pump Station 18 which was built to serve the Rothsville Station Development. Neither the pump station site nor the four easements obtained by the Developer for the force main were officially transferred to the Authority in 1990. The first document is an Assignment and Transfer of Easement Rights and lists the four easements individually. The second document is a Bill of Sale for the Pump Station and sewer line. A map will be attached to the Bill of Sale identifying the facilities to be transferred. Neither document will carry a warranty as we are just trying to clear up an oversight that occurred at the time the other facilities were transferred. D. Zimmerman said that he has spoken to Dr. Busko who agreed to sign off on the transfers.

The owner of the property at 405 Crosswinds Dr. filed for bankruptcy several months ago. Authority Staff followed procedure and set up a post bankruptcy account and eventually required a deposit to continue service. Now that the house is being sold, both the pre-bankruptcy and post bankruptcy accounts will be paid. Upon receipt of payment, the deposit will be returned to the customer.

One of the owners of the property at 316 Cambridge Lane has filed for bankruptcy. The house is in foreclosure and is jointly owned by a couple who recently divorced. B. Crosswell recommended that WTMA file a lien against the property.

The Governor signed the bid limit bill (HB291) into law (Act 90 of 2011) on November 3 which amends the Municipality Authorities Act. The bill raises the bid threshold for supplies, services and construction to \$18,500 and above and raises the threshold for telephonic quotes to \$10,000 for projects between \$10,000 - \$18,500. Both changes will become effective on January 1, 2012 and are subject to an annual escalator of not more than 3% per year based on the Consumer Price Index. The adjusted amounts, if any, will be published by PA DOLI, prior to January 1 each year.

B. Crosswell said that he has been working with Authority Staff on the Lititz Water Charge issue.

ENGINEER'S REPORT

S. Carl introduced S. Riley , saying that he has been directly involved in the design/review of Authority projects since Entech first began working with WTMA five years ago. S. Carl explained that his own role in the company changed about a year and a half ago and he has many more people reporting to him. He said that S. Riley has been assuming some of his client responsibilities and that WTMA will likely see more of him in the future. S. Riley is working on both the Energy Audit and the Rothsville Well Project and will be talking about those issues tonight.

Misc Consulting:

- S. Carl attended the workshop meeting with Authority Staff on November 3rd.
- Entech employee Brian Killian, who specializes in inflow and infiltration investigation, worked with C. Haws on I & I issues. Drainage maps were prepared for the Station 3 service area and recommendations were made for manhole monitoring.
- S. Riley attended a pre-planning meeting with the Developer, Lititz Borough and Authority Staff for the Siegrist/LutherCare Project.

Rothsville Well - Entech received and reviewed electronic drawing files from Dave Gehman of LGS and some preliminary layout plans from EFI for the well building layout. Entech has also talked to TAH Construction to develop pricing options to compare the cost of a prefab building to on-site construction. S. Riley showed a map of the well site to the Board. He said that the building itself would be approximately 12' X 15' and indicated where the raw water line would be located. He said that there would be an approximately 30' square fenced area and a gravel drive to the well site through the adjoining property. WTMA is required to have a 100' radius wellhead protection easement and would need to purchase just under one acre, which would include the area designated for Rails to Trails if the 100' radius were squared off into a 200' X 200' plot. An additional access easement from the adjoining property will have to be obtained for those times when a larger vehicle is needed at the site since the Rail Trail will be too narrow to accommodate such a vehicle. D. Zimmerman said power conduit will be run along the trail easement. C. Haws said that we would likely use the portable generator that is stored at the wellhouse if needed. With regard to the cost of constructing a building, S. Riley said that EFI gave a preliminary quote of \$80,000 - \$90,000, based on basic parameters, including piping, controls and other interior accessories. TAH Construction suggested that, based on the same parameters, a built-in-place project would cost approximately \$50,000 - \$60,000.

Energy Audit - Entech performed an initial site visit at Station 1, 3, 4, 13 and the Rothsville Wellhouse per the energy audit proposal approved at last month's meeting. Entech met with Authority Staff on Nov. 2nd and visited each facility. S. Riley reported that Staff had provided electric billings and daily flow, operating hours, motor and pump data for each of the sites covering a one-year period. All of the data was entered into an electric database and the pump curves were entered as well. The primary evaluation was regarding variable speed drives. The initial calculation indicated that this is not a very attractive option because of the length of payback. The other area being considered is the utility standby generator program being offered by PPL. The program is based on entities switching over to their existing generators during periods of peak demand and in return could cut operating costs and make some money as well. The switch over would be voluntary at the discretion of the electric customer. Station 1 could be a good candidate for this option. There may be a minimum generator size in order to participate in the program. Entech expects to have a report ready for next month's meeting. S. Carl said that a draft of the report will be given to Authority Staff for comments prior to issuing the final report.

Lititz WWTP Project - Lititz Sewer Authority agreed to postpone the re-seeding until spring, 2012 due to recent weather conditions. The Construction Bond for the project will be held until next year. Most of the warranty items have been completed. Worth and Co. still has to re-address some leaking oil lines.

On Friday, the WWTP will be the host facility for the Eastern PA Water Pollution Control Operators Association's fall outing. There are about 250 attending and approximately 70 vendors will be on site. The afternoon sessions will be at the Eden Resort.

ISSUES PENDING

Rothsville Well - D. Zimmerman said that he will start negotiations with Leonard and Amos Hurst for the acquisition of the property. C. Haws said that he talked to C. J. Conapitski who said that he should have a draft of the submission to SRBC ready by the end of next month.

Draft of the 2012 Budget - D. Zimmerman reviewed the 2012 objectives, including securing the land for the Rothsville well and replacing the telemetry software. The remainder of the capital items are basically maintenance items. Staff is also looking to possibly expand the wellhead protection program to other farms within the recharge area. We will renew our focus on I & I issues and are close to finishing up the pump station modifications that started several years ago. Staff continues its efforts in cost containment and has achieved some successes in the areas of electricity purchase and health care expense, which are at 2006 levels. Recent budgets have been very tight with adjustments in rates for the wastewater treatment project. One thing that is noticeably different in the

2012 budget is the prospect of tapping fees as there are a few multi-unit projects in the works. One project, involving a portion of the Siegrist Tract, will offer an opportunity to replace the interceptor line that intersects that tract before the entire tract is developed. Tapping fees that are generated from the project will help to pay for the line replacement. United Zion is also considering an expansion and the Cicala Tract may be developed now that the road is being extended through an economic stimulus package.

D. Engle asked about the WWTP improvements. D. Zimmerman said that the new process has generated some hidden costs. T. Kauffman put together a list of capital improvement and maintenance items which was included in the budget binder.

D. Zimmerman asked that the Board continue to review the budget and contact Staff with any questions or concerns. The final budget will be presented to the Board at the December meeting.

At 7:57 PM, it was announced that the Board will hold an **EXECUTIVE SESSION** to consult with the Authority Solicitor concerning potential litigation relating to the Lititz Water charges.

The regular meeting resumed at 8:55 PM.

A motion was made by D. Engle, seconded by L. Spangler, to authorize Staff to send a letter to Borough Council expressing concern and disagreement with the Borough's notice of revised water charges. Passed unanimously.

As there was no further business to discuss, the meeting ADJOURNED at 8:57 PM on a motion by D. Engle, seconded by L. Spangler. Passed unanimously.

L. Lee Spangler, Secretary