

**May 19, 2020**  
**MINUTES OF THE WARWICK TOWNSHIP MUNICIPAL AUTHORITY BOARD**  
**(Meeting held through the virtual platform ZOOM)**

**Present (Virtually) Were:** Board Members: Chairman Troy Clair, Don Engle, Mike LaSala and Joyce Gerhart, Authority Manager Daniel Zimmerman, Authority Superintendent Todd Kauffman, Assistant Superintendent Jon Bunch, Solicitor William Crosswell, and Consulting Engineer Steven Riley.

Call to Order

The meeting was called to order by Chairman Clair at 7:00 P.M.

Guest Recognition & Public Comment

Nicole Cradic, Megan Senkowski & Amanda Kilroy from Trout CPA presented the 2019 Fiscal Audit.

Following the presentation Chairman Clair made a motion that the required annual audit and financial report for the Authority as prepared by its certified accountant, presented at this meeting and discussed publicly for the year ending December 31,2019, be accepted by the Authority. Seconded by Member Gerhart. Passed unanimously.

Approval of Minutes

The **MINUTES** of the April 21, 2020 meeting were unanimously approved on a motion by Member Engle and seconded by Member Gerhart.

Treasurer's Report

The **TREASURER'S REPORT** was unanimously approved on a motion by Member Engle and seconded by Member Gerhart.

Payment of Bills

The **PAYMENT OF BILLS** was unanimously approved on a motion by Member Engle, seconded by Member LaSala.

Operating Funds

\$26,800.00 will be transferred from the **WATER OPERATING FUND** to General Disbursements for the operation of the Water System through June 16, 2020, and \$85,400.00 will be transferred from the **SEWER OPERATING FUND** to General Disbursements for the operation of the Sewer System through June 16, 2020. Both transfers were unanimously approved on a motion by Chairman Clair and seconded by Member Engle.

Payment of Capital Expense

**REQUISITIONS** WB 620 – WB 621 in the amount of \$10,666.25 from the **Water Operating Account** were unanimously approved on a motion by Member Gerhart seconded by Member Engle.

**REQUISITIONS** S326 – S330 in the amount of \$60,263.83 from the **Sewer Operating Account** were unanimously approved on a motion by Member Gerhart seconded by Member LaSala.

Administrative

Mr. Zimmerman reported that:

- Staff has been working on modified work schedules and observing COVID 19 protocols. Public access has been restricted to the Township building until further notice. A sliding window is being considered to accept future payments when the building opens for public access.
- Noll Tract plan submission should be presented at the June meeting. Settlement and recording should take place in June.

#### Operations/Maintenance Report

Mr. Kauffman reported that:

- Well #1 was the primary well in-service during April. Well #2 remained in standby mode due to air in the system. The Staff is troubleshooting ways to determine the location and means to release the air.
- During routine cleaning of pump station wet wells with Kline's Services, power to the pumps at Pump Station #10 was turned off by WTMA workers and not turned back on. PADEP was notified, and a small sewer overflow was cleaned up.
- PA 1 calls have been keeping WTMA staff busy.

#### Solicitor's Report

Solicitor Crosswell reported the following:

- He discussed with WTMA staff and the attorney for the developer of Lititz Reserve and the proposed Warwick Crossing development various issues relating to the Authority's sewer system.
- He reviewed the title search for the Violet Noll property for the proposed settlement in June.
- He provided an updated Audit report to Trout CPA concerning any loss contingencies.

#### Engineer's Report

Mr. Riley reported that:

- Entech received revised plans for Warwick Crossing and Lititz Reserve which are currently under review.
- He offered input on alternate routing of the sewer line from Pod 5 of Rock Lititz to the developer's construction consultant.
- Entech is working on updating the GIS data to reflect the findings from manhole inspections and private fire hydrant locations done and provided by WTMA staff.

#### New Business

- A. Mr. Zimmerman updated the Board on the I & I projects that are scheduled for the year.
- B. Mr. Zimmerman reported on the sewer plant allocation and that the Act 537 plan should be completed by the end of the year with hopes of gaining treatment capacity.

#### Adjournment

With there being no more business to discuss, the meeting was **ADJOURNED** at 8:05 P.M. upon a motion by Member Gerhart seconded by Member LaSala. Passed unanimously.

  
(Assistant) Secretary