

**March 21, 2023**  
**MINUTES OF THE WARWICK TOWNSHIP MUNICIPAL AUTHORITY BOARD**

**Present Were:** Board Members: Joyce Gerhart, Mike LaSala, Randy Hess and Matt Clair, Assistant Township Manager Pat Barrett, Authority Superintendent Jon Bunch, Solicitor William Crosswell, Consulting Engineer Steven Riley.

Call to Order

The meeting was called to order by Chairperson Gerhart at 7:00 P.M.

Approval of Minutes

The **MINUTES** of the February 21, 2023, meeting were approved on a motion by Member LaSala and seconded by Member Clair with Member Hess abstaining.

Treasurer's Report

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

Operating Funds

\$64,128.57 was authorized for transfer from the **WATER OPERATING ACCOUNT** to General Disbursements for interim and board checks water expenses and \$39,635.88 was authorized for transfer from the **SEWER OPERATING ACCOUNT** to General Disbursements for interim and board checks for sewer expenses. \$4,937.35 was authorized for transfer from the **DEVELOPER'S ESCROW ACCOUNT** to General Disbursements. All transfers were unanimously approved on a motion by Member LaSala and seconded by Member Hess.

Payment of Capital Expenses

**Capital Expenses** in the amount of \$103,598.91 from the **PLGIT WATER FUND** were unanimously approved on a motion by Member LaSala seconded by Member Clair.

**Capital Expenses** in the amount of \$28,021.48 from the **PLGIT SEWER FUND** were unanimously approved on a motion by Member LaSala seconded by Member Clair.

**PS#13 Grant Fund** in the amount of \$274,110.04 from General Disbursements were unanimously approved on a motion by Member LaSala seconded by Member Hess.

Administrative

Mr. Barrett reported that:

- WTMA staff is in the process of interviewing for a replacement operator.
- WTMA was notified by Trout CPA that they will no longer be doing the annual audit after 2023. WTMA will look into another firm to conduct the annual audits.

### Operations/Maintenance Report

Mr. Bunch reported in addition to his written report that:

- WTMA Staff have been working on replacing old residential water meters in the System.
- Commercial properties whose water meter is 20 years or older were sent letters about replacing their water meters or having the meter certified.

### Solicitor's Report

Mr. Crosswell reported that:

- He discussed with Pat Barrett the status of the delinquent account for the property located at 12 Edgewood Drive (Cristini Estate) and prepared the required second notice of the intent to file a municipal lien as required by Act 1 of 1996. He then prepared and filed the municipal lien for this delinquent account.
- He prepared a response to the Audit Inquiry Letter for the year ended December 31, 2022, received from Trout CPA. Upon sending that response to Trout, he was informed by Trout that the audit inquiry letter he received was actually intended for Warwick Township rather than the Authority even though the request was on Authority letterhead. He will update that response when he receives the correct audit inquiry for WTMA from the auditors later this year.
- He discussed with Pat Barrett issues relating to the possible termination of water service for the property located at 3 Winding Way. It did not become necessary to terminate water service to this property because the property owners elected to have the Authority's standby plumber repair the service line and then reimbursed WTMA for that expense.
- On February 23, 2023, he filed a Municipal Lien regarding the property located at 485 Crosswinds Drive due to the failure of the property owners to reimburse WTMA for the expense to repair the leak in the water service line for that property.
- He prepared a letter to Brian Harris regarding proposed financial contributions by the Borough of Lititz and United Zion Retirement Community toward the Authority's Water Tank Project.

### Engineer's Report

Mr. Riley reported that:

- Entech reviewed the Authority Staff's plans, along with obtaining preliminary drawings from ELA, for the Lititz Run Road culvert project and identified impacts on the existing Borough sanity sewer interceptor.
- Added files to the Authority's GIS system.
- Upgrades to Pump Station No 13 are making progress. Waiting on control panels which are scheduled for an April delivery.
- Well No. 1 Nitrate Removal System Rehabilitation Project Pre Con meeting is scheduled for April 4<sup>th</sup>.
- Entech began work on the Newport Road Tank Plan with submission planned in April for the May Zoning Hearing Board Meeting.
- Held meeting with Authority Staff to discuss plans for the Water and Sewer Comprehensive Plan Study.

#### New Business

- A. Member LaSala made a motion seconded by Member Hess to accept the bid from Jeff Kocher, 2631 Cherryville Rd., Northampton, PA, in the amount of \$48.00 for the purchase of six electric three phase motors. Passed unanimously.
- B. Member LaSala made a motion seconded by Member Hess to accept the bid from Jeff Kocher, 2631 Cherryville Rd., Northampton, PA, in the amount of \$417.00 for purchase of an automatic transfer switch. Passed unanimously.
- C. Member LaSala made a motion seconded by Member Clair to approve Payment Application No 2 in the amount of \$6,750.33 from Garden Spot Electric, Inc. for the Newport Road Booster Pump Station upgrade. Passed unanimously.
- D. Member LaSala made a motion seconded by Member Hess to approve Payment Application No 1 in the amount of \$22,701.60 to Garden Spot Electric, Inc. for the Pump Station No. 13 Replacement Project. Passed unanimously.
- E. Member LaSala made a motion seconded by Member Clair to approve Payment Application No 4 in the amount of \$210,424.44 from Fidelity Contracting, LLC for the Pump Station No 13 Replacement Project. Passed unanimously.
- F. Member LaSala made a motion seconded by Member Hess to approve Change Order #2 from Fidelity Contracting, LLC in the amount of \$12,100.38 for the Pump Station 13 Replacement Project. Passed unanimously.
- G. Member LaSala made a motion seconded by Member Clair to approve Entech's budget increase request of \$11,000 for Services During Construction of the Nitrate Removal System Rehabilitation Project. Passed unanimously.

#### Old Business.

- A. Member LaSala made a motion that the Board of this Authority ratify and confirm the action taken at the February 21, 2023, meeting of the Authority approving temporary relief subject to the conditions previously imposed by the Board from the water and sewer charges at 346 Autumn Harvest Lane because the property is currently uninhabitable. Seconded by Member Clair. Passed unanimously.

#### Payment of Bills

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

With there being no more business to discuss, the meeting was **ADJOURNED** at 7:50 P.M upon a motion by Member LaSala seconded by Member Clair. Passed unanimously.

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(Assistant) Secretary