

**MINUTES OF THE REGULAR MEETING
DECEMBER 19, 2016
WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular December 19, 2016 meeting of the Warwick Township Water and Sewer Authority was called to order at 7:00 p.m. by Chairman Paul Stavrides. The following Board members were present: Vice Chairman Richard Carlin, Secretary John Sklencar, Secretary/Treasurer Edward Thompson and Member Stan Rockovich.

Also present at the invitation of the Board were the following:

Michael Sullivan, Executive Director
Peter Amuso, Rudolph Clarke LLC
Rick Dunn, P.E., Ebert Engineering

MINUTES

Upon motion of Mr. Sklencar, seconded by Mr. Rockovich, the Board approved the minutes of the November 21, 2016 board meeting by a vote of 4-0.

PUBLIC COMMENT

- A. Confirmed Appointments – There were no confirmed appointments.
- B. From the Floor - None

TREASURER'S REPORT

Mr. Sullivan discussed with the Board having the accounts payable checks electronically signed. The Board will continue to have access to all checks and related invoices, included in the bill list. No checks will be mailed prior to Board approval.

By Board direction, Authority staff will create procedures for having the checks electronically signed prior to the Authority Meeting. These procedures will then be reviewed with the Authority auditor prior to any changes to the current check signing procedure to ensure all the necessary controls are in place.

Requisitions

On motion of Mr. Sklencar, seconded by Mr. Mr. Thompson, Requisition No. 103 a transfer of \$261,224.08 from the Revenue Fund to Operating Account was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Bill Payment List 12/16-A in the amount of \$195,474.08 was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Bond Construction Fund Requisition #76 for G&G Electrical Construction, LLC for Fish Creek WWTP Upgrade Phase II in the amount of \$5,581.58 was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Bond Construction Fund Requisition #77 for LB Industries for Fish Creek WWTP Upgrade Phase II in the amount of \$104,035.50 was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Bond Construction Fund Requisition #78 for Certified Testing Laboratories for Fish Creek WWTP Upgrade Phase II in the amount of \$604.84 was approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Bond Construction Fund Requisition #79 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$2,948.81 was approved 4-0.

Releases

On motion of Mr. Sklencar, seconded by Mr. Thompson, Professional Services Releases (TD Bank) in the total amount of \$6,415.75 were approved 4-0.

On motion of Mr. Sklencar, seconded by Mr. Thompson, Escrow releases and professional service invoices (pending) in the amount of \$636.75 were approved 4-0.

SOLICITOR'S REPORT

At 7:12 p.m. the Board entered into an Executive Session regarding litigation. The Board resumed the regular meeting at 7:20 p.m. with no action taken.

Authority Business

Mr. Amuso referred the Board to the Solicitor's written report.

Legal Complaints

WTWSA v. Warwick Realty Co., LP – At 7:12 p.m. the Board entered into an executive session. No action was taken. The Board reconvened at 7:20 p.m.

Developments

The Authority Solicitor referred the Board to the written report.

ENGINEER'S REPORT

Authority Projects

The Authority's engineer generally reviewed the projects within the written engineering report.

FCSTP Upgrade Update – Mr. Dunn provided a brief status report on the project as well as a brief overview of the remaining potential changes orders. All of the shop drawings have been approved. Most of the equipment is now on site.

Route 263 Improvements – The water and sewer portion of the project is complete. The contractor has submitted construction credits on the project. The engineer is working with Penndot and the contractor to reconcile the construction credits on the project.

Creek Road Water Extension Update – Mr. Dunn provided an update of the project. The Warwick portion of the project will began on the project December 5, 2016. The construction, install, flushing and testing of the main installation is expected to be completed by December 23, 2016.

CFA – Grant Update – The application was submitted to the State for review.

Act 537 Plan – Ebert Engineering continues to work on the update to the Plan.

Metropolitan Developer – Mr. Sullivan discussed the project proposed by Metropolitan Developer.

AUTHORITY REPORT

Operations – Executive Director

Operations Report – Water/Sewer – The Board generally reviewed the water and sewer operations reports.

Administrative – Executive Director

Electric – The Board generally reviewed one of the largest operating expenses.

Sprint/Nextel – The Authority received a Termination Notice from Sprint/Nextel to decommission the antenna site at the Stony Road Water Tower. The antenna will be removed by the end of December.

Core BTS – Core BTS completed the onsite IT audit review. The Audit report is expected by the end of December.

Department of the Navy Water Supply – The Authority is in negotiations with the Navy to run water from Mearns Road toward Northampton. Ebert Engineering prepared preliminary plans and cost estimates have been provided to the Navy. Mr. Rudolph reviewed the draft agreement and has provided comments to the Navy.

Professional Service Agreement – Diamond Ridge Associates, LLP – On motion of Mr. Sklencar, seconded by Mr. Rockovich, the Professional Service Agreement for Diamond Ridge Associates, LLP was approved by a 5-0 vote.

Rate and Fee Schedules for 2017 – On motion of Mr. Sklencar, seconded by Mr. Rockovich, the Board voted to approve the 2017 Rate/Fee Schedule by a vote of 5-0.

Developments – Executive Director

Various Correspondence – Mr. Sullivan referred the Board to the attached various correspondence.

CHAIRMAN'S MINUTE

- A. Re-organizational Meeting – The next board meeting will be January 23, 2017
- B. Adjournment – There being no further business, the Board, upon motion of Mr. Sklencar, seconded by Mr. Rockovich, and with a 5-0 aye vote, adjourned at 7:53 p.m.

Respectfully submitted,

BY: 

Warwick Township Water and Sewer Authority

WARWICK TOWNSHIP WATER & SEWER AUTHORITY
QUARTERLY WATER & SEWER RATES
2017 RATE SCHEDULE

Adopted: November 21, 2016

	<u>WATER</u>	<u>SEWER</u>
SINGLE FAMILY RESIDENTIAL:		
Service Charge:	\$25.88	\$39.67
Usage Charge:		
0 – 40,000 gallons (Per 1,000 gallons)	\$3.89	\$6.36
Over 40,000 gallons (Per 1,000 gallons)	\$5.82	\$0.00
Unmetered Sewer Flat Rate	N/A	\$185.64

Single-Family Residential Customers – sewer usage for billing purposes – calculated as 80% of the water usage.

COMMERCIAL, INDUSTRIAL & MULTI-FAMILY RESIDENTIAL:

Service Charge:	\$25.88	\$39.67
Usage Charge:		
0 – 40,000 gallons (Per 1,000 gallons)	\$3.89	\$6.36
Over 40,000 gallons (Per 1,000 gallons)	\$5.82	\$7.51
Unmetered Commercial Sewer Flat Rate (Per EDU)	N/A	\$260.96
Unmetered Industrial Sewer Flat Rate (Per EDU)	N/A	\$379.77

WARWICK TOWNSHIP WATER & SEWER AUTHORITY

2017 FEE SCHEDULE

Revised as of July, 2016

Item #	Description	Amount	Detail
1.	Holding Tank Permit	\$ 50.00	
2.	Tapping Fee – Water	\$ 4,500.00	per EDU
	Tapping Fee – Sewer	6,300.00	per EDU
	Tapping Fee – Special Purpose Creek Road Sewer 270/gallons/day = 1 EDU	3,000.00	per EDU
	Tapping Fee - Special Purpose Stout Road Water Main Project 182/gallons/day = 1 EDU	\$ 4,368.96	per EDU
3.	Water and/or Sewer Certification (at time of resale or refinance)	\$ 50.00	
4.	Re-certification Fee	\$ 50.00	
5.	NSF Check Fee	\$ 35.00	
6.	Municipal Lien (filing/satisfaction)	\$ 100.00	
	Attorney Fee at the established rate for preparation, filing and pursuit of municipal liens for delinquent water and/or sewer accounts	\$ 190.00	per hour
7.	Water Lateral Tie-In Inspection (for pre-existing homes)	\$ 175.00	
8.	Sewer Lateral Tie-In Inspection (for pre-existing homes)	\$ 175.00	
9.	New Home Construction:		
	(a) Cost of Meter with Accessories (to be installed by Authority)	\$ 300.00	
	(b) Cost of Yoke (to be installed by Developer's Plumber)	145.45	
	(c) Cost of Authority's Meter Installation	100.00	
	(d) Admin Fee 10%	54.55	
	Total	\$ 600.00	
	(e) Certification at Time of Sale	\$ 50.00	
10.	Existing Construction:		
	(a) Cost of Meter with Accessories (to be installed by Authority)	\$ 300.00	
	(b) Cost of Yoke (to be installed by Customer's Plumber)	145.45	
	(c) Cost of Authority's Meter Installation	100.00	
	Total	\$ 545.45	
	(The above costs do not include Township Plumbing Permit Fee)		
11.	Meter Testing & Certification:		
	(At the request of a customer, an existing meter can be tested and certified. If the meter is certified accurate, the customer is responsible for the following cost.)		
	(a) Testing & Certification	\$ 30.00	
	(b) Meter	140.00	
	(c) Authority's Meter Installation	100.00	
	Total	\$ 270.00	

WARWICK TOWNSHIP WATER & SEWER AUTHORITY
2017 FEE SCHEDULE
Revised as of July, 2016

Item #	Description	Amount	Detail
12.	Water Re-Connection Fee	\$ 75.00	
13.	Authority Water and Sewer Standard Specifications:		
	(a) Complete Copy	\$ 75.00	
	(b) Per Page Copy of the Specifications	0.25	per copy
14.	Authority Water & Sewer Drawings on disk AutoCad	\$ 75.00	
15.	Copying Fee	\$ 0.25	per copy
16.	Highway Restoration Escrow – Township (for guarantee road restoration to be returned upon Warwick Township Roadmaster acceptance of restoration)	\$ 1,000.00	
17.	Flow Test	\$ 250.00	
18.	Authority Act 537 – Complete Copy	\$ 100.00	
19.	Sewage Connection Fee Bridge Valley	\$ 590.00	
20.	Sewage Connection Fee – Almshouse Road Interceptor and Jamison Area Collection System	\$ 1,010.00	
21.	Sewage Connection Fee Guinea Lane - #'s 1850, 1871, 1881, 1921	\$ 4,908.00	
22.	Sewer Connection Fee to Existing Tap (other than #'s 19, 20 or 21)	\$ 590.00	
23.	Water Connection Fee to Existing Tap	\$ 500.00	
24.	Engineering/Authority Water & Sewer Inspection Fee/ As Built Drawings	\$ 350.00	
25.	Water & Sewer Utility Location	\$ 45.00	per hr
26.	Administrative Fee	10%	
27.	Water Service Turn Off – by Customer Request	\$ 35.00	
28.	Restore Service after being turned off – by Customer Request	\$ 35.00	
29.	Bulk Water Purchases	\$ 5.34	per 1000 gal
30.	PADOT HOP/Maint Fee (New PADOT Permit)	\$ 250.00	

Rev 07/01/2016