

**MINUTES OF THE REGULAR
DECEMBER 21, 2015
WARWICK TOWNSHIP WATER AND SEWER AUTHORITY**

The regular December 21, 2015 meeting of the Warwick Township Water and Sewer Authority was called to order at 8:00 a.m. by Chairman Paul Stavrides. The following Board members were present, Vice Chairman Richard Carlin and Member Stan Rockovich. Secretary/Treasurer Edward Thompson, Edward Rudolph, Esq., Rudolph Clarke LLC and Frederick Ebert, P.E., Ebert Engineering were in attendance via teleconference.

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

Michael Sullivan, Executive Director
Secretary John Sklencar joined the meeting at 8:10 a.m.

MINUTES

Upon motion by Mr. Rockovich, seconded by Mr. Carlin the October 26 and November 23, 2015 meeting minutes were approved by a vote of 4-0

PUBLIC COMMENT

Confirmed Appointments - There were no confirmed appointments.

TREASURER'S REPORT

Requisitions

On motion of Mr. Carlin, seconded by Mr. Rockovich, Requisition No. 79 a transfer of \$41,007.13 from the BRIF Funds to Operating Account was approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Requisition No. 80, a transfer of \$237,105.33 from the Revenue Funds to Operating Account was approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Bill Payment List 12/15-A in the amount of \$212,362.46 was approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Bond Construction Fund Requisition #48 for Ebert Engineering for Fish Creek WWTP Upgrade Phase II in the amount of \$2,010.02 was approved 4-0.

Releases

On motion of Mr. Carlin, seconded by Mr. Rockovich, Professional Services Releases (TD Bank) in the total amount of \$12,513.32 were approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Developer Escrow Releases (TD Bank) for Woodlands at Warwick in the amount of \$3,186.88 was approved by a vote of 4 -0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Developer Escrow Releases (TD Bank) for Jamison Pour House in the amount of \$174.75 was approved by a vote of 4-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Developer Construction Escrow Release #1 for Stony View Subdivision in the amount of \$69,954.00 was approved 4-0.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Developer Construction Escrow Release #1 for Warwick Common Lots in the amount of \$14,360.00 was approved 4-0.

On motion of Mr. Rockovich, seconded by Mr. Thompson, Developer Construction Escrow Release #2 for Warwick Village Commons-Onsite Improvements in the amount of \$14,167.99 was approved 3-0-1.

On motion of Mr. Rockovich, seconded by Mr. Thompson, Developer Construction Escrow Release #2 for Warwick Village Commons-Offsite Improvements in the amount of \$1,102.50 was approved 3-0-1.

On motion of Mr. Carlin, seconded by Mr. Rockovich, Developer Construction Escrow Release #12 for Heritage Creek II in the amount of \$12,848.80 was approved 4 -0.

SOLICITOR'S REPORT

Authority Business

WTWSA v. Warwick Realty Company – Mr. Rudolph provided the Board with an update on the hearing held on December 15, 2015. Mr. Sullivan was in attendance at the hearing. Staff is waiting on a decision from the judge on whether the liens against Warwick Realty Company, for the additional EDU's will be upheld.

Developments

The Authority Solicitor referred the Board to the written report.

ENGINEER'S REPORT

Authority Projects

Route 263 Improvements – The contractor completed the sanitary sewer line under the bridge approach structures. The sewer line is encased in an encasing pipe that will allow the Authority to remove them if necessary.

Fish Creek Treatment Plant Upgrade – Mr. Ebert provided an update on the project. The Contractors are starting to complete contracts with the vendors. The contractors are in the preliminary stages of preparing the shop drawings. Cardno BCM will hold a meeting with both contractors to coordinate the scheduling of the upgrade.

Developments

Mr. Ebert provided the Board a brief update on the current developments.

AUTHORITY REPORT

Operations – Executive Director

Operations Report – Water/Sewer – Mr. Sullivan referred the Board to the written operations reports.

Administrative – Executive Director

Electric/Sludge Hauling Invoices – The Board generally reviewed two of the largest operating expenses.

2016 Rate and Fee Schedule – On motion of Mr. Rockovich, seconded by Mr. Carlin, the Board voted to approve the 2016 Rate/Fee Schedule by a vote of 5-0.

2016 Meeting and Holiday Schedule – On motion by Mr. Rockovich, seconded by Mr. Carlin and with a 5-0 aye vote, the Board approved the 2016 Meeting and Holiday Schedule.

Fish Creek Generator – The replaced Fish Creek Generator was sold on Municibid for \$7,501.00. It is the responsibility of the winning bidder to remove the Generator. The removal and payment is scheduled for January 20, 2016.

Developments – Executive Director

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

CHAIRMAN'S MINUTE

The next scheduled board meeting will be Monday, January 25, 2016 at 7:00 p.m.

Adjournment – There being no further business, the Board, upon motion of Mr. Carlin, seconded by Mr. Rockovich, with a 5-0 vote, adjourned at 8:20 a.m.

Respectfully submitted,

BY: 

Warwick Township Water and Sewer Authority

WARWICK TOWNSHIP WATER & SEWER AUTHORITY
QUARTERLY WATER & SEWER RATES
2016 RATE SCHEDULE
 Adopted: November 23, 2015

	<u>WATER</u>	<u>SEWER</u>
SINGLE FAMILY RESIDENTIAL:		
Service Charge:	\$25.37	\$38.89
Usage Charge:		
0 – 40,000 gallons (Per 1,000 gallons)	\$3.81	\$6.24
Over 40,000 gallons (Per 1,000 gallons)	\$5.71	\$0.00
Unmetered Sewer Flat Rate	N/A	\$182.00

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

COMMERCIAL, INDUSTRIAL & MULTI-FAMILY RESIDENTIAL:

Service Charge:	\$25.37	\$38.89
Usage Charge:		
0 – 40,000 gallons (Per 1,000 gallons)	\$3.81	\$6.24
Over 40,000 gallons (Per 1,000 gallons)	\$5.71	\$7.36
Unmetered Commercial Sewer Flat Rate (Per EDU)	N/A	\$255.84
Unmetered Industrial Sewer Flat Rate (Per EDU)	N/A	\$372.32

**WARWICK TOWNSHIP WATER & SEWER AUTHORITY
2016 FEE SCHEDULE**

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
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
2016 FEE SCHEDULE**

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 7/28/2014