

**MEETING MINUTES – January 8, 2014**  
**WEST EARL SEWER AUTHORITY**  
**PO BOX 725**  
**BROWNSTOWN, PA 17508-0725**

The regular monthly meeting of the West Earl Sewer Authority was held in room 103 at the West Earl Township Municipal Building, 157 West Metzler Road, Brownstown, Pennsylvania on Wednesday, January 8, 2014. Chairman Jim Houser called the meeting to order at 7:00 PM.

**Authority members present:** Jim Houser, Dave Noyes, Mike Reed and Rick Weik. Also present: Dan Becker, Becker Engineering, Teresa Beever, recording secretary/administrator.

1. **SEWER AUTHORITY REORGANIZATION 2014**

The Chairman opened nominations for officers.

Mike Reed nominated **Don Eckel for Chairman.**

Rick Weik nominated **Jim Houser for Chairman.**

Vote by show of hands:

Don Eckel 0

Jim Houser – 3-0

Jim Houser nominated **Mike Reed for Vice Chairman**

Show of hands 3-0

Dave Noyes nominated **Rick Weik for Secretary/Treasurer**

Show of hands 3-0

Mike Reed nominated **Dave Noyes for assistant Secretary/Treasurer**

Show of hands 3-0

The *motion* by Mike Reed, seconded by Rick Weik was approved unanimously to re-appoint **Becker Engineering as Authority engineer.**

The *motion* by Jim Houser, seconded by Mike Reed was approved unanimously to re-appoint **Morgan, Hallgren, Crosswell and Kane as Authority Solicitor.**

The *motion* by Jim Houser, seconded by Dave Noyes was approved unanimously to re-appoint Dennis Michael from CDM as the Authority's back-up Wastewater operator.

2. **MINUTES**

The *motion* by Rick Weik, seconded by Mike Reed Weik was approved unanimously to accept the minutes of the December 11, 2013 regular meeting of the West Earl Sewer Authority as presented.

3. **PUBLIC COMMENT/GUESTS**

**Robert Groff, 323 South State Street** and Phil Stoltzfus attended the meeting to update the Authority on the progress of the transfer of ownership of this property. Phil explained that the agreement of sale is at the bank and there are still zoning issues that need to be resolved. Phil requested an additional extension in order to make contact with all the parties involved including the bank, the attorney, zoning officials and the engineering representative who will work on the

project. The **motion** by Rick Weik, seconded by Dave Noyes was approved unanimously to extend the January 11, 2014 deadline to connect, and to request attendance at the April 9, 2014 Sewer Authority meeting for an update. The Authority also asked that any new developments in the meantime, be communicated to the Authority via email or phone call.

4. **ENGINEER’S REPORT**  
**See attachment**

<u>Lancaster General Hospital</u>	<u>PADEP Sewage Facilities Planning</u>
<u>Lancaster CTC</u>	<u>East Main Street Storm Sewer Project</u>
<u>Non-Residential Waste (NRW) Discharge Permit</u>	<u>Scott and Patti Martin Proposed Sewer Extension</u>
<u>WWTF Steel Tanks</u>	<u>Old Akron Road/Landis property</u>
<u>WWTF Nutrient Credits</u>	<u>Tapping Fee</u>
<u>The Home Depot</u>	<u>Stonebarn Place</u>
<u>Millway Residential – Phase II</u>	<u>Creek Hill Development</u>
	<u>Oregon Pike Extension Project</u>

DS Waters – The facility’s non residential waste permit is due to expire in August, 2014. The renewal application is due by the end of February 2014. BEL will notify DS Waters to submit the renewal permit application.

Zimco – Quarterly sampling results indicated several exceedances of the Authority’s acceptable limits for the pollutants submitted. The engineer noted, however that due to the low flow of wastewater from the facility, the impact on the sewer system is minimal. Zimco will continue to monitor their discharge and take action steps to eliminate the exceedances.

Authority Fee Schedule – Dan distributed copies of a proposed fee schedule that included revised escrow amounts required from developers.

The **motion** by Mike Reed, seconded by Dave Noyes was approved unanimously to accept the proposed fee schedule as presented by the engineer:

Residential Subdivision or Land Development Plan Review (1 EDU)	\$1,000.00
Residential Subdivision or Land Development Plan Review (2-9 EDU’s)	\$5,000.00
Residential Subdivision or Land Development Plan Review (10 or more EDU’s)	\$10,000.00
Non-Residential Subdivision or Land Development Plan Review (1 EDU)	\$5000.00
Non Residential Subdivision or Land Development Plan Review (2 or more EDU’s)	\$10,000.00
Non-Residential Waste Permit Application – new application or renewal application	\$100.00
All amounts are subject to the engineer’s review and recommendation. The escrow amounts shall be replenished within 30 days of written notice, to initial amount of escrow after balance of account is 50% or less of the initial escrow amount. The Authority reserves the right to stop all work on the project until escrow account is fully replenished.	

BEL will coordinate with office staff to amend the Non-residential waste resolution to reflect the permit application fee.

5. **BILLS**

The **motion** by Mike Reed, seconded by Rick Weik was approved unanimously to pay total monthly operating expenses of \$22,393.77.

The *motion* by Rick Weik, seconded by Dave Noyes was approved unanimously to pay construction expenses of \$917.05.

The *motion* by Dave Noyes, seconded by Jim Houser was approved unanimously to pay expenses from the escrow account totaling \$22.50 for the Millway Acres project.

6. **PAYMENT REQUISITIONS**

The *motion* by Rick Weik, seconded by Mike Reed was approved unanimously to authorize payment requisition No. 143 for \$22,393.77 to pay operating expenses. The Authority and engineer signed the document.

The *motion* by Dave Noyes, seconded by Mike Reed was approved unanimously to authorize payment requisition No. 128 for \$917.05 to pay construction expenses. The Authority and engineer signed the document.

7. **OTHER BUSINESS**

Rick Weik asked about the progress of the ball valve issues in several of the properties in the Oregon Pike area. Jim responded that letters were sent by the attorney to Delaware Valley, Pentaire and Mid Atlantic informing them about the issues with the ball valves, but there has been no response to date from that communication.

Jim Houser reported that there were three interviews for the wastewater treatment plant operator so far, and there is one more interview scheduled. Jim expects an offer to be made to the successful candidate by the end of January 2014.

8. **ADJOURNMENT**

The *motion* by Jim Houser, seconded by Rick Weik was approved unanimously to adjourn the meeting at 7:55 PM.

## WEST EARL SEWER AUTHORITY January 2014 Engineer's Report

1. **DS Waters (No Change from December Report):** BEL received a phone call from George Sheare with DS Waters on January 4, 2013. Mr. Sheare indicated that the production at DS Waters has increased recently, and they have been experiencing higher operational costs as well as operational issues associated with their wastewater treatment system which treats their bottle washing wastewater prior to discharge to the Cocalico Creek. I explained to Mr. Sheare that if DS Waters is looking to increase their discharge to the Authority's system, a written request should be made to the Authority requesting additional capacity. The Authority would then evaluate the receiving sewer system capacity, and respond to DS Waters outlining whether excess capacity exists within the Authority system or whether any Authority system upgrades would be required to convey the additional flows. I also explained to Mr. Sheare that DS Waters would be required to pay the additional tapping fees associated with the additional capacity and also pay the increased sewer user fees. Mr. Sheare appreciated the information and will get back in touch with the Authority or BEL if they would like to pursue this issue any further.
2. **LGH Sewer Connection (No Change from December Report):** The Authority approved the sewer capacity agreement at the August 2011 Authority meeting. BEL also attended a meeting with LGH representatives on January 24, 2013 to review the status of the project. LGH has indicated that they are anticipating moving the project forward in the near future. Jim will be meeting with LGH representatives and a directional drilling contractor on May 7, 2013 to review the off-site sanitary sewer routing.
3. **Lancaster County Career & Technology Center (No Change from December Report):** LCCTC submitted a letter to the Authority dated April 26, 2011 indicating that they may be interested in connecting to the Authority's sanitary sewer facilities when public sewer facilities are installed adjacent to the LCCTC facility. LCCTC indicated that anticipated wastewater flows of approximately 3,000 – 4,000 gpd should be utilized for planning purposes.
4. **Non-Residential Waste (NRW) Discharge Permit Program:**
  - a. **DS Waters:** The Authority authorized issuance of the NRW permit renewal at the May 2011 Authority meeting. The NRW Permit will expire on August 31, 2014. DS Waters provided the quarterly sampling results to the Authority and BEL issued a review letter to the Authority on November 7, 2013. The NRW Permit renewal application is due to the Authority on February 28, 2014. BEL recommends that a letter be sent to DS Waters reminding them of these time frames.
  - b. **Zimco/American LaFrance:** The Authority authorized issuance of the NRW permit renewal at the April 2012 Authority meeting. The NRW Permit will expire on December 31, 2014. Zimco recently provided quarterly sampling results and BEL will be reviewing those in the near future.
  - c. The Authority had mailed correspondence to all non-residential customers requesting updated information and information has been coming into the Authority. Authority staff and BEL have been working to compile the information that has been received to date. BEL also drafted a letter for the Authority to send to all non-residential customers regarding discharge of fats, oils and greases into the Authority's system.
5. **WWTF Steel Tanks:** The Substantial Completion date for this project was established as January 3, 2012. The warranty period will expire on January 3, 2017 and annual inspections of the tank coating will occur around January 3<sup>rd</sup> of each year until the expiration of the warranty. BEL did perform a site review of the tanks and Sherwin Williams also reviewed the tanks on March 12, 2013. BEL will contact Sherwin Williams to conduct the annual inspection in the near future.
6. **WWTF Nutrient Credits (No Change from December Report):** It appears that the Authority will have excess Total Nitrogen and/or Total Phosphorus credits available to sell since the actual WWTF discharge loadings are less than the NPDES permitted loadings. However, in order for the Authority

to have the ability to sell those nutrient credits, the credits need to be certified by PADEP. BEL has certified nutrient credits for other municipalities and estimates approximately 8 – 12 hours of work to certify the credits, communicate/correspond with PADEP and the Authority. After the credits are certified by PADEP, the Authority needs to verify available credits in October/November of each year to verify that the Authority does not sell more credits than they have available.

7. PADEP Sewage Facilities Planning (**No Change from December Report**): BEL met with PADEP and Authority representatives on June 25, 2012 to discuss future sewer area planning as well as planning associated with the 2010 WWTF rerate. As a result of that meeting, PADEP has requested that the Authority submit a Special Study to address the WWTF rerate as well as the selected alternative for the Oregon Pike Sewer Extension project. At the July 2012 Authority meeting, the Authority authorized BEL to prepare and submit the Special Study to PADEP for these two projects. BEL is in the process of drafting the planning information and will forward that information to the Authority for review prior to submission to PADEP.

BEL also confirmed with PADEP that the Authority could request Total Nitrogen (TN) off-sets for the Talmage Area and the Oregon Pike Area since the existing OLDS will be abandoned and all properties will be connected to the Authority's system. This means that the current TN loading limit included in the NPDES Permit for the WWTF can be increased by 25 lbs/year/EDU. BEL will prepare the necessary paperwork for submittal to PADEP after the Oregon Pike Sewer Extension project has been completed.

8. West Earl Township East Main Street Storm Sewer Project (**No Change from December Report**): The Township has received bids for installation of storm sewer facilities along East Main Street and it is BEL's understanding that construction was scheduled to commence this month. There may be some sanitary sewer lateral adjustments/relocations that need to occur as a result of this project.
9. Scott and Patti Martin Sewer Extension (**No Change from December Report**): BEL received a preliminary sketch plan for a 10 lot subdivision along Millway Road from Fry Surveying. Roger Fry had requested that we discuss sanitary sewer alternatives with the Authority to determine whether the project can be served with public sewers. BEL reviewed a GIS map with the Authority at the December 2012 Authority meeting and the Authority was in agreement that the site could be served with public service, provided that any sewer extensions are coordinated with the future Conestoga View Service Area public sewer project. Roger Fry had contacted the Township Engineer regarding the Authority's requirements for connection to the sewer extension and also questioned the required easement width that is required by the Authority.
10. 9<sup>th</sup> Street Sewer Extension (**No Change from December Report**): BEL was contacted by representatives of the 513 South 9<sup>th</sup> Street property inquiring when public sewer may be available to the site. BEL informed the representatives that the Authority has no immediate plans to provide public sanitary sewer facilities in this area. However, if the Township requests that the Authority provide public facilities, then a project may be undertaken by the Authority. If the property owner desires public service or is required to connect to public facilities, then that would need to be done so at the property owner's expense at this time.
11. Old Akron Road Sewer Extension (Landis Property) (**No Change from December Report**): The Authority requested that BEL evaluate sanitary sewer extension alternatives to provide public sanitary sewer service to an area along Oregon Pike and Old Akron Road. BEL reviewed a GIS map and preliminary project costs with the Authority at the April 2013 Authority meeting.
12. Creek Hill (**No Change from December Report**): BEL attended a preconstruction meeting for the project on October 2, 2013. At this time, the developer still has not addressed the remaining administrative items that need to be completed prior to commencement of construction.

13. Tapping Fee: The Authority updated their tapping fee to \$1,879.11 at the June 2013 Authority meeting. BEL recommends that the Authority update the tapping fee calculation for the May 2014 meeting so any update to the tapping fee can occur at the June 2014 meeting, concurrent with the Authority's new fiscal year.
14. Stone Barn Place **(No Change from December Report)**: The Authority granted sanitary sewer capacity for 8 EDU's or 2,120 gpd at the Authority 2013 Authority meeting and the developer has paid the Capacity Reservation/Commitment Fee in accordance with the Authority's requirements. BEL issued a sanitary sewer plan review letter dated September 30, 2013.
15. Authority Fee Schedule: Based on previous discussion with Authority staff, BEL had recommended that the Authority review their current fee schedule with respect to land development/subdivision projects. BEL provided copies of the current Authority fee schedule as well as a copy of another municipal Authority fee schedule to the Authority at the October 2013 Authority meeting. BEL will provide the Authority with a recommended fee schedule for consideration at the January 2014 Authority meeting.
16. Collection System Operations Assistance: At the request of the Authority, BEL provided assistance with daily checks of the Authority's pumping stations. BEL also assisted CDM with WWTF operations while the CDM operator had some minor medical issues. BEL will continue to assist the Authority and CDM as necessary and as requested by the Authority and/or CDM.
17. 2013 Chapter 94 Annual Wasteload Management Report: The Authority's annual Chapter 94 Report is due to PADEP by March 31, 2014. BEL will prepare the report and provide to the Authority for review in advance of the March 2014 Authority meeting.