

MEETING MINUTES – March 12, 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, March 12, 2014. Chairman Jim Houser called the meeting to order at 7:01 PM.

Authority members present: Jim Houser, Dave Noyes, Don Eckel, Mike Reed. Also present: Dan Becker, Becker Engineering, Teresa Beever, recording secretary/administrator.

1. **MINUTES**

The **motion** by Don Eckel, seconded by Dave Noyes was approved unanimously to accept the minutes of the February 12, 2014 regular meeting of the West Earl Sewer Authority as presented.

2. **PUBLIC COMMENT/GUESTS**

Phil Stoltzfus and Robert Groff updated the Authority on the settlement date for **323 South State Street**. Settlement is scheduled for March 20, 2014. Mr. Stoltzfus informed the Authority that there are still zoning issues to be resolved. If his proposal for rezoning is approved, he will demolish the structure and use the area for parking. Don Eckel said he appreciates Mr. Stoltzfus updating the Authority and asks that regular updates be provided as the project progresses. Mike Reed was concerned that the house will be inhabited for an extended time without connection to the sewer system after the change of ownership on March 20, 2014. Mike asked when the house will actually be vacated. Mr. Stoltzfus said Mr. Groff will have everything removed from the property by June 1, 2014.

3. **ENGINEER'S REPORT**

See attachment

Lancaster General Hospital

Lancaster CTC

Non-Residential Waste (NRW) Discharge Permit

WWTF Steel Tanks

WWTF Nutrient Credits

The Home Depot

PADEP Sewage Facilities Planning

Authority Fee Schedule

East Main Street Storm Sewer Project

Scott and Patti Martin Proposed Sewer Extension

Old Akron Road/Landis property

Stonebarn Place

Creek Hill Development

Millway Residential – Phase II

Oregon Pike Extension Project

Chapter 94 Report

DS Waters Non-Residential Waste permit renewal - BEL reported that they have received the paperwork for the permit renewal but the sampling data and \$100 permit fee of is still outstanding.

WWTF Steel Tanks – The annual inspection of the tank coating with MAB is scheduled for March 14, 2013.

Authority Fee Schedule – BEL reported that MHCK is in the process of drafting the required resolutions for the fee schedule adjustments.

Chapter 94 Report – The Authority reviewed the draft Chapter 94 report and had no corrections or comments. The **motion** by Jim Houser, seconded by Mike Reed was approved unanimously to authorize BEL to submit the Chapter 94 Report to DEP by the March 31, 2014 deadline.

BEL will deliver copies of the report for Chairman Houser's signature and will submit the report to DEP.

4. **CORRESPONDENCE**

Melron Industries provided an estimate to inspect the ball check valves in the Myers grinder pump tanks that were installed for the Oregon Pike extension. Jim Houser reported that he and township manager Kevin Tobias were hoping to reach the regional representative for PENTAIR for a telephone conference this afternoon, but she was unavailable. They hoped to discuss inspection of the potentially faulty ball check valves. **By consensus of the board, if Pentair has not responded by Friday, March 14, 2014 at 3:30, the Authority will have Melron begin the inspections of the tanks.**

5. **BILLS**

The *motion* by Dave Noyes, seconded by Mike Reed was approved unanimously to pay total monthly operating expenses of \$62,695.65.

6. **PAYMENT REQUISITIONS**

The *motion* by Jim Houser, seconded by Mike Reed was approved unanimously to authorize payment requisition No. 145 for \$62,695.65 to pay operating expenses. The Authority and engineer signed the document.

7. **PRELIMINARY DRAFT BUDGET**

The Authority reviewed the preliminary budget figures as presented. Jim Houser noted a number of maintenance items that are needed for the plant. The total of these items is approximately \$18,000. These items will be reviewed and discussed further for inclusion in the maintenance and repair line item of the budget. The plant operator needs a computer for the plant. An additional \$1300 will be allocated in the budget's office supplies and equipment account for this purchase.

8. **OTHER BUSINESS**

Dave Noyes distributed copies of the materials to include in the billings that will **educate the users of the sewer system** regarding sewer backups. The Authority discussed how to present the information that would be most beneficial to the consumer. Mike Reed favors a bullet point listing of suggestions; Don Eckel suggested providing a website reference for information; Dave Noyes would like to see the information in article form. Dave asked the Authority members to re-read the article and make suggestions for the next meeting for additional discussion.

9. **ADJOURNMENT**

The *motion* by Jim Houser, seconded by Don Eckel was approved unanimously to adjourn the meeting at 8:15 PM.

1. **DS Waters (No Change from February 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 February 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 February 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 February 21, 2014. The NRW Permit renewal application is due to the Authority on February 28, 2014. BEL issued a reminder letter to DS Waters on January 22, 2014. BEL received a portion of the NRW renewal application and awaiting the required sampling data. DS Waters has also not paid the \$100 application renewal fee.
 - b. **Zimco/American LaFrance (No Change from February Report):** The Authority authorized issuance of the NRW permit renewal at the April 2012 Authority. The NRW Permit will expire on December 31, 2014. Zimco recently provided quarterly sampling results and BEL issued a review letter to the Authority dated January 7, 2014.
 - 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:** BEL has scheduled the annual inspection of the tank coating with MAB for March 14, 2014 at 9:00 am.
6. **WWTF Nutrient Credits (No Change from February 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 February 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 February Report)**: It is BEL's understanding that the Township is pursuing the next phase of storm sewer facility installation along East Main Street. BEL recommends that the Township consultant coordinate design efforts with the Authority with respect to existing sanitary sewer facilities.
9. Scott and Patti Martin Sewer Extension **(No Change from February 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. 9th Street Sewer Extension **(No Change from February Report)**: BEL was contacted by representatives of the 513 South 9th 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 February 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 February 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 February 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: The Authority updated their fee schedule with respect to land development/subdivision projects at the January 2014 Authority meeting. The Authority Solicitor is in process of drafting the required resolutions for the fee schedule adjustments.
16. 2013 Chapter 94 Annual Wasteload Management Report: The Authority's annual Chapter 94 Report is due to PADEP by March 31, 2014. BEL provided the draft report to the Authority on February 21, 2014. **BEL recommends that the Authority authorize submission of the Chapter 94 Report to PADEP.**