

**MEETING MINUTES – May 14, 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, May 14, 2014. Chairman Jim Houser called the meeting to order at 7:00 PM.

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

1. **MINUTES**

The **motion** by Don Eckel, seconded by Mike Reed was approved unanimously to accept the minutes of the April 9, 2014 regular meeting of the West Earl Sewer Authority as presented.

2. **PUBLIC COMMENT/GUESTS**

None

3. **ENGINEER'S REPORT**

See attachment

Lancaster General Hospital
Lancaster CTC

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

Non-Residential Waste (NRW) Discharge Permit – BEL reported that the \$100 renewal fee was received from DS Waters since the engineer's report was completed.

Tapping Fee – BEL distributed copies of the tapping fee calculation for the Authority's review. Dan explained the components that are considered in calculation of the tapping fee and recommended that the Authority adopt the new tapping fee calculated at \$2,234.18 per EDU. The **motion** by Rick Weik, seconded by Mike Reed, was approved unanimously to **increase the tapping fee to \$2,234.18 effective June 1, 2014**. Dan will contact the solicitor and ask her to prepare the tapping fee resolution for execution at the June 11, 2014 Authority meeting.

4. **REFUNDING 2010 BOND**

Paul Lundeen, representing Bond Counsel Rhoads and Sinon, presented the necessary paperwork for the bond refunding. Mr. Lundeen reviewed the documents with the Authority and updated the Board with the information given to the Board of Supervisors at their May 12, 2014 meeting. The **motion** by Don Eckel, seconded by Mike Reed was approved unanimously to adopt **Resolution No. 5-14-2014-1 Accepting a proposal relating to the issuance and private sale or placement of a series of Bonds of the Authority to be designated as the Guaranteed Sewer Revenue Bonds series of 2014**. The authority executed the resolution.

5. **BUDGET**

Copies of the draft budget were distributed for the Authority's review. The amount budgeted for Electricity was increased to \$75k; the amount for sludge hauling was increased to \$85k; \$1000 was added to the new line item for vehicle maintenance and the total of \$21,627.00 was added to account 429.250 (Maintenance Supplies and Equipment) for the list of supplies needed for the WWTP and pumping station operations. The Authority and engineer discussed purchasing as many of the maintenance items as possible before the end of this fiscal year. Jim will talk to Brian (WWTP operator) about ordering some of these items as soon as possible. The *motion* by Jim Houser, seconded by Mike Reed, was approved unanimously to **adopt the 2014-2015 operating budget as presented.**

6. **ROOF REPLACEMENT**

Jim Houser received the price for roof replacement at the WWTP from Crits Roofing for \$3,175. The *motion* by Don Eckel, seconded by Mike Reed was approved unanimously to accept the proposal for \$3,175 for roof replacement at the WWTP.

7. **BILLS**

The *motion* by Mike Reed, seconded by Rick Weik was approved unanimously to pay total monthly operating expenses of \$35,482.38.

8. **PAYMENT REQUISITIONS**

The *motion* by Mike Reed, seconded by Don Eckel was approved unanimously to authorize payment requisition No. 147 for \$35,482.38 to pay operating expenses.

9. **OTHER BUSINESS**

Rick Weik addressed the issue of **inserting additional information into the bills regarding grinder pump maintenance and owner responsibility.** He said he happened to stop into the office while the bills were being manually stuffed for mailing and asked about the time it takes to perform the task. It takes approximately 4 hours' time to physically stuff the invoices into the envelopes with a single sheet. Rick said he thinks there is a more efficient way to get the information out to the West Earl sewer customers than adding additional papers to the bills. He suggested putting the information in the township newsletter. Don Eckel also stopped into the office while bills were being prepared and asked how many bills are prepared monthly. Between 1800 and 2000 bills are sent out monthly, and about 1300 of those are Sewer customers. Don cited the additional phone time that will be generated by sending these notifications to all customers including those who are not served by West Earl Sewer Authority. He suggested adding the information to the website, as well as the newsletter and abandoning the insert into the utility bills.

Teresa Beever notified the Authority that she will be on **medical leave for six weeks** beginning June 4, 2014 and therefore will miss the next two meetings.

Jim Houser reported that Melron has completed the initial inspections of the Oregon Pike Grinder pump valves. The replacement parts were delivered to the office this afternoon. Office staff will prepare a letter for all homeowners whose valves need to be replaced. Melron will begin the replacements within the next two weeks or so.

10. **ADJOURNMENT**

The *motion* by Jim Houser, seconded by Mike Reed was approved unanimously to adjourn the meeting at 8:21 PM.

May 2014 Engineer's Report

1. **DS Waters (No Change from April 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 April 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 April 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 has provided all required information to the Authority and BEL for issuance of a renewal except for the \$100 permit fee. BEL will not issue the permit renewal until the permit fee is provided to the Authority.

DS Waters also provided the quarterly sampling results and BEL issued a review letter to the Authority dated April 17, 2014.
 - b. **Zimco/American LaFrance:** 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 May 2, 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 (No Change from April Report):** BEL attended the annual inspection of the tank coating with MAB on March 14, 2014. The MAB representative stated that the tanks are in very good condition and that some minor rust spots should be "touch up" painted to prolong the life of the tank coating.
6. **WWTF Nutrient Credits (No Change from April 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 April 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 April 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. Patti Martin Sewer Extension **(No Change from April 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 April 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 April 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 April 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 has updated the tapping fee calculation and will provide copies to the Authority at the May 2014 meeting for consideration by the Authority. 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 April 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. Fairmount Homes WWTF: BEL received a telephone call from Fairmount Homes regarding the status of public sanitary sewer service for the LGH property. Apparently, Fairmount Homes needs to decide whether they will expand and/or upgrade their WWTF in the very near future and is concerned that they will be required to connect to public sanitary sewer facilities if and when public facilities become available in the Farmersville area. Fairmount Homes is not opposed to connecting to public sewer facilities, however, does not want to spend hundreds of thousands of dollars to upgrade/expand their WWTF and then have to connect to public facilities immediately thereafter. There is no action required by the Authority at this time and BEL will provide more information to the Authority at the May Authority meeting.