

EAWA WORK SESSION MEETING MINUTES
January 7, 2015 - 6:30 PM

1. CALL TO ORDER:

The EAWA Board meeting was held in the Meeting Room at 211 W. Hummelstown St. and was called to order at 6:35 P.M. by Dr. C. Dale Treese. Members present: Keith Murphy, John Buch, Del Becker, Jeff McCloud, Rick Erb, and Chuck Brewer. Also present were George Alspach, Solicitor; Peter Lusardi, Engineer; Wayne DeVan, PWD; Mike Skelly, Authority Manager; Grace Miller, Business Manager and Michele Powl, Administrative Clerk. **Other Attendees:** Rich Sheidy and Giuseppe Ferrarelli.

2. PUBLIC COMMENT: None.

3. REORGANIZATION:

Action: "That the Board adopts Resolution 2015-1, approving Board Officers retain the same positions as 2014 (as noted below)."

Motion: K. Murphy **Second:** C. Brewer **Approved**

1. Nomination(s) & Elections:

Chair: Dr. C. Dale Treese;
Vice Chair: Keith Murphy;
Secretary: Jeff McCloud;
Treasurer: John Buch;
Assistant Secretary: Del Becker;
Assistant Treasurer: Richard Erb;
Community Public Relations: Charles Brewer;

Buch commented that he would like to see the position of Chair rotated every two years so each municipality can be recognized. Roll call was done and all voted in favor of retaining the same positions as 2014.

Action: "That the Board adopts Resolution 2015-1, approving appointment of Professional Service providers for 2015 (as noted below)."

Motion: K. Murphy **Second:** J. McCloud **Approved**

2. Appointment of Professional Service providers:

Consulting Engineer: P. Lusardi, PE, GHD;
Solicitor: George Alspach, Esq.;
Certified Public Accountant: E. Stehman, CPA, Trout, Ebersole & Groff;
Actuary for Pension: T. Zimmerman, Conrad Siegel Actuaries;
Financial Institution: Fulton Bank;
Authority Manager: Mike Skelly

Action: "That the Board adopts Resolution 2015-1, approving remuneration for Officers and Board Members for 2015 (as noted below)."

Motion: J. Buch **Second:** J. McCloud **Approved**

3. Remuneration for Officers & Board Members:

- a. Chair - \$100.00 per advertised meeting;
- b. Other Board Officers - \$75.00 per advertised meeting.

4. REPORTS: Pizzatown/Legacy Sports Bar and Grill Line Break - Skelly said the Board received a copy of a letter dated January 3, 2015 from Garman Plumbing & Heating regarding the line break at Pizzatown. Skelly provided the following information for background purposes: 1) Pizzatown was established in June 2014; 2) Building is located near the intersection of Rt. 743 & Veterans Dr; 3) Water service line connects at the back of the property (Old Hershey Rd.); 4) Meter pit sits approximately 345 ft. from the building; 5) Water was ponding in the parking lot and Mr. Ferrarelli contacted Garman Plumbing to investigate; 6) Garman Plumbing determined that the water came from a break in the water line due to an improper connection. Mr. Ferrarelli is here to request some relief from his bill of \$791.00. Skelly noted that EAWA has no prior billing history on this location, but the previous location had bills ranging from \$350 – \$500 per quarter. Ferrarelli stated that he didn't know there was a problem because every time the meter pit lid was opened (sensor attached to the lid), the meter would stop running. He thought the ponding water was coming from the ground due to all the excavating that was done. Miller said the meter was not working at all due to a bad meter head which was replaced. She said Ferrarelli received free water for one quarter.

Ferrarelli said the leak was not inside the building; it was in the grass/parking lot. Treese stated that the owner is responsible for any problem or leak from the curb stop to the building and EAWA has special guidelines the contractors must adhere to when installing the water service line. He said the contractor did not follow our guidelines, which resulted in a break in the water line that caused the ponding of the water. The second issue was that the meter was not functioning for a billing quarter and was billed for a minimum water bill. Ferrarelli said he didn't use the water and does not want to pay for something he didn't use. He said the Sewer Authority is billing him for sewer based on the water usage. Becker advised Ferrarelli to request relief from the Sewer Authority. Board advised Ferrarelli that the contractor was responsible for the improper connection and he should contact them to recoup the expenses incurred. Murphy suggested that EAWA add the contractor's PA License number (contractor doing the work) to our permits to show they are a licensed contractor. Erb asked if EAWA inspected the water line. Murphy thought the water line may have been backfilled prior to EAWA inspecting. He said if it was it should have been noted on the permit. He stated that if a water line is covered prior to inspection, the water line must be uncovered or it needs to be noted on the permit that EAWA accepted the water line as is and any problems are the responsibility of the contractor. Skelly said the contractor's PA License number can be added to the permit form.

Transfer of Funds - Skelly said he transferred \$1.5 million from the Operating fund to the Capital fund. The balance remaining is \$750,000 as the estimated reserve and includes \$125,500 for meters, telemetry, and new vehicle for Operations.

Elizabethtown Rotary Presentation - Powl informed the Board that Kristen Kyler, Conewago Creek Initiative & Penn State Harrisburg will be joining Mike and her for a presentation on January 16th at Elizabethtown Rotary to request assistance for EAWA's rain barrel project and the WREN grant that EAWA will be submitting.

Chemical Bid - Skelly said for informational purposes the public notification is scheduled for 1/23/15, deadline for receipt is 1/30/15, and bid will be awarded on 2/4/15.

4th Quarter and Year-end Billing Figures - Skelly said the revenue for the 4th quarter was \$741,000 and the 2014 year-end total was \$2.85 million. Revenue was close to 2013 figures; however, the overall usage was down by 5%. Lusardi commented that he read an article stating water consumption has decreased nationwide.

Deadlines for Asset Management, Budget Forecast, and Capital Funds Reviews - Skelly stated that he would like to have completed by the next WS meeting. There are four tasks to be completed: 1) Calculate numbers for each line item; 2) Revise Capital Budget with new figures; 3) Meet with CRIM to discuss investments; 4) Calculate Operating forecast for the next 5 years. Skelly said there will be several variables with usage due to efficiencies and demographics that will have an impact on EAWA's revenues. He would like to have it completed prior to the September meeting. Skelly said EAWA has addressed the storage tanks by setting aside \$800,000. He noted that EAWA has 72 miles of water mains with an estimated value of \$32 million. Haldeman and he worked on the Capital Asset Management and classified the lines as A, B, and C. Skelly said he is reserving \$720,000 for replacement and upgrade of the lines. He said an additional meeting may be needed to discuss the items. Skelly provided Board with copies of the Capital Budget. Brewer asked what percentage or how many miles of the 72 miles of water lines are marked in red. Skelly said he can provide the information at Monday's meeting.

Treese stated that Haldeman had provided his monthly report. Skelly said Haldeman had planned to talk to the Board about the new work schedule created to avoid overtime. Treese said Bixler can provide the information at one of the meetings.

No reports from Public Works Director or Engineer.

- 5. UNFINISHED BUSINESS: Bronze Entrance Plaque** - Treese said Board is still working on the information.

Cyber-Security Plan - Skelly asked the Board if they had any questions or comments about the plan. Treese said everything looked good. Skelly said he will provide a final copy for Board at the meeting on 1/12/15.

6. **NEW BUSINESS:** None.

7. **BOARD MEMBER'S COMMENTS:** Murphy mentioned that Abel installed a gate on Hollinger Ln. that requires a key or code. He is concerned that the police will not be able to patrol the area. Treese said Haldeman commented about it previously and said Abel would supply a key or code for access. Treese asked Skelly to check with Bixler or Haldeman about it and he will mention to the Police Chief. Treese said Haldeman is in our thoughts and prayers.

8. **EXECUTIVE SESSION:** None.

9. **ADJOURN: 7:50 PM**

Action: "That the Board adjourns the work session meeting."

Motion: J. Buch

Second: K. Murphy

Approved

Respectfully submitted,

M. Skelly, Authority Manager

Approved at 2/9/15 Meeting