

**EAWA BOARD MEETING MINUTES**  
**March 14, 2016 - 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 6:30 P.M. by Dr. C. Dale Treese. Members present: Keith Murphy, John Buch, Rick Erb, Jeff McCloud, and Del Becker. Absent: Chuck Brewer. Also present were George Alspach, Solicitor; Mike Skelly, Manager; Gene Haldeman, Operations Manager; and Michele Powl, Administrative Clerk. **Other Attendees:** None.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG:**

**3. PUBLIC COMMENT:** None.

**4. APPROVAL OF PREVIOUS MINUTES:**

**Action:** "That the Board approves the WS Meeting Minutes of 2/3/16 and the regular Board Meeting Minutes of 2/8/16, as presented."

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

**5. REPORTS:**

- a. **Manager's Report: Request for Relief of Water Leak by Elizabethtown School District** - Skelly received a written request and pictures from Elizabethtown School District asking the Board to consider monetary relief and a payment extension due to a water line break located under the synthetic turf field. This resulted in 1,000,000 gallons of water dissipating into storm drainage. Skelly noted the water bill will be \$3,927. Murphy said Pizzatown had a similar instance, and we did not provide any relief. He said we can offer a payment extension. Skelly said we instituted a policy a few years ago to assist customers with payment arrangements which provides a set time frame to pay based on the amount of the bill. After some discussion, the Board agreed to provide a payment arrangement for six months but no monetary relief. Skelly said he would advise the Board of the time frame allotted for a payment arrangement.

**Action:** "That the Board approves no relief from monetary amount but will provide a payment arrangement."

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

**Amend Personnel Manual** - Insert new s.2.12 RE annual driver record policy. Skelly said the new insurer strongly encouraged EAWA to reinstitute the policy.

**Action:** "That the Board approves the amendment to EAWA's Personnel Policy Manual regarding annual driver's license record reporting."

**Motion:** J. Buch      **Second:** D. Becker      **Approved**

Murphy mentioned Skelly should advise personnel that they are not exempt from a physical for a CDL license if they drive for others on their own time. Skelly said he would provide a copy of the Personnel Policy Manual along with a note to staff.

- b. **Operations Manager's Report:** Skelly mentioned an article from American Water Works named "Membrane Autopsies Assess Long-Term Performance." He noted the autopsies showed that regular cleaning regimens extended the life of the membranes and function for ten years, which supports our Asset Management Plan. Haldeman stated the findings were based on a water plant operating for 24 hours a day seven days a week compared to ours operating for 12 hours or less a day seven days a week.
- c. **Public Works Director's Report:** None.
- d. **Engineer's Report:** None.
- e. **Financial Reports:**
  - i. Copies of Paid Bills statement (2/16/16) distributed with the package (\$53,686.51 for balance), and \$5,895.66 for Capital Account;
  - ii. Statement of *Operating* Revenues & Expenditures for period of FEB YTD, distributed with package. Income: \$1,481,079.39 (inc. fund balance), Expenditures: \$319,416.89 (inc. debt principal & interest);
  - iii. Statement of Capital Revenues & Expenditures for period of FEB YTD, distributed with package. Income: \$3,754,086.53 (inc. fund balance), Expenditures: \$66,454.66;

**Action:** "That the Board accepts the FEB Operating Statement of Revenues & Expenditures (Actual vs. Budget), and Capital Fund Report."

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

6. **UNFINISHED BUSINESS:** None.

7. **NEW BUSINESS:** None.

8. **BILLS PAYABLE:** Refer to Unpaid Report;

**Action:** "That the Board pay bills listed on the statement of Unpaid Operating Fund Bills Detail totaling \$45,909.79 (3/14/16) and Capital Fund Detail \$5,379.90 (3/14/16)."

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

9. **BOARD MEMBER'S REMARKS:** Murphy asked Skelly if the Stoneybrook developer paid the required EDU's. Skelly said no. Murphy suggested sending a reminder letter to the developer advising of the deadline date and the amount

required for the specified number of EDU's. If payment isn't received, we will draw from the Letter of Credit funds. Murphy asked if Ketterline Builders is billed for the correct number of units. Powl said yes. Buch questioned the cost of the advertising in the Elizabethtown Advocate. Skelly said we advertised legal notices. Becker said the cost would be three times more to advertise in the Lancaster Newspapers. Murphy asked if the Elizabethtown Advocate is sufficient for advertising. Alspach said yes; it is a publication of general circulation and provides proof of advertising. Murphy asked if we receive proof of advertising. Powl said yes.

**10. EXECUTIVE SESSION:** Board met to discuss Personnel matters. No decisions were made.

**11. ADJOURN: 6:52 PM**

**Action:** "That the Board adjourns the regular meeting."

**Motion:** J. Buch

**Second:** J. McCloud

**Approved**

Respectfully submitted,

M. Skelly, Authority Manager

***Approved at 4/11/16 Meeting***