

EAWA WORK SESSION MEETING MINUTES
May 6, 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 6:30 P.M. by Dr. C. Dale Treese. Members present: John Buch, Keith Murphy, Del Becker, Rick Erb, Jeff McCloud and Chuck Brewer. Also present were George Alspach, Solicitor; Peter Lusardi, Engineer; Wayne DeVan, PWD; Steve Bixler, Operations Supervisor; Mike Skelly, Manager; Grace Miller, Business Manager and Michele Powl, Administrative Clerk. **Other Attendees:** None.

2. PUBLIC COMMENT: None.

3. REPORTS:

Manager's Report: CRIM Capital Fund - Skelly noted that the Board received an attachment with the 1st quarter figures. Skelly said Chris Gibbons and he met with the people from CRIM on Friday to discuss investment options to complete the final part of the asset management plan. Skelly said he would like to have Gibbons attend one of the meetings in June to explain the new investment strategy.

Rain Barrel Sale & Seminar - Powl provided a PowerPoint presentation with pictures from the sale and seminar. She said the sale and seminar exceeded her expectations. She mentioned the following items: 1) 131 rain barrels were sold; 2) 46 people attended the seminar at Cornerstone Youth Center; 3) presenters were Kristin Kyler, Penn State Extension; Kate Austin, Chesapeake Bay Foundation; and Matt Kofroth, Lancaster County Conservation District; 4) various educational materials were available for attendees; 5) B & G Lumber provided a flyer for 10% discount off additional supplies to install rain barrels; 6) Ivy rain barrel and Warburton's Greenhouse gift card were presented as give-a-ways. Powl said the comments from the seminar attendees were all positive and they would like to see EAWA conduct the same seminar next year and offer other seminars in the future. Murphy asked Powl if she will have any rain barrels available to sell at the 10 year anniversary celebration. She said she was planning on arranging a quick rain barrel sale for residents that missed the order deadline and can extend the date of the second sale. Board agreed that Powl should have a sign-up sheet available at the 10 year anniversary celebration and purchase a few extra to keep on hand for residents to purchase later. Treese suggested that Powl include a flyer with the bills providing the results from the sale and seminar as well as mentioning possible seminar topics for the future. Board thanked Powl and staff for a job well done in promoting water conservation and educating the community on various topics.

CPR Training - Skelly stated that staff completed the CPR course provided by NW EMS on 4/7/15. Treese suggested purchasing an AED machine. Skelly said it was discussed at the health and safety meeting.

Emergency Evacuation Maps - Skelly said colored maps are posted at each door.

PPL Damage (Oct. 2013) Claim Filed with Court of Common Pleas – Skelly stated in Oct. 2013 EAWA had an issue where technicians were working on a water lateral and the PPL line was not marked correctly or it was not placed exactly where it should have been and the electric line was cut. Skelly said PPL wants compensated. He noted that EAWA followed proper procedures, documented everything, and turned the information over immediately to EAWA’s insurance provider. Skelly noted that a claim from PPL was recently filed and Selective Insurance has attorneys representing EAWA in the claim.

Draft Workplace Safety Manual - Skelly said when the safety committee was updating the procedural by-laws it became apparent that what staff was doing was not what was written in the 2011 policy. Skelly noted the following items: 1) fundamental goals don’t change; 2) input from Board has been strengthened; 3) safety committee consisted of 3 individuals (Authority Manager, Operations Supervisor and an unnamed 3rd party) and now has 5 individuals (management and staff from each department); 4) employee responsibilities; 5) evaluations and investigations now include “near misses”; 6) training and record keeping. Skelly noted Haldeman would like staff to report even a minor incident so it does not become a bigger problem later. Murphy stated that every incident should be reported.

Action: “That the Board approves the draft Workplace Safety Manual, dated 2/19/15, as presented.”

Motion: J. McCloud

Second: K. Murphy

Approved

Operations Manager’s Report: Bixler mentioned that there were several dirty water calls on the west side of town and staff will be flushing the hydrants tonight to rectify the problem. Treese asked if notification was sent to customers. Bixler said yes; Swift 911 calls were sent and Powl posted on the website. Bixler said flushing had been scheduled for fall; however, staff may need to continue the flushing program sooner depending on the results from tonight’s flushing.

Public Works Director’s Report: None.

Engineer’s Report: None.

- 4. UNFINISHED BUSINESS: Conoy Crossing** - Treese said the requests of Conoy Crossing are with the Borough Planning Commission. Treese noted Skelly sent a letter to DC Gohn on 4/15/15 addressing EAWA’s concerns and Skelly will be attending the Borough Planning Commission meeting on 5/12/15. Skelly added that the Borough was notified of EAWA’s concerns on 4/15/15. Treese mentioned that Skelly can provide an update to the Board at the 6/3/15 meeting.

Press Release for 10 Year Anniversary Celebration - Treese said he sent an email to McCloud, Skelly and Powl about notification of the event being published in the Lancaster Newspaper and local papers. Treese said McCloud had a few

suggestions on how to handle the press release. McCloud said it depends on what the objective would be. Buch stated it is important to inform the public that there are three municipalities working cooperatively together. McCloud said Buch's message would be relayed and the press release can be published in the Lancaster newspaper and local papers. Murphy suggested contacting Ken Brandt (Lancaster Newspaper) about covering the event. Powl noted that she did speak to Mr. Hawkes (covers government and municipal news for Lancaster County) and he was not sure that it would be something they would cover. Skelly said staff had concerns with the number of people, parking and the budget. Skelly noted that the press release could be published very close to event date. Board agreed the press release should be advertised in the mentioned newspapers.

5. NEW BUSINESS: None.

6. BOARD MEMBER'S COMMENTS: Murphy thanked Powl and staff for a great job with the rain barrel sale and seminar.

7. EXECUTIVE SESSION: None.

8. ADJOURN: 7:20 PM

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

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

RE-OPENED MEETING: 7:21pm

Action: "That the Board re-opens the work session meeting."

Motion: C. Brewer **Second:** D. Becker **Approved**

Late Payments & Policy - Skelly said our policy states that if a payment is not received by the due date that it is considered late. Skelly said he was contacted by a property owner who has three apartment complexes and the payment was received one day late. The late fees amount to over \$450.00. Skelly said the owner advised him that she mailed the payment at least 5 days in advance and she has not been late before. She noted that the Borough and ERSA received her payments on time. Skelly mentioned to the Board that for the last two years staff has experienced difficulties in receiving mail in a timely manner. He said in this particular instance the owner was extremely upset and she wanted to know what could be done about it. Skelly advised the owner that he would discuss with the Board and contact her with the Board's decision. Board agreed that EAWA should waive the late fees for this property owner one time only. Murphy suggested using the postmark date. Skelly said he would like to discuss the policy with staff on Monday morning and share staff's comments with the Board on 5/11/15 prior to the Board making any policy changes. McCloud mentioned that he had received three bills for his neighbor in his mailbox; one was a tax bill that was already overdue. Treese said the Board will hear staff's comments and discuss the policy at the 5/11/15 meeting.

Action: "That the Board waives the late fees for this particular property owner one time only."

Motion: K. Murphy

Second: J. McCloud

Approved

ADJOURN: 7:34 PM

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

Motion: J. Buch

Second: J. McCloud

Approved

Respectfully submitted,

M. Skelly, Authority Manager

Approved at 6/8/15 Meeting