

**EAWA WORK SESSION MEETING MINUTES
December 3, 2014 - 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, Jeff McCloud, Chuck Brewer, Del Becker, and Rick Erb. Also present were George Alspach, Solicitor; Mike Skelly, Authority Manager; Gene Haldeman, Operations Manager; Pete Lusardi, Engineer; Wayne DeVan, PWD; and Michele Powl, Admin Clerk. **Other Attendees:** Rich Sheidy.

2. PUBLIC COMMENT: None.

3. REPORTS:

Manager's Report:

2015 Operating Budget:

Action: "That the Board approves the 2015 Operating Budget, dated 11/11/14, as presented."

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

2015 Capital Budget:

Action: "That the Board approves the 2015 Capital Budget, dated 11/24/14, as presented."

Motion: K. Murphy **Second:** D. Becker **Approved**

Monthly Bank Statement Summary for November - Skelly said he included the 2013 and 2014 monthly bank statements with the October figures. As of the end of October, the balance in the money market account was \$2.8 million.

Direction on Health & Safety Program - Skelly said our committee tries to do a special project each year. One of the projects was to have a more formalized procedure with our by-laws. He said he reviewed our current Health and Safety manual and realized that what we currently do on the health and safety committee is not what was intended in the manual. He said the policy was written to have three representatives: Authority Manager, Operations Supervisor, and a third representative. Currently, the committee consists of five members: Authority Manager, Wayne DeVan, one Administrative representative, and two Operator representatives. He said somehow it was deviated from the original policy and would like to change our by-law to match what we have been doing. He feels it is better to have more than three people on the committee especially non-management staff. Murphy asked if DeVan should be included since he is considered a consultant. Skelly said yes. Board agreed that Skelly should present revisions at the January meeting.

SRBC Doc. #19861103 Well #5 Permit Renewal - Skelly said Steve Fisher advised that the permit is due to be renewed and recommends starting the project in Fall 2015 because of all the items that the SRBC required on the other permit renewals. Haldeman noted that the permit expires in 2018. Haldeman said it is better to have everything prepared in advance so you are not scrambling at the deadline. He stated that this was not listed as an item in the 2015 budget. Skelly said most of the expense would be for 2016. Treese asked if the cost would be \$50,000. Lusardi said it depends what SRBC wants; it could be less expensive. Haldeman said that Fisher is gathering all the data from years past to request a waiver on the pump testing.

Operations Manager's Report: Haldeman said they spent most of November renovating the outside of the Water Distribution System Facility by installing insulation and siding to improve the appearance.

Haldeman addressed Brewer's comment from last month regarding Haldeman being aggressive with the meter replacements. He said the office staff deserves the credit because they are the ones sending out the letters and scheduling the appointments to make the meter replacement program work.

Haldeman said he talked to Jason Bock about the insurance rating the Borough received. He said the rating is based on a scale of 1 – 10 with 1 being the best and 10 being the worst. Haldeman said it is conducted with 50,000 communities Nationwide. He said the following communities received the following rating: 1) Class 1 - 60 communities; 2) Class 2 – 750 communities; 3) Class 3 – 2,500 communities; and 4) Class 4 – 5,200 communities. He said we have a very high ranking (Class 4).

Murphy asked Haldeman about the closing of the 5th well. Haldeman said it was one of the monitor wells on Wetzel's property. Haldeman contacted Myers Drilling to advise that they could close the well. He received the bill from Myers Drilling (not including the 5th well) and it was a quarter of the actual estimate.

Public Works Director's Report: None.

Engineer's Report: None.

- 4. UNFINISHED BUSINESS: Bronze Entrance Plaques** - Skelly recommended that the Board create a subcommittee and communicate by email to discuss the text and size of the plaques. Treese said he would circulate an email asking for comments from each Board member for the following two plaques: 1) Names of representatives from each municipality for the formation of EAWA; 2) Date of building construction and the current Board members at that time. Once the information is decided upon, Skelly can request a quote on the cost.

10-Year Anniversary Celebration - Skelly said Powl and he discussed the celebration and provided the Board with the following three options: 1) One day Open House held on a weekend; 2) Five day celebration held during the week for one week before bill due date; 3) One day Community Day held on a weekend.

Murphy said he would like to see staff attend the event to answer any questions that may arise and have the food catered. Skelly said once the Board decides on one of the options, we will need to finalize the date and plans for the celebration by February or March to coordinate staff. Buch said the important thing is to let people know that Mount Joy Township, West Donegal Township, and Elizabethtown Borough can effectively work together. He said eventually the three municipalities could be one administrative unit and we are setting the example. Haldeman stated that a one day event would be the best choice for him and his staff. After some discussion, the Board decided that option one was the best choice. Murphy suggested contacting Elizabethtown College about catering the event. Treese said to calculate costs and look at a Saturday in early June.

Cyber-Security Plan - Skelly asked if there were any comments regarding the plan. Treese said the plan looked good. Skelly said he will place on agenda in January for Board to approve.

5. **NEW BUSINESS:** None.
6. **BOARD MEMBER'S COMMENTS:** Murphy stated that the date was incorrect on the minutes from the Special Meeting on November 24. Skelly said he would correct.
7. **EXECUTIVE SESSION:** Met for a brief time to discuss Personnel matters.
8. **ADJOURN: 7:13 PM**

Action: "That the Board adjourned the work session meeting to executive session."

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

Respectfully submitted,

M. Skelly, Authority Manager

Approved at 1/12/15 Meeting