

EAWA BOARD MEETING MINUTES
March 9, 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: Keith Murphy, John Buch, Rick Erb, Jeff McCloud, Chuck Brewer, and Del Becker. Also present were George Alspach, Solicitor; Gene Haldeman, Operations Manager; Steve Bixler, Operations Supervisor; and Michele Powl, Admin. 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 2/4/15 and the regular Board Meeting Minutes of 2/9/15, as presented."

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

5. REPORTS:

a. **Manager's Report: Software Upgrade to Accommodate Automatic Clearing House Billing** - Treese stated that the Board received a memo from Miller and Skelly about purchasing a software upgrade to accommodate automatic clearing house payments. He said the cost to add the software upgrade to our current system is \$2,000 and the fees would be \$.15 per item and \$51.00 per month. Treese mentioned that Murphy and he met with Miller and Skelly to discuss the memo. Staff thought it would be a nice enhancement for the customers and not a large expense for EAWA. Staff recommended that the Board approve the purchase of the software upgrade and add to the 2016 budget to implement with the 4th quarter billing. Murphy and Treese suggested instituting sooner if possible. McCloud asked if any of the fees were being passed on to the customer. Murphy said no. Powl added that the bank charges EAWA \$.15 for each paper check deposited.

Action: "That the Board approves the purchase of the Automatic Clearing House software upgrade and implement into our current system as soon as possible."

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

Treese said the other section of the memo refers to Miller investigating other software products/vendors that would expand services without significant costs. He said Miller explored the option of potentially purchasing and sharing new software and recouping costs by offering EAWA's billing services to similar agencies. Treese noted that EAWA has been supplying information to the

Borough and ERSA for their quarterly bills. Treese and Murphy agreed that Miller can discuss this option with the other agencies to see if there is any interest. If there is interest, Miller can continue to investigate, discuss with the Borough and ERSA, and report findings to the Board at a later time.

Distribute Draft Workplace Safety Manual - Treese said a copy was emailed in the agenda packet and asked that it be reviewed prior to the 4/1/15 meeting.

- b. **Operations Manager's Report:** Treese asked Haldeman to report on the new work schedule at the 4/1/15 meeting.
- c. **Public Works Director's Report:** None.
- d. **Engineer's Report:** None.
- e. **Financial Reports:**
 - i. Copies of Paid Bills statement (2/17/15) distributed with package (\$59,963.29 for balance).
 - ii. Statement of Revenues & Expenditures for period of FEB YTD, distributed with package. Income: \$1,462,338.65 (inc. fund balance), Expenditures: \$369,695.14 (inc. debt principal & interest);

Action: "That the Board accept the FEB Statement of Revenues & Expenditures (Actual vs. Budget)."

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

- 6. **UNFINISHED BUSINESS: David Abel Land / Use of EAWA Lane** - Treese said the Board heard a presentation from representatives for DAS (David Abel's company) about using EAWA's lane for an emergency exit. Treese said he will have Skelly convey to DAS that EAWA is not interested in their proposal. Treese asked Haldeman and Bixler if there are "No Trespassing" signs posted on EAWA's land. Haldeman said yes. He will double check that the signs are still posted.

White Oak Mills / 323 W. High St. - Treese said the Board heard a presentation from Todd Cirelli at the 3/4/15 meeting. Becker said that McCloud and he met with Haldeman to discuss White Oak Mills proposal. Becker noted that Haldeman did not think the proposed plan would interfere with EAWA's garage. Alspach noted that there is a 14 ft. public alley attached to the property at 323 W. High St. He said if the building was torn down, it would still be a public alley. After some discussion, Board agreed that EAWA is interested in White Oak Mills proposal with the following conditions: 1) EAWA receives a permanent right-a-way; 2) appraisal is needed for the desired piece of land; 3) land should be secured with a gate. Alspach said if White Oak Mills pursues a land development plan that EAWA could finalize conditions. Treese said McCloud, Becker and Skelly can convey conditions to White Oak Mills.

7. NEW BUSINESS: None.

8. BILLS PAYABLE: Refer to Unpaid Report;

Action: “That the Board pay bills listed on statement of Unpaid Bills Detail (3/9/15), totaling \$46,289.72.”

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

9. BOARD MEMBER’S REMARKS: None.

10. EXECUTIVE SESSION: None.

11. ADJOURN: 7:31 PM

Action: “That the Board adjourns the regular meeting.”

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

Respectfully submitted,

M. Skelly, Authority Manager

Approved at 4/13/15 Meeting