

MEETING MINUTES – October 12, 2016
WEST EARL SEWER AUTHORITY
PO BOX 725
BROWNSTOWN, PA 17508-0725

The regular monthly meeting of the West Earl Sewer Authority was held in room 102 at the West Earl Township Municipal Building, 157 West Metzler Road, Brownstown, Pennsylvania on Wednesday, October 12, 2016. Chairman Mike Reed called the meeting to order at 7:01 PM.

Authority members present: Rick Weik, Brian Kane, Dave Noyes and Mike Reed. Also present: Dan Becker, Becker Engineering. Teresa Beever, administrator.

1. **MINUTES**

The **motion** by Rick Weik, seconded by Brian Kane was approved unanimously to accept the minutes of the September 14, 2016 regular meeting of the West Earl Sewer Authority as presented.

2. **PUBLIC COMMENT**

None

3. **FINANCIAL STATEMENTS**

CPAs Jim Koontz and Brian Marchuck of Brown Schultz Sheridan & Fritz (BSSF) presented the audited financial statements to the Authority. The auditors suggested compiling a listing of the authority's fixed assets. The engineer and office staff will work on this project to develop a comprehensive listing. BSSF also informed the Authority that there is still \$15,000 held by the Township for the Authority's option to purchase land for expansion of the WWTP. The agreement with the Township stipulates that to receive the deposit back from the Township, a written request must be submitted. The financial assistant was instructed to invoice the Township for the \$15,000 in August. To date, the invoice has not been paid. Chairman Mike Reed signed the DCED report for submittal.

4. **ENGINEER'S REPORT**

See attachment

DS Services – BEL distributed a letter that they received on 10/12/2016 from Rich Chominski, Plant Manager at DS Services. The letter is an update of DS Services' Waste Water Reduction Project. BEL will review the letter and provide comments.

LGH- BEL reported that they are currently in the process of evaluating the Ephrata Sewer System as it relates to service to LGH. Ephrata's Township's next meeting is scheduled for October 31, 2016.

Conestoga View Sewers – Copies of documents that were sent out to homeowners for the Oregon Pike extension project were distributed to the Authority. Members will review these documents and make suggestions regarding additions or changes to adapt the letters for the Conestoga View Extension project. A proposed schedule for Conestoga View was also distributed. The Authority will need to decide if a mailing in late winter would be appropriate to keep the property owners informed about the project.

5. **RESOLUTION 10-12-16-1**

The **motion** by Rick Weik, seconded by Brian Kane was approved unanimously to **adopt Resolution 10-12-16-1 to dispose of records in accordance with the schedule approved by the Local Government Records Committee.** The Authority executed Resolution 10-12-16-1.

6. **CORRESPONDENCE**

- Copies of the **Monthly Operator's Report** were distributed to the Authority for review.

- Copies of the **2016 permit list** were distributed to the Authority.

7. **BILLS**

The *motion* by Mike Reed, seconded by Brian Kane was approved unanimously to pay total monthly operating expenses of \$40,710.44.

The *motion* by Dave Noyes, seconded by Brian Kane was approved unanimously to pay escrow expenses totaling \$617.50 relating to the Hoover Heights project.

8. **PAYMENT REQUISITIONS**

The *motion* by Rick Weik, seconded by Brian Kane was approved unanimously to authorize payment **Requisition No. 176** for \$40,710.44 to pay operating expenses. The Authority and engineer signed the document.

The *motion* by Mike Reed, seconded by Dave Noyes was approved unanimously to authorize payment **Requisition No. 20** for \$1,085.00 to pay expenses from the Bond Redemption and Improvement Fund for Engineering expenses associated with the Conestoga View Sewer Extension project. The Authority and engineer signed the document.

9. **OTHER BUSINESS**

- Teresa Beaver told the Authority that the zoning officer was asked to investigate the apparent construction at 323 South State Street at a residence that was supposed to have been razed. The zoning officer had no information for this meeting.

10. **ADJOURNMENT**

The *motion* by Mike Reed, seconded by Dave Noyes was approved unanimously to adjourn the meeting at 8:07 PM.

WEST EARL SEWER AUTHORITY

October 2016 Engineer's Report

1. **DS Waters (No Change from September Report):** As previously discussed with the Authority, DS Waters flows continue to exceed their maximum allowable daily flow of 61,250 gpd as well as their instantaneous maximum flow of 200 gpm. BEL and the Authority met with DS Waters on July 27, 2016. DS Waters representatives indicated that they will be evaluating alternatives to reduce their peak discharges into the Authority's sanitary sewer system. Those alternatives may include installation of a flow equalization facility, increasing their discharge to their stormwater facilities, modifications to their existing treatment equipment backflow cycles, etc. BEL requested that DS Waters identify their intentions in writing to the Authority but to date, has not received a response. DS Waters representatives have indicated to BEL that they are formulating a plan of action for the Authority's consideration.
2. **LGH Sewer Connection (No Change from September Report):** ETSA issued a letter to WESA dated January 5, 2015 indicating that ETSA is willing to continue discussions with WESA to provide sanitary sewer service to LGH. ETSA indicated that WESA/LGH needs to agree in writing to pay for all of ETSA's costs in the evaluation of the ETSA existing facilities before any work will be commenced on the evaluation. The WESA Solicitor subsequently issued a letter to LGH's legal counsel on January 8, 2016 requesting that LGH agree to the terms that ETSA has presented for the evaluation.

LGH forwarded a letter and escrow check to the Authority dated July 21, 2016. The Authority subsequently issued a letter to ETSA dated August 3, 2016.

3. **Lancaster County Career & Technology Center (No Change from September Report):** LCCTC submitted a letter to the Authority dated April 26, 2011 indicating that they may be interested in connecting to the Authority's sanitary sewer facilities when public sewer facilities are installed adjacent to the LCCTC facility. LCCTC indicated that anticipated wastewater flows of approximately 3,000 – 4,000 gpd should be utilized for planning purposes.
4. **Non-Residential Waste (NRW) Discharge Permit Program (No Change from September Report):**
 - a. **DS Waters:** The NRW Permit will expire on August 31, 2019. BEL received the 2nd quarter sampling results and issued a letter to the Authority dated August 15, 2016.
 - b. **Zimco/American LaFrance:** The NRW Permit will expire on December 31, 2019. BEL received the 2nd quarter sampling results issued a review letter to the Authority dated August 19, 2016.
 - c. The Authority had mailed correspondence to all non-residential customers requesting updated information and information has been coming into the Authority. Authority staff and BEL have been working to compile the information that has been received to date. BEL also drafted a letter for the Authority to send to all non-residential customers regarding discharge of fats, oils and greases into the Authority's system.
 - d. At the request of the Authority, BEL issued a NRW Permit Questionnaire to Oatman Properties who recently purchased the property located at 1805 Newport Road. BEL has not received a response.
5. **PADEP Sewage Facilities Planning (No Change from September Report):** BEL met with PADEP and Authority representatives on June 25, 2012 to discuss future sewer area planning as well as planning associated with the 2010 WWTF rerate. As a result of that meeting, PADEP has requested that the Authority submit a Special Study to address the WWTF rerate as well as the selected alternative for the Oregon Pike Sewer Extension project. At the July 2012 Authority meeting, the Authority authorized BEL to prepare and submit the Special Study to PADEP for these two projects.

BEL also confirmed with PADEP that the Authority could request Total Nitrogen (TN) off-sets for the Talmage Area and the Oregon Pike Area since the existing OLDS will be abandoned and all properties will be connected to the Authority's system. This means that the current TN loading limit included in the NPDES Permit for the WWTF can be increased by 25 lbs/year/EDU. BEL included the TN offset request information as part of the recently submitted WWTF NPDES Permit renewal.

6. Patti Martin Sewer Extension **(No Change from September Report)**: BEL received a telephone call from the property owner questioning when and if public sanitary sewer service would be provided in the area of Millway Road. BEL indicated that filed survey work is being scheduled.
7. Creek Hill **(No Change from September Report)**: All sanitary sewer construction and testing has been completed. The Authority authorized a reduction to the sanitary sewer financial security reduction from \$281,693.50 to \$36,582.15 at the November 2015 Authority meeting.
8. Tapping Fee **(No Change from September Report)**: The Authority approved the tapping fee of \$2,800.00 effective June 1, 2016.
9. Stone Barn Place **(No Change from September Report)**: The Authority granted 8 EDU's of sanitary sewer capacity (2,120 gpd) at the July 2015 Authority meeting. The developer's consultant needs to address one minor sanitary sewer design issue and provide a sanitary sewer construction cost opinion for purpose of establishing the sanitary sewer financial security for the project.
10. Fairmount Homes WWTF **(No Change from September Report)**: BEL received a telephone call from Fairmount Homes regarding the status of public sanitary sewer service for the Farmersville Area. Fairmount Homes is in the process of renewing their WWTF NPDES Permit and will be faced with a WWTF expansion/upgrade or connect to public sanitary sewer service at some point in the future. Fairmount Homes indicated that they do not want to spend hundreds of thousands of dollars to expand/upgrade their WWTF and then have to connect to public facilities immediately thereafter. There is no action required by the Authority at this time.
11. Hess Property **(No Change from September Report)**: BEL received several inquiries from M.L. Saxinger and Associates regarding sewer service and capacity for a proposed project located behind the Newport Road Pumping Station.
12. Conestoga View Sewer Service: BEL provided the draft PADEP Act 537 Special Study which includes an alternatives analysis for sanitary sewer service to the Township on September 28, 2016. After the Supervisors review and approve the draft study, it can be publicly advertised for the required 30-day public comment period. BEL will provide the Authority with a preliminary project schedule along with information that was provided to the Oregon Pike Sewer Extension Project property owners for review and discussion at the October Authority meeting.
13. WWTF NPDES Permit Renewal **(No Change from September Report)**: The Authority's WWTF NPDES Permit will expire on January 31, 2016. BEL submitted the renewal application to PADEP on July 9, 2015 and PADEP issued the Draft NPDES Permit. BEL issued written comments to PADEP on July 15, 2016 regarding the Draft NPDES Permit.
14. Sewer Index Mapping **(No Change from September Report)**: The Authority authorized BEL to update the sewer index mapping at the May 2015 Authority meeting. BEL provided a draft map to the Authority staff for review.
15. Phase 3, East Main Street Stormwater Project **(No Change from September Report)**: The sanitary sewer work has been completed. BEL has requested that the Township's design consultant provide as-built drawings to the Authority.
16. Carper Dance Studio: BEL did receive sanitary sewer record drawings from the developer's consultant and there are a few very minor items that need to be addressed on the drawings.
17. Hoover Heights: BEL received revised sanitary sewer drawings and issued a sanitary sewer review letter dated September 28, 2016.
18. 2016 Series Bond #2 Refinancing: BEL prepared and provided the required Consulting Engineer's Certificate for the refinancing project to Bond Counsel at the September Authority meeting.

