

MEETING MINUTES – April 10, 2019

**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, April 10, 2019. Chairman Mike Reed called the meeting to order at 7:00 PM.

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

1. **MINUTES**

The **motion** by Dave Noyes, seconded by Don Eckel was approved unanimously to accept the minutes of the March 13, 2019 regular meeting of the West Earl Sewer Authority as presented.

2. **Rich Chominski – DS Services** asked the Authority for consideration to adjust the sewer billing from January, 2019. Mr. Chominski said their flow meter had malfunctioned from 1/7/2019 through 1/11/2019, recording excessive amounts of flow that did not actually pass through to the WWTP. Mr. Chominski provided effluent volume readings for 1/7/19 through 1/11/2019 and requested the Authority adjust the bill to an average of the previous year, which would be 56,343 GPD. The Authority acknowledged that the flow had not been correctly recorded due to the malfunction, but opted to recalculate the bill, using the water company's permitted maximum daily flow capacity of 61,000 GPD.

The **motion** by Mike Reed, seconded by Brian Kane was approved unanimously to adjust the invoice for DS Services to the daily permitted limit of 61,000 GPD for the days that the flow meter was malfunctioning.

3. **ENGINEER'S REPORT**

BEL reviewed the following items with the board. **See attachment.**

DS Services – Mr. Chominski delivered the preliminary design plan to the engineer at this meeting.

Creek Hill – The engineer reported that there are several punch list items that need to be addressed by the developer

Tapping Fee – the Authority reviewed the calculations presented by BEL for tapping fee update.

The **motion** by Don Eckel, seconded by Mike Reed was approved unanimously to increase the tapping fee to \$3,900.00 per EDU.

Dan Becker will contact MHCK to prepare the necessary resolution for execution at the May 8, 2019 Authority meeting.

Bobby Rahal – BEL is currently reviewing the sanitary sewer design drawings for this project. Although the Developer's Agreement and the agreement for relinquishment of easement to the Authority has been prepared, the engineer does not recommend their execution until all requested information is received from the developer about the easements.

System Maintenance – Zimmerman Excavating completed the manhole adjustment at the Oregon Pike PS and did a nice job. SWERP is expected to schedule the work at the Cocalico Creek PS sometime this month.

99 Rosewood Drive – minutes of the pre-construction meeting on April 4, 2019 were distributed for the Authority to review.

Transition to Community – BEL finalized the plan review for this project.

The **motion** by Mike Reed, seconded by Don Eckel was approved unanimously to approve the sanitary sewer design conditioned upon the items outlined in BEL's March 13, 2019 review letter being adequately addressed.

Chapter 94 Report – the 2018 Chapter 94 report was submitted and accepted by DEP.

4. **CORRESPONDENCE**

- **MOR** – the Authority reviewed the report submitted by Cawley Environmental Services, Inc. for February, 2019.
- The Authority received Treasurer's reports for September, October, November, December, 2018 and January and February, 2019 for review.

5. **SLUDGE HAULING PROPOSALS**

Jgenvironmental proposed \$.0775 /gallon for sludge removal and pump station service at a cost of \$550/P.S.

Kline's proposed \$.0813/gallon for sludge removal and pump station service at a cost of \$750/Service.

The **motion** by Brian Kane, seconded by Dave Noyes was approved unanimously to accept the proposal from jgenvironmental for sludge hauling at \$.0775/gallon and Pump Station service at a cost of \$550/PS.

6. **BUDGET**

The draft budget for 2019/2020 was distributed to the Authority for review

7. **BILLS**

The **motion** by Mike Reed, seconded by Brian Kane was approved unanimously to pay total monthly operating expenses of \$34,028.40.

The **motion** by Dave Noyes, seconded by Brian Kane was approved unanimously to pay escrow expenses of \$401.50 for the LGH and Bobby Rahal projects.

8. **PAYMENT REQUISITIONS**

The **motion** by Brian Kane, seconded by Mike Reed was approved unanimously to authorize payment **Requisition No. 206** for \$34,028.40 to pay operating expenses. The Authority and engineer signed the document.

9. **ADJOURNMENT**

The **motion** by Mike Reed, seconded by Dave Noyes was approved unanimously to adjourn the meeting at 7:54 PM.

WEST EARL SEWER AUTHORITY

April 2019 Engineer's Report

1. DS Waters: BEL received a Draft Design Proposal from DS Waters and issued a letter dated December 28, 2018 outlining our comments. DS Waters provided a design schedule on March 26, 2019 which indicated preliminary design plans will be provided to the Authority on April 9, 2019.
2. LGH Sewer Connection **(No Change from March Report)**: LGH has agreed to the conditions required for ETSA to provide sanitary sewer service to the property located in West Earl Township. ETSA provided a copy of the draft Temporary Sewer Service Agreement to WESA on December 12, 2018. The Authority Solicitor has reviewed the Agreement and issued a letter to the Authority dated January 29, 2019.
3. Lancaster County Career & Technology Center **(No Change from March 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:
 - a. DS Waters: The NRW Permit will expire on August 31, 2019 and DS Waters submitted a permit renewal application to the Authority on March 25, 2019. BEL will be reviewing the permit renewal application. BEL received the 4th quarter sampling results and issued a review letter dated January 25, 2019.
 - b. Zimco/American LaFrance **(No Change from March Report)**: The NRW Permit will expire on December 31, 2019. BEL received the 4th quarter sampling results and issued a review letter dated February 5, 2019. BEL also provided the surcharge calculation to the Authority on February 5, 2019.
 - 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. Cleveland Brothers **(No Change from March Report)**: BEL was contacted regarding discharging wash bay water that is currently being recycled and disposed off site, into the Authority's sanitary sewer system. Cleveland Brothers has indicated that the wash bay water will be treated prior to discharge. BEL requested that Cleveland Brothers put the request in writing detailing the proposed pretreatment process, capacity needs, etc.
5. PADEP Sewage Facilities Planning **(No Change from March 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 March 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: The Authority previously authorized a 90% sanitary sewer financial security reduction in November 2015 to bring the remaining financial security to \$36,582.15. BEL has received the required print sets and electronic copies of the Record Drawings and provided copies to the Authority. The Authority Solicitor provided 2 copies of the Bill of Sale for the sanitary sewer collection system to the developer for execution on August 29, 2018. The developer will also need to provide a sanitary sewer maintenance guaranty in the amount of \$54,873.23 prior to the Authority considering dedication of the sanitary sewer facilities. BEL reviewed the remaining outstanding construction issues that need to be addressed by the developer in advance of dedication and issued a review letter dated March 20, 2019.
8. Tapping Fee: The Authority approved the tapping fee of \$2,800.00 effective June 1, 2016. BEL updated the tapping fee calculation and provided that to the Authority on March 27, 2019 for review.
9. Stone Barn Place: The Authority granted 8 EDU's of sanitary sewer capacity (2,120 gpd) at the September 2017 Authority meeting and the Authority approved the sanitary sewer design at the November 2018 Authority meeting. The sanitary sewer financial security shall be established at \$46,145.00.

The developer is no longer proposing the residential subdivision and submitted revised sanitary sewer design plans. BEL has been coordinating minor plan notes with the developer's consultant via email.

10. Fairmount Homes WWTF (**No Change from March Report**): BEL received correspondence from Fairmount Homes' consultant indicating the Fairmount Homes is considering a building expansion that may require an expansion to their existing WWTF. The consultant stated that Fairmount Homes does not want to absorb the costs of expanding/upgrading their WWTF if public sanitary sewer service is going to be provided to the Farmersville Area. BEL responded on February 24, 2017 updating the Fairmount Homes consultant of the LGH project status.
11. Conestoga View Sewer Service: The Substantial Completion date for the project has been established as June 6, 2018. All previous punch list items and grinder pump issues have been addressed. BEL has been providing observation services for the private property lateral installations and approximately 10 connections remain outstanding.
12. Bobby Rahal Automotive Group: The Authority granted 8 EDU's of sanitary sewer capacity at the June 2017 Authority meeting and issued a capacity letter dated June 20, 2017. BEL received revised sanitary sewer design drawings on March 11, 2019 and is in the process of reviewing those drawings.

The Authority Solicitor has been working with the Developer's attorney regarding the necessary sanitary sewer facility agreements. BEL received and reviewed the revised sanitary sewer facility easement legal descriptions and exhibits which are now satisfactory.

13. Sewer Lateral Inspections: BEL has been performing sanitary sewer lateral inspections as necessary.
14. System Maintenance: At the May 2017 Authority meeting, the Authority requested that BEL prepare a sanitary sewer system maintenance schedule for the Authority's consideration. BEL prepared a draft schedule for the Authority's information and review and provided that to the Authority at the July 2017 Authority meeting.

The Authority authorized Zimmerman Excavating to repair the Oregon Pike PS influent manhole and authorized SWERP to repair the Cocalico Creek PS wet well and valve vault at the February 2019 Authority meeting. Zimmerman Excavating completed the manhole adjustment work on

March 28, 2019 and SWERP anticipates initiating work on the Cocalico Creek PS wet well and valve vault within the next few weeks.

15. PA One Calls: BEL responded to 68 PA One Calls since March 11, 2019.
16. West Earl Township Building Water Service **(No Change from March Report)**: As outlined in BEL's May 22, 2018 email to the Authority, BEL recommends that the Authority consult with WEWA to decide which entity should take the lead on bidding the water and sewer service extension project.
17. Marlee Properties, LLC: The Authority granted sanitary sewer capacity for 3 EDU's at the January 2018 Authority meeting. BEL received revised sanitary sewer design drawings on April 2, 2019 and will be reviewing those drawings in the near future.
18. 99 Rosewood Drive: The Authority granted sanitary sewer capacity for 1 EDU at the January 2018 Authority meeting and approved the sanitary sewer design at the December 2018 Authority meeting. The Authority received the Letter of Credit which establishes the sanitary sewer financial security at \$40,689.00. BEL will be attending a preconstruction meeting on April 3, 2019.
19. Brownstown Business Center **(No Change from March Report)**: BEL met with the property owner on January 12, 2018 regarding a proposed building modification/addition at 15 South State Street. The property owner is proposing to construct a "caretakers house" and modify the existing building office space into 2 long term rentals and up to 10 separate office spaces each with 1 or 2 employees. BEL informed the property owner of the Authority's requirements and recommended that they submit a letter to the Authority outlining the details of the project and requesting sanitary sewer capacity. BEL did receive sanitary sewer design drawings and issued a review letter dated March 29, 2018.
20. 126 West Metzler Road Sewer Lateral **(No Change from March Report)**: BEL was notified that the property owner's plumber contacted the Authority about a potential sewer lateral issue. BEL visited the site and discussed this issue with the plumber. BEL obtained a quote from Melron in the amount of \$325.00 to televise the lateral to determine the integrity of the lateral piping.
21. Scott Monger Subdivision **(No Change from March Report)**: The Authority granted 1 EDU of sanitary sewer capacity for the Scott Monger Subdivision at the March 2018 Authority meeting. The developer will need to schedule a preconstruction meeting and provide sanitary sewer shop drawings prior to commencement of construction. PennDOT has issued the Highway Occupancy Permit for construction of the sanitary sewer lateral.
22. 152 Brian Drive Sewer Lateral Installation **(No Change from March Report)**: The property owner constructed the sanitary sewer lateral himself and the depth of the gravity sewer lateral into the grinder pumping basin is only 18-inches, which is not in conformance with the Authority's specifications. BEL attempted to contact the property owner on several occasions but never heard back from him. The Authority issued a certified letter to the property owner who contacted BEL. Evidently the property owner is proposing to attend the Authority meeting to discuss his situation.
23. 152 Stone Quarry Road Sanitary Sewer Service **(No Change from March Report)**: BEL previously spoke with the property owner regarding sanitary sewer service options and suggested that the property owner submit a letter to the Authority describing the property sanitary sewer situation. The property owner, Jared Martin, submitted an email to the Township on April 4, 2018. BEL provided the Authority's Rules and Regulations to Mr. Martin on April 18, 2018 and recommended that he contact a Professional Engineer to assist him with his sanitary sewer service options.
24. 241 East Main Street PennDOT HOP **(No Change from March Report)**: Construction and testing of the sanitary sewer lateral has been completed. The property owner/contractor will need to close out the PennDOT HOP.

25. Darl & Denise Yoder **(No Change from March Report)**: The Yoder's are proposing to subdivide an existing lot along Stone Quarry Road and their consultant submitted a sanitary sewer capacity request for 1 EDU to accommodate the proposed new lot. The Authority granted 1 EDU, or 265 gpd, of sanitary sewer capacity at the August 2018 Authority meeting.

26. Route 272 PennDOT Paving Project **(No Change from March Report)**: The Authority received information from PennDOT on October 29, 2018 and it does not appear there will be significant impact to the Authority's facilities. BEL completed the required paperwork and forwarded to PennDOT. BEL has also confirmed with the Township that there are spare manhole risers available in the event minor manhole grade adjustments need to be made during construction.

27. Sanitary Sewer Facility Asset Listing: BEL finalized the Authority asset listing including installation dates and will forward that information to the Authority's Auditor on March 12, 2019.

28. Brownstown Commons Lots 4 & 5 **(No Change from March Report)**: The Authority approved the sanitary sewer design conditioned upon the comments outlined in BEL's January 15, 2019 review letter at the February 2019 Authority meeting.

29. Transition to Community: **BEL received revised sanitary sewer design drawings and recommends that the Authority approve the sanitary sewer design conditioned upon the items outlined in our March 13, 2019 review letter being adequately addressed.**

30. 2018 Chapter 94 Report: BEL submitted the 2018 Chapter 94 Report to PADEP on March 25, 2019.

31. Brownstown Elementary School: BEL received sanitary sewer design drawings via email and issued review comments to the school's consultant via email on March 25, 2019.