

**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, August 14, 2019. Chairman Mike Reed called the meeting to order at 7:01 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 Don Eckel, seconded by Dave Noyes was approved unanimously to accept the minutes of the July 10, 2019 regular meeting of the West Earl Sewer Authority as presented.

2. **PUBLIC COMMENT/GUESTS**

None

3. **ENGINEER'S REPORT**

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

DS Services – Flow Equalization project – BEL anticipates submittal of the final design soon.

Non-Residential Waste Discharge Permit Program

DS Services - copies of the second Quarter sampling results and BEL's comment letter were distributed to the Authority for review.

Zimco - copies of the second Quarter sampling results and BEL's comment letter were distributed to the Authority for review. An invoice for surcharges will be sent to Zimco for exceedances during the 2nd quarter of 2019.

Creek Hill – the Developer's contractor, BR Kreider is working with BEL to repair the manhole that is experiencing infiltration.

Conestoga View Sewer Extension – there are outstanding paving and lawn restoration items that C&R needs to complete. C&R indicated via email that they will not perform any maintenance until all private lateral installations are paid by the homeowners. There are two property owners who have not paid C&R.

BEL issued a letter to C&R's bonding company on June 27, 2019, and subsequently a conference call was held to discuss the remaining outstanding maintenance work. The Authority, by consensus, **directed BEL to send a letter to C&R that the company is in default of the contract.**

System Maintenance – BEL reviewed the video from Pipe Data View of the influent line into the Cocalico Creek Road pump station wet well and issued a letter on July 18, 2019 recommending that no action is required at this time.

99 Rosewood Drive – the builder requested the release of the \$40,689.00 letter of credit for this project. Because there are outstanding items, the Authority approved a reduction in the letter of credit to \$38,689.00. BEL will notify the builder about the reduction amount.

Transition to Community – Preconstruction meeting minutes were distributed to the Authority. Tapping fees are still outstanding for 5 additional EDU's that the Authority granted for this project. The total due for tapping fees is \$19,500.00.

4. **CORRESPONDENCE**

- **MOR** – the Authority reviewed the report submitted by Cawley Environmental Services, Inc. for June, 2019.
- **Treasurer's Reports** – the Authority reviewed the treasurer's reports from June, 2019.

5. **BILLS**

The *motion* by Don Eckel, seconded by Brian Kane was approved unanimously to pay total monthly operating expenses of \$36,868.54.

The *motion* by Dave Noyes, seconded by Don Eckel was approved unanimously to pay escrow expenses of \$2,341.36 for the Brownstown Elem School, Creek Hill, Bobby Rahal, Marlee, Transition to Community and 99 Rosewood Drive projects.

6. **PAYMENT REQUISITIONS**

The *motion* by Mike Reed, seconded by Don Eckel was approved unanimously to authorize payment **Requisition No. 210** for \$36,868.54 to pay operating expenses. The Authority and engineer signed the document.

The *motion* by Brian Kane, seconded by Dave Noyes was approved unanimously to authorize payment **Requisition No. 54** for \$1,110.00 to pay expenses from the Bond Redemption and Improvement Fund for engineering expenses associated with the Conestoga View Sewers and the Oregon Pike PS I&I. The Authority and engineer signed the document.

7. **OTHER BUSINESS**

Capacity Request

Troy Summers, owner of 28 North Conestoga View Drive, requested an additional EDU's capacity to convert a portion of his home to in-law quarters. The *motion* by Mike Reed, seconded by Brian Kane was approved unanimously to grant 1 EDU additional capacity for the proposed in-law quarters at 28 North Conestoga View Drive.

A capacity reservation invoice will be issued to Mr. Summers for this reserved capacity.

Notice to Proceed

Bruce Doane, from Cawley Environmental, notified the Authority that there is a Variable Frequency Drive (VFD) inside the Aqua Aerobics control panel that is controlling the equalization tank #1 which needs to be replaced. The installed price of the new VFD will be \$1,267.20. Teresa Beaver authorized the repair; the part will be ordered and the work scheduled.

Debt Service Refinancing Opportunity

Scott Kramer, from RBC Capital Markets informed the Authority that a refinancing opportunity is available for the Authority's outstanding debt. The Authority will not pursue the refinancing at this time. Mike Reed will forward the information to Butch Keppley on the Board of Supervisors.

Tapping Fee Payment Plans

Steve Ansel, 11 S Conestoga View Drive was due to return to the Authority's August 14, 2019 meeting to review his finances as it applies to the payment plan that the Authority granted to him on February 13, 2019. Mr. Ansel agreed to pay \$50 per month on the first day of each

month through August 1, 2019, then increase payments gradually until the total amount is paid. Although he was sent several reminders for payment, and a request for confirmation of attendance at the meeting, Mr. Ansel has not made his August 1, 2019 payment nor did he attend tonight's meeting as requested.

The Authority, by unanimous consensus, requested that a lien be placed on the property for the outstanding amount of \$2,530.00.

8. **ADJOURNMENT**

The *motion* by Mike Reed, seconded by Brian Kane was approved unanimously to adjourn the meeting at 7:45 PM.

**WEST EARL SEWER AUTHORITY
August 2019 Engineer's Report**

1. DS Waters: BEL received the Final Design documents from DS Waters on June 25, 2019 and BEL issued review comments on July 16, 2019. DS Waters provided responses to BEL comments via email on July 31, 2019. BEL requested final drawings from DS Waters on August 6, 2019.

2. LGH Sewer Connection **(No Change from July 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 July 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 provided review comments on April 23, 2019 and DS Waters provided a revised application on June 17, 2019. BEL provided a few review comments to DS Waters on July 9, 2019. DS Waters has been in communication via email regarding some additional parameter sampling. BEL also received the 2nd quarter sampling results and issued a review letter dated August 6, 2019.
 - b. Zimco/American LaFrance: The NRW Permit will expire on December 31, 2019. BEL received a renewal application from Zimco on July 1, 2019 and BEL issued a review letter August 13, 2019. BEL also received the 2nd quarter sampling results and issued a review letter dated August 7, 2019 along with the surcharge calculation in the amount of \$130.23.
 - 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: 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 received a Non Residential Waste application on July 3, 2019 and is in process of reviewing the application. Cleveland Brothers has not yet provided the permit application fee of \$100.00.
5. PADEP Sewage Facilities Planning **(No Change from July 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 July 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 has been in communication

with the developer's contractor regarding the correction method for the one manhole experiencing infiltration.

8. Tapping Fee **(No Change from July Report)**: The Authority modified the sanitary sewer tapping fee to \$3,900.00 effective June 1, 2019.
9. Stone Barn Place **(No Change from July Report)**: At the May 2019 Authority meeting, the Authority approved the sanitary sewer design conditioned upon the item outlined in BEL's April 18, 2019 review letter being adequately addressed. BEL received a copy of the recorded private sanitary sewer easement agreement between the 2 private property owners on May 13, 2019.
10. Fairmount Homes WWTF **(No Change from July 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. BEL completed a site review and issued a letter to C&R dated May 10, 2019 outlining several items that need to be completed in advance of the 1-year warranty expiration of June 5, 2019. C&R responded via email that they will not perform any maintenance work until all private lateral installations are paid by the remaining 2 property owners. C&R indicated that they are owed \$2,500 from the 2 property owners. BEL conservatively estimates the remaining maintenance work totals approximately \$5,000.00. The Authority authorized BEL to forward a letter to C&R's bonding company and BEL issued that letter on June 27, 2019. BEL participated in a subsequent conference call with C&R's bonding company and provided a summary of the conference call discussions to the Authority on July 23, 2019.

BEL has also been providing observation services for the private property lateral installations and approximately 7 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. The Authority also approved the sanitary sewer design conditioned upon the items outlined in BEL's May 29, 2019 review letter being adequately addressed at the June 2019 Authority meeting.

BEL received the PennDOT Highway Occupancy Permit (HOP) application and provided comments to the design consultant on May 28, 2019 via email. The developer's consultant made the necessary modifications to the application and the HOP application was submitted to PennDOT on July 2, 2019.

BEL received the Non Residential Waste (NRW) Discharge Application and issued a letter to the applicant on May 29, 2019 indicating that a NRW Discharge Permit is not required at this time. However, BEL recommended that a site review of the facility be completed within 60 days of the business opening to confirm compliance with the NRW Discharge Application. The applicant agreed to the conditions outlined in BEL's May 29, 2019 letter.

BEL attended a preconstruction meeting for the project on May 29, 2019 and is waiting for shop drawings to be provided. BEL also received plumbing plans and issued a review letter dated June 13, 2019.

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 the televising of the influent line into the Cocalico Creek PS wet well. Pipe Data View completed the televising on June 25, 2019 and BEL provided a recommendation letter to the Authority dated July 18, 2019.

15. PA One Calls: BEL responded to 72 PA One Calls since July 8, 2019.
16. West Earl Township Building Water Service **(No Change from July Report)**: At the request of the Township, BEL provided drawings to the Water Authority consultant to proceed with installation of the water extension to serve the Township Building.
17. Marlee Properties, LLC **(No Change from July Report)**: The Authority granted sanitary sewer capacity for 3 EDU's at the January 2018 Authority meeting. The Authority also approved the sanitary sewer design conditioned upon the items outlined in BEL's May 14, 2019 review letter being adequately addressed at the June 2019 Authority meeting. The Authority Solicitor has prepared the necessary agreements and forwarded those to the developer for execution prior to approval by the Authority.
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 attended a preconstruction meeting on April 4, 2019 and also attended a second preconstruction meeting on June 11, 2019 at the request of the builder's contractor. BEL has reviewed the sanitary sewer shop drawings.

At the July 2019 Authority meeting, the Authority granted the developer's request to connect the proposed grinder pumping unit to a previously installed low pressure sewer lateral located behind the Rosewood Drive curb line. Construction and testing of the low pressure sanitary sewer facilities has been completed. Record drawings and the grinder pumping system start up report need to be provided to the Authority.

19. Brownstown Business Center **(No Change from July 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. Scott Monger Subdivision **(No Change from July 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.
21. 152 Brian Drive Sewer Lateral Installation **(No Change from July 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.
22. 152 Stone Quarry Road Sanitary Sewer Service **(No Change from July 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.

23. 241 East Main Street PennDOT HOP **(No Change from July Report)**: Construction and testing of the sanitary sewer lateral has been completed. The property owner/contractor will need to close out the PennDOT HOP.
24. Darl & Denise Yoder: 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. The Authority forwarded a reminder to the developer to pay the Capacity Reservation/Commitment Fee on August 2, 2019.
25. Brownstown Commons Lots 4 & 5 **(No Change from July 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.
26. Transition to Community: The Authority approved the sanitary sewer design conditioned upon the items outlined in BEL's March 13, 2019 review letter being adequately addressed at the April 2019 Authority meeting. BEL attended a preconstruction meeting for this project on July 26, 2019.
27. Brownstown Elementary School **(No Change from July Report)**: The Authority approved the sanitary sewer design conditioned upon the items outlined in BEL's May 28, 2019 review letter being adequately addressed at the June 2019 Authority meeting.
28. 122 West Metzler Road Sewer Connection: Construction and testing of the sanitary sewer lateral was completed on August 2, 2019. Final road paving will be completed when the final driveway is paved.
29. 2018 – 2019 Fiscal Year Audit: BEL provided requested information to the Auditor and attended a meeting with the Auditor to review the Asset Listing previously prepared on behalf of the Authority.
30. Sanitary Sewer Easements: As requested by the Township Manager, BEL has prepared mapping to identify the location of existing Authority sanitary sewer easements and to also identify any sanitary sewer easements that need to be obtained.