

## **WEST EARL TOWNSHIP WATER AUTHORITY – February 1, 2021**

The West Earl Township Water Authority held their scheduled monthly meeting on Monday, February 1, 2021 VIA ZOOM. The Township building was posted with instructions on how to join the zoom meeting. The direction to join the Zoom meeting were also listed on the Township Website.

Phil Machonis, Chairman  
Jeff Zimmerman, Vice Chair  
Shawn Erb, Treasurer

Curt Miller, Member  
Dale Kopp, ARRO

Township Manager Jenna Seesholtz and Michael Schober of ARRO were also in attendance via Zoom.

**PUBLIC ATTENDANCE:** There was no public in attendance.

### **CALL TO ORDER**

Member Machonis called the meeting of the West Earl Water Authority to order at 7:03 pm.

### **REGULAR BUSINESS**

**Minutes of January 11, 2021:** A motion by Zimmerman second by Erb to approve the minutes of January 11, 2021 as submitted. Motion carried.

### **PUBLIC COMMENT**

There was no public comment.

### **NEW BUSINESS**

**Capital Improvement Plan:** Dale Kopp of ARRO presented the Authority with a 1-year, 3-year and 5-year plan for capital improvement projects for the Water Authority to review. This Plan will allow the Authority to budget for upcoming projects.

**Creek Hill – Water Line Dedication:** The Authority received a letter from the developer of Creek Hill development requesting that the water lines be dedicated. The as-builts were submitted to the Township several years prior to the request for dedication. A motion by Zimmerman second by Miller to accept the Water lines located in Creek Hill Development. If paperwork is required to complete the dedication, the documents will be placed on the next meeting's agenda for review and approval. The Water Authority is waiving the requirement of financial security since the lines have been in service for several years. Motion carried.

### **OLD BUSINESS**

**East Main Street Update:** Rettew forwarded the CAD files to ARRO for use in the design of the water main replacement located on East Main Street. Engineer Kopp expects to have the paperwork together in time to allow for an April let date.

**Fire Service Fee:** Township Manager Seesholtz received several correspondence from the Township Solicitor in regard to the Fire Service Fee. Seesholtz will review these documents to determine what steps need to be taken on the Fire Service fee and have a report for the Water Authority to their next meeting.

### **AUTHORITY FINANCIAL BUSINESS**

#### **Payment of Bills and Treasurer's Report**

Shawn Erb, Treasurer for the Water Authority reviewed the Treasurer's report that included December 2020's accounting. He noted that the accounts all reconciled correctly. Erb also reported on this month's bills:

- ARRO Consulting, Inc. (\$701.03) Consulting Service and Cap. Imp. List Regular Account
- Verizon (\$110.14) Regular Account

**Payment of Bills:** A motion by Miller second by Zimmerman to approve payment of invoices as presented on check register dated February 1, 2021 as submitted. Motion carried.

### **MEMBER BUSINESS:**

**Treasurer Erb:** Treasurer Erb advised the Water Authority members that the Manager sent e-mails to the Authority members during a time when the e-mail was not working correctly. Erb forwarded e-mails to the Authority member who had not seen the e-mails that required a response.

### **ADJOURNMENT**

There being no other business in front of the Water Authority, a motion by Zimmerman, second by Miller to adjourn the meeting at 7:39 pm. Motion carried.

Respectfully submitted by,

Jenna Seesholtz  
Township Manager