



WEST EARL TOWNSHIP WATER AUTHORITY

Phil Machonis, Chairman · Jeff Zimmerman, Vice Chairman
Shawn Erb, Treasurer · Curtis Miller, Member · Bob Youndt, Member

Minutes of March 1, 2021

The West Earl Township Water Authority held their scheduled monthly meeting on Monday, March 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
Bob Youndt

Township Officials in attendance via Zoom: Township Manager - Jenna Seesholtz, John Enck - Water Department Operator, Dale Kopp of ARRO and Michael Schober of ARRO.

PUBLIC ATTENDANCE: There was no public in attendance.

CALL TO ORDER

Chairman Machonis called the meeting of the West Earl Water Authority to order at 7:19 pm.

REGULAR BUSINESS

Minutes of February 1, 2021: A motion by Miller second by Erb to approve the minutes of February 1, 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 revised 1-year, 3-year and 5-year plan for capital improvement projects for the Water Authority.

OLD BUSINESS

East Main Street Update: The Water Authority members agreed to place the engineering of this project on hold until it is determined what the Township intends to do with this project moving forward.

Fire Service Fee: Township Manager Seesholtz requested line size for each of the entities that are hooked up to the water tank to determine the cost of the quarterly fees that the Township will charge. Enck noted that he and Buckwalter will work on getting those connection sizes to the Manager.

AUTHORITY FINANCIAL BUSINESS

Payment of Bills and Treasurer's Report

Shawn Erb, Treasurer for the Water Authority reviewed the Treasurer's report that included January 2021's accounting. He noted that the accounts all reconciled correctly. Erb also reported on this month's bills:

- ARRO Consulting, Inc. (\$3,545.00) Consulting Service and E. Main Street Engineering
- Verizon (\$110.14) Regular Account
- Kohl Brothers Inc. (9,975.00) Equipment Purchase

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

MEMBER BUSINESS:

Treasurer Erb: Treasurer Erb noted an entry on the Escrow Report for U Gro and Brownstown Business Center. Manager Seesholtz will verify those two projects are still in process, otherwise the escrow balance should be returned. There was also a question on a deposit made to the Water Authority account escrow.

Water Authority Engineer: The Water Authority Engineer was appointed in January 2021 for a 6 month term. The Authority will begin the process of putting out an RFP for engineering firms. Manager Seesholtz will get examples of RFPs for the Water Authority members to review.

ADJOURNMENT

There being no other business in front of the Water Authority, a motion by Zimmerman, second by Miller to adjourn the meeting at 7:59 pm. Motion carried.

Respectfully submitted by,

Jenna Seesholtz
Township Manager