

EAWA WORK SESSION MEETING MINUTES
March 2, 2016 - 6:30 PM

1. CALL TO ORDER:

The EAWA Board meeting was held in the Meeting Room at 211 W. Hummelstown St. and was called to order at 6:30 P.M. by Dr. C. Dale Treese. Members present: John Buch, Keith Murphy, Jeff McCloud, Del Becker, Rick Erb and Chuck Brewer. Also present were George Alspach, Solicitor; Peter Lusardi, Engineer; Gene Haldeman, Operations Manager; Mike Skelly, Manager; Grace Miller, Business Manager; and Michele Powl, Administrative Clerk. **Other Attendees:** Rich Sheidy.

2. PUBLIC COMMENT: None.

3. REPORTS:

Manager's Report: Skelly stated the auditors completed the audit, and they will provide a presentation on 4/11/16.

Staff held Anti-discrimination and Anti-harassment Training on 2/23 - Skelly said Miller provided a presentation and staff signed a certificate stated they attended the training. Skelly noted training will be provided to staff every couple years.

Board Appointment Guidelines - Skelly stated the intent of the guidelines is to provide information to the municipalities for their use as a reference when selecting a candidate for EAWA's Board. He said our Board composition includes certain professional and personal criteria that would be beneficial to us. Skelly noted as a courtesy when a municipality is thinking of selecting a candidate we would like to receive prior notice. Brewer suggested changing the wording under the caption "Professional" listed under "Suitable Board Candidates." Becker mentioned removing the word "majority" in the last sentence of the 1st paragraph. Treese said we are fortunate that we have current Board Members with several of the backgrounds listed in the guidelines. Treese asked McCloud to review the 2nd paragraph and provide edits to Skelly. Treese noted the Board would review the final draft on 3/14, and advised Skelly to craft a cover letter to be sent with the guidelines to the Borough and two municipalities.

National Prescription Drug Take-Back Day - Skelly said DEA announced 4/30 as the National Prescription Drug Take-Back Day; however, Elizabethtown and Northwest Regional Police accept safe disposal of prescription drugs throughout the year.

Passage of Microbead-Free Waters Act of 2015 - Skelly said related to public education we like to inform our residents of what we do as well as provide educational items and advise of consumer product information. Skelly noted an article he read in a professional journal that the Passage of Microbead-Free Waters Act of 2015 was amended to ban production and use of rinse-off cosmetics that contain synthetic plastics (polyethylene) such as toothpaste (2-5 um (microns)),

soap, facial scrub, etc. beginning 1/1/18. He noted Europe has banned the use of synthetic plastics for years. Skelly suggested placing the information for the Drug Take-Back Day and Microbead-Free Water Act of 2015 on our website. The board agreed and asked Powl to update the website with the information. Brewer asked Powl how many visitors use the website. She said the counter reads 27,000, and she resets the counter usually once a year. She noted the majority of the visitors use the website to pay their water bill.

Native Plant Seminar & Rain Garden Display Project - Skelly mentioned the memo that he and Powl provided to the Board. He said the purpose of the memo is to provide an overview and see if the Board has an interest in staff pursuing the Rain Garden project for 2017. Powl said attendees from last year's Rain Barrel Seminar requested EAWA conduct more seminars and EAWA is providing a Native Plant Seminar on May 14 at Cornerstone Youth Center. She said another seminar topic attendees requested was rain gardens. She stated EAWA has two existing rain gardens, and staff would like to enhance the larger of the two, located on the far side of the building at the end of the parking lot to create an educational project. Powl said by enhancing the existing rain garden EAWA could provide seminars and request assistance from the community to assist with the project. Skelly said his concerns with the project were the cost and any items that could impact the plan such as storm water management, permitting issues, wetlands, etc., which he will investigate further. Powl stated she and another staff member attended a seminar and planting of a rain garden at Londonderry Township that was very informative. The Board expressed interest in the project and directed staff to obtain an estimated cost of the project.

Review of Brethren Church Addition - Skelly said the church is expanding with an addition of 8,100 sq. ft. He said there is a 6" water main that crosses the property with no easement. Skelly said our water main is on private property, and there is a fire hydrant located at the end of the water line on E. High Street. Becker asked why we would not install a meter pit. Haldeman recommended not installing a meter pit as there is a fire hydrant that is used by the Fairgrounds and EAWA uses it for flushing the water lines.

Action: "That the Board accepts and approves the Right of Way Conveyance and Agreement and the revised Easement Agreement for the Brethren Church."

Motion: J. Buch **Second:** K. Murphy **Approved**

Operations Manager's Report: Haldeman noted the following items: 1) staff replaced three water services with pinholes, copper pipes dated back to the World War; 2) the Water Distribution System Pump #1 has a one year warranty from the installation date; 3) staff with current CDL's sign a form stating they work for a municipality and are exempt from physicals; 4) As required, EAWA has two sets of Chlorine Personal Protective Equipment at all facilities; 5) He and Steve Bixler have been working on the quick flush schedule; 6) Haldeman asked the Board if they would be interested in a presentation in April explaining the difference between the quick flush and water line flushing. The Board agreed that the presentation would

be helpful; 7) Haldeman said he met with Mike Skelly, Wayne DeVan, and Jeff Kinsey to discuss snow plowing and worked out an agreement.

Public Works Director's and Engineer's Report: None.

4. **UNFINISHED BUSINESS: Annual Reporting of Driver's Record** - Skelly said the draft copy will revise the Personnel Manual, and the annual reporting of driver's record will be completed each year before the annual performance reviews. He noted that he and Grace Miller were included in the reporting because of conducting bank deposits and site inspections.
5. **NEW BUSINESS:** None.
6. **BOARD MEMBER'S COMMENTS:** None.
7. **EXECUTIVE SESSION:** None.
8. **ADJOURN: 7:15 PM**

Action: "That the Board adjourns the work session meeting."

Motion: J. McCloud

Second: D. Becker

Approved

Respectfully submitted,

M. Skelly, Authority Manager

Approved at 4/11/16 Meeting