

EAWA WORK SESSION MEETING MINUTES
April 5, 2017 - 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: Rich Sheidy, Jeff McCloud, Rick Erb and Chuck Brewer. Absent: Keith Murphy. Also present were George Alspach, Solicitor; Del Becker, Authority Manager; Michele Powl, Business Manager, and Melissa Read, Temp. Members of the Public: none present.

2. PUBLIC COMMENT: None.

3. REPORTS:

Audit Presentation - Becker indicated Trout Ebersole representatives, Nicole Cradic & Sean Post, will present the results of the 2016 audit at the Board meeting on Monday, April 10.

GHD Proposal of Engineering - Becker began with the engineering project to replace the water mains on Spruce & Locust Streets. Lusardi noted that this project came out of the asset management that he and Haldeman performed a few years ago. Lusardi and Haldeman reviewed the age of lines, break history and friction loss based on fire flows. He indicated that this area needs the most upgrading due to having the lowest amount of fire flow. They put together a proposal for design permitting and fitting of 4,900 ft. of the water main. Construction cost is estimated at \$510,000. Specifics are surveying and identifying existing utilities. There is also a stream crossing on Spruce St. where the existing water main goes underneath the concrete bridge. The plans may involve some directional drilling to move the main off the right of way. They will also need the typical E&S control and street crossing permits. Estimated fee for engineering time/surveyor is \$48,000. McCloud asked how the plans coincided with the Borough's street paving schedule. Becker indicated he is meeting with the Borough next week, and could potentially make plans to phase the work in a few bids to match Borough paving. Construction may go over a two-year period. Treese indicated that extending the time of work may change the cost of the project. Sheidy asked Lusardi if any other areas throughout the system caused concern. Lusardi stated that this area was more noticeable than the rest of the system. The number of breaks have declined. Lusardi indicated that he and Haldeman labeled a map with different colors as to which pipes to replace. One color labeled the pipes most susceptible to problems. Another color labeled pipes with the highest friction loss. The ones marked with both colors had the highest priority in pipe replacement.

Sheidy asked Lusardi to explain fire flow. Lusardi indicated that most pipes should have a fire flow of about 1,000 gallons per minute out of each hydrant. Fire flow affects insurance rates of people in the community. Elizabethtown has good fire flow overall. Brewer asked if Lusardi has used a camera to observe the cause of high

friction. Lusardi said no. Lusardi explained that Haldeman runs a corrosion control program and, since doing that, has seen an improvement in the pipes' interior. He has a more sophisticated flush program to reduce the amount of clogging in the pipes. Brewer asked if it would be prudent to install cameras in some of the pipes for inspection. Becker indicated that they are in the process of inserting new valves on some pipes on Market Street. They will be able to examine the condition of those pipes. The results of that could lead to the need for more invasive testing. Treese stated that the Board could work on this at next month's work session. Sheidy asked if EAWA has financially planned for this project. Becker affirmed that there are specific funds allocated for this construction. It is within the parameters of the tenure plan.

DEP Proposed Annual Fees for Public Water Systems - Becker included in the packet a proposed annual fee for public water systems from DEP. He indicated DEP is undergoing budget cuts and is proposing a user fee for each public system in the state to help with costs that DEP incurs (training, inspections, technical outreach, etc.). DEP does not need legislative approval for this. This policy could be based upon the number of connections in the system and could possibly cost EAWA \$10,000 - \$20,000 more per year; in addition to permit fees & other fees EAWA already pays. Treese questioned if DEP is looking for proposals. Becker indicated that proposals have been discussed over committee DEP levels. There are some alternatives. Treese expressed concern over the effect this plan would have on smaller water systems. Becker stated that, at this time, DEP is not soliciting public comment, and when the period for public comment opens, he will come to the Board with suggestions for approval.

Helpdesk Implementation Update - Becker stated that the office is moving forward with communication by replacing flip phones with smart phones. The office has made some modifications to the technology plan. Because of this new plan, the costs are down. Becker indicated that he is working on a final selection of software and will choose one in the next couple of months.

Operations Manager's Report - Becker indicated Haldeman's report is included in the packet. Technicians repaired a broken valve on S. Market St. last night near Giant. Haldeman will report on Monday about the flushing schedule and answer any questions the Board may have.

Engineer's Report - Lusardi indicated Becker had requested proposals for evaluating the needs for the old water treatment plant, and what could be done to either use the clear well there, or build a new clear well. They would also need to evaluate the storage requirements if the building will need to be demolished. Lusardi indicated another problem is the wall bordering the reservoir and the stream. The stream is undermining the wall, and there could be future risk to the structure itself. Lusardi indicated he is working on a proposal to install variable frequency drives on several of the wells. He will provide separate proposals for May's work session.

- 4. UNFINISHED BUSINESS:** Becker stated the rain garden education seminar went well on Saturday, April 1. There were about 20 participants, including staff. It was

well received. He is hopeful that some of those attendees will come to the planting on April 29. He received many positive comments after the seminar ended. Powl stated EAWA sold 19 rain barrels and purchased 14 extra if anyone should want to buy one at the planting.

5. **NEW BUSINESS: Personnel Policy Manual** - Becker stated he provided a memo with a potential revision to the personnel policy manual regarding payment for accrued sick time. Last year during the personnel changes, it became apparent that an update was needed. The current policy states that if one is a regular employee who is terminated, the employee is not paid accrued sick leave. If one retires, then he is entitled to one-half of the accrued amount up to 75 sick days. He has put guidelines in place for the Board to consider for accrued sick time. There are no statutory requirements for this revision. Brewer stated that it would be prudent for the Board to make the requirements clear and not subjective. Alspach suggested the Board resolve this policy update before people begin retiring in a few years. Treese suggested that the Board take time to review before making a decision, continue research of this policy, and provide an update at the May work session.
6. **BOARD MEMBER'S COMMENTS:** McCloud stated that Treese received the Vincent O'Connor award from the Borough for his community service. No other comments from Board members.
7. **EXECUTIVE SESSION:** None
8. **ADJOURN: 7:31 PM**

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

Motion: R. Sheidy

Second: C. Brewer

Approved

Respectfully submitted,

D. Becker, Authority Manager

Approved at 5/8/17 Meeting