

**EAWA WORK SESSION MEETING MINUTES  
MARCH 3, 2021 - 6:30 PM**

1. **CALL TO ORDER:** The EAWA Board meeting was called to order at 6:30 P.M. by Dale Treese, Chairman. Members present: Rich Sheidy, Keith Murphy, Rick Erb, Jeff McCloud, Chuck Brewer and John O’Connell. Also present were: Del Becker, Authority Manager; Jason Bock, Operations Manager; George Alspach, Solicitor; and Absent: Michele Powl, Business Manager; Cindy Zawrotuk, Engineer; and Donna Bissinger, Admin Assistant. Members of the Public: None
  
2. **PUBLIC COMMENT:** None.
  
3. **REPORTS:**
  - a. **Operations Manager’s Report:** Bock briefed the Board on impact of pandemic on getting necessary repair parts and reviewed his report with the Board and other Operations activities.
  
  - b. **Manager’s Report:**
    - i. **Termination of Service for Nonpayment:** termination has been suspended by the Board for one year. Becker updated the status of allowing terminations by the PUC and other municipalities/authorities. Most are beginning to allow terminations. Becker indicated that accounts in a non-payment status have continued to increase but that the pandemic has not impacted Authority revenue to this point. The outstanding balance for non-payment has continued to increase and more properties are now eligible for application of a lien. Accounts in a deficient status typically pay before termination actually occurs and the number of properties where the service is eventually terminated is very small. It was the consensus of the Board to resume terminations and inform customers of the return to the practice of termination of service for nonpayment on the next bill to be issued.
  
    - ii. **Revision to Personnel Policy Manual, Leave of Absence:** revision to policy required due to requirements for risk management in health insurance. The new policy placing guidelines for allowing a leave of absence regarding eligibility for leave of absence, how long the leave of absence may be, and what portion of the health insurance is the employee responsible. Brewer inquired how pension and health savings account contributions are impacted. Becker stated that a written agreement with the employee would be required and agreed to by the Board and that agreement would dictate any continued benefits and payments.
  
- Action:** “That the Board amends the EAWA Personnel Policy Manual, Section 5.6, as presented, effective immediately.”

**Motion:** C. Brewer      **Second:** R. Sheidy      **APPROVED**

iii. **Land Development Applications:**

- Lot 131 (Conoy Crossing) – 4-unit apartment complex proposed by Burkholder Builders. Lot was not improved as part of Phase 3 of Conoy Crossing. Meter pit for the units would be in easement next to Masonic Drive.
- 1925 Sheaffer Road – 377 Unit Residential development between Campus and Sheaffer Roads (“Hoffer Tract”). Developer is proposing large development between Campus and Sheaffer Roads, a mix of multi-unit apartment buildings and townhomes, all rental units at this time. There are many issues with the development as presented, including connections to the existing EAWA facilities and fire service requirements. At this point in the development process, the developer is only requesting an ability to serve confirmation from EAWA. The Board expressed concerns regarding connections to the existing facilities as well as fire protection within the development.

c. **Engineer’s Report:** Report to be provided at the March 8 Board Meeting.

**4. UNFINISHED BUSINESS:**

- a. **Capital Reserve Policy:** Treese updated Board regarding discussions with Becker regarding the establishment of a policy that includes a minimum contingency in the Capital Reserve Fund and what would that contingent amount be. Revenue projections indicate a deficit situation developing in outyears. Alspach indicated that future tapping fees will also contribute funds to the Capital Reserve Fund and will be significant for the proposed development in Mount Joy Township and recommended the tapping fee be recalculated for the next budget cycle. Treese asked Becker to evaluate options that included potential rate increases to address shortfalls. Brewer suggested the reserve be set to fund a major emergency repair and suggested a subcommittee to look at the issue. Treese agreed and asked if there was a consensus of the Board to form one.

**5. NEW BUSINESS:** None

**6. BOARD MEMBER’S REMARKS:** Brewer asked how the Board members were doing with their vaccinations.

**7. EXECUTIVE SESSION:** None.

**8. ADJOURN: 8:24 PM**

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

**Motion:** C. Brewer

**Second:** R Erb

**APPROVED**

Respectfully submitted,

D. Becker, PE, Authority Manager

***Approved at the 04/12/2021 Meeting***