

**EAWA BOARD MEETING MINUTES
NOVEMBER 13, 2023 - 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: Keith Murphy, Rich Sheidy, Chuck Brewer and John O'Connell. Also present were: Del Becker, Authority Manager; Cindy Zawrotuk, Engineer; George Alspach, Solicitor; and Jill Gebhart, Admin Assistant. Not present: Jeff McCloud and Rick Erb, Board Members; Jason Bock, Operations Manager; Michele Powl, Business Manager; Donna Bissinger, Admin Assistant. Members of the Public: None

2. PLEDGE OF ALLEGIANCE TO THE FLAG:

3. PUBLIC COMMENT: None

4. APPROVAL OF PREVIOUS MINUTES:

Action: "That the Board approves the WS Meeting Minutes of 10/04/2023 and Board Meeting Minutes of 10/09/2023, as presented."

Motion: J O'Connell **Second:** K Murphy **Approved**

5. REPORTS:

a. Manager's Report:

- i. **Auditor:** Three-year engagement with Maher Duessel expired with 2022 Audit. New professional services engagement letter received from Maher Duessel for auditing services for 2023 to 2025 fiscal years.

Action: "That the Board approves the professional service engagement of Maher Duessel for Audit Years 2023 to 2025."

Motion: K Murphy **Second:** J O'Connell **Approved**

- ii. **Water Main Replacement Project Professional Services Agreement:** Agreement with HRG for Phase I of the project for system evaluation and program development for an estimated fee in the amount of \$26,500.

Becker explained the first phase will be to scope the project and come up with a plan to present to PENNVEST for potential funding. Phase I completion is expected in early January.

Action: "That the Board approves the professional service agreement with HRG for Phase I of the Water Main Replacement Project."

Motion: C Brewer **Second:** R Sheidy **Approved**

- b. **Operations Manager's Report:** Was presented at Work Session meeting.

- c. **Engineer's Report:** Cindy Zawrotuk presented updates on developments. StoneyBrook Phase 2: no comments were needed; the review letter sent 11/9/23. Received an updated cost opinion for Campus Rd development; cost opinions were acceptable. For the Chlorination System Improvement project: Construction started Oct 30, 2023. Application for payment was received and recommended for payment. Also received an RFI related to a concrete pad under the tank being installed. After dialog with Becker and Bock, request for a change order was received to include the concrete pad. Final completion expected by end of Jan 2024. Becker noted there will be a plant shut down for a number of hours mid-December related to that project. Water Main Replacement project: design work is being finalized and drawings should be ready for review with Becker and Bock by early December. Permit applications are still in process, working to get them submitted. Well 6 & 7 project: design proposal to Becker this morning.

Becker added that the Poplar St line replacement will require an easement for the gravel parking lot, back of the property for Sweetland LLC (Rita's Ice).

d. **Financial Reports:**

- i. Paid Bills Detail (*Operating Fund*) (10/24/23) distributed with package (\$67,622.79 for balance);
- ii. Paid Bill Detail (*Capital Fund*) (10/24/23) distributed with package (\$74,725.00 for balance);
- iii. Paid Bill Detail (*Developers Escrow Fund*) (10/24/23) distributed with package (\$1,000.00 for balance);
- iv. Statement of *Operating* Revenues & Expenditures for period of OCTOBER YTD, distributed with package. Balance: \$2,431,588.00, Expenditures: \$296,884.36 & Income: \$857,906.94;
- v. Statement of *Capital* Revenues & Expenditures for period of OCTOBER YTD, distributed with package. Balance: \$8,897,748.61, Expenditures: \$85,951.95 & Income: \$125,414.83.

Action: "That the Board accepts the OCTOBER Statement of Revenues & Expenditures (Actual vs. Budget)."

Motion: K Murphy **Second:** J O'Connell **Approved**

6. **UNFINISHED BUSINESS:** None

7. **NEW BUSINESS:** Becker asked if the board members were interested in attending a Christmas luncheon with the water authority staff this year. Will follow up with possible dates.

8. BILLS PAYABLE: Refer to Unpaid Report;

Action: “That the Board pays bills listed on statement of Unpaid *Operating* Fund Bills Detail totaling \$46,974.94 (11/13/23), Unpaid *Capital* Fund Bills Detail totaling \$45,469.54 (11/13/23) and Unpaid *Developers Escrow* Fund Bills Detail totaling \$2,211.75 (11/13/23).”

Motion: R Sheidy **Second:** C Brewer **Approved**

8. BOARD MEMBER’S REMARKS:

Sheidy noted capital budget not on this meeting’s agenda. Becker stated as a part of the PENNVEST application, a requirement is that the facility must be included with a Capital Improvement Program. Becker wants to have discussions with HRG first, then update the Capital Budget with potential impact on that down the line. Expect to have Capital Budget update prior to next work session meeting in December. Will include an updated budget projection for more than one year out.

O’Connell inquired about going into the winter if the permanent repairs for the water main break on S Market St will wait until spring. Becker said that is the plan to let it settle over the winter months and apply top coat in the spring. O’Connell asked about PENNDOT contractor’s road work at Harrisburg Ave intersection with Colebrook, if the water line went across and need to be top dressed for the winter with snow plows going across. Becker stated we did our work in advance before contractor came in and ripped the road up. We did some work with a couple insertion valves on our water main, and put in a new water service connection on the east side of Harrisburg Ave intersection. All of the work in question right now is PENNDOT’s responsibility.

Board members expressed a Happy Thanksgiving to all.

10.EXECUTIVE SESSION: none

11.ADJOURN: 6:58 PM

Action: “That the Board adjourns the regular meeting.”

Motion: K Murphy **Second:** J O’Connell **Approved**

Respectfully submitted,

D. Becker, PE, Authority Manager

Approved at 12/11/2023 Meeting