

Gene Neidermyer called the **December 10, 2020 meeting** of the **Earl Township Sewer Authority** to order at 6:30 p.m. Present were Gene Neidermyer via-zoom, Jim Leonard, Tony Gay, Floyd Grove and Earl Kenep. Also present were Noah Zimmerman (Operator) via-zoom, Gary Martin (Engineer) via-zoom, William Cassidy (Solicitor) via-zoom.

Jim made a **motion to approve the minutes with the correction in the third paragraph on page one (1). It should read four (4) EDUs were requested for the November 12, 2020 Earl Township Sewer Authority Meeting.** Floyd seconded the motion, and all voted yes.

Steve Sarro, 712 School Lane, was present via zoom to discuss his delinquent sewer account. Mr. Sarro stated he will submit a payment in the amount of Four to Five Thousand Dollars (\$4,000.00 to \$5,000.00) to be split between ETSA and WHWA accounts in the next few weeks.

Linda presented the Maher Duessel three (3) year Engagement Letter to conduct the year end audit. Maher Duessel answered the question raised by the Authority concerning the use of third party contractors as being standard industry language and the Third party is only used to confirm ending balances on some bank accounts due to the bank outsourcing services. Tony made a **motion to approve the Maher Duessel three (3) year Engagement Letter. The fees for these services will be Nine Thousand Seven Hundred Fifty Dollars (\$9,750.00) for the year 2020, Ten Thousand Forty Dollars (\$10,040.00) for the year 2021, Ten Thousand Three Hundred Forty Dollars (\$10,340.00) for the year 2022.** Jim seconded the motion and all voted yes.

Jim made a **motion to approve that Noah Zimmerman is authorized as the sole signer on invoices submitted for payment.** Floyd seconded the motion and all voted yes.

Linda presented a request from Apogee Manufacturing Solutions, located at 825 East Earl Road. They anticipate needing sewer service for four (4) full time employees and one (1) part time employee. After much discussion Linda and Noah were directed to reach out and find more information regarding the operation procedure.

Linda presented monthly meter readings for York Building Products, located at 828 East Earl Road, which indicated they are over the purchased capacity. Linda was directed to send a request to York Building Products for ninety (90) days of daily readings for all three (3) buildings on the 828 East Earl Road property.

Linda informed the Authority that the property located at 9 Runway Avenue has a hair salon business in the home, and the property currently only has one EDU. It clearly states in the policy and procedure manual on page number thirteen (#13), that hair salons are required to purchase increments of half (1/2) an EDU of additional capacity per operating chair. After much discussion Linda was directed to send a letter asking if this use was ever approved by the Township or Authority.

Linda presented the draft copy of the ETSA Project One (1) and Project Two/ Three (2/3) Budgets for 2021. After some discussion, Jim made a **motion to adopt the ETSA Project One (1) 2021 Budget as presented.** Tony seconded the motion and all voted yes. Floyd made a **motion to adopt the ETSA Project Two/Three (2/3) 2021 Budget as presented.** Jim seconded the motion and all voted yes.

Linda reported that she spoke with Bill Mowbray the owner of 210 Commerce Drive, He stated the only production that is currently happening is packing food boxes, using approximately 12 employees. Mr. Mowbray will contact the office when the manufacturing process begins.

Linda reported that Murray Insurance Group stated that May of 2021 is the renewal time for the insurance policy, and they recommend obtaining additional quotes at that time from other underwriters. Murray also assured that Selective Insurance is one of the best companies to represent the WHWA & ETSA. Gene suggested that the Authority still look at new underwriters.

Linda reported current expenses paid to date for the Project 1 Manhole is Twenty Three Thousand Six Hundred Forty Five Dollars and Thirty Three Cents (\$ 23,645.33).

Gary and Noah reported on issues in connection with the P1 Manhole Project. Many of the Valves are in the PENNDOT Right-Of-Way. UGI also wants an Inspector present while the project is in process, to make sure no problems occur with the gas lines. The job was stopped for ten (10) days to schedule for a UGI Inspector on-site. Noah suggested we change the number of valves in the Contract so we are not charged for every Change Order for each right-of-way valve change. Gary reported L/B Water Service Inc. took back all the sewer valves and valve boxes and did not charge a restocking fee. The Authority directed Noah and Gary to keep moving forward with the project.

Linda reported that all the accounts that were at PNC bank are now closed and have been moved to ENB.

Jim made a motion to approve the 2021 dates for Earl Township Sewer Authority meetings, which will be held the second Thursday of each month at 6:30 pm:

<b>January 14</b>	<b>April 8</b>	<b>July 8</b>	<b>October 14</b>
<b>February 11</b>	<b>May 13</b>	<b>August 12</b>	<b>November 11</b>
<b>March 11</b>	<b>June 10</b>	<b>September 9</b>	<b>December 9</b>

Floyd seconded the motion and all voted yes.

**Sewer Operator Report presented by Noah Zimmerman:**

1. The Plant was within all permit limits for November
2. Sam Ringler Trucking hauled 66,000 gallons of bio-solids in November

Noah reported some concern with the TRI-S, 568 Hollander Road sewer extension and how the neighboring properties will be connecting, He is concerned they will not be able to connect via-gravity. Bill suggested that Noah contacts Dale High to see if the residents have been contacted regarding the proposed sewer connections. Noah asked if he is permitted to sit in at a Supervisors meeting so he can be more informed as to what is happening regarding TRI-S 568 Hollander Road, sewer extension project. The Authority gave Noah permission to attend the Earl Township Board of Supervisors Meeting.

Noah reported he is accepting holding tank/septic loads to the plant. There are up to three (3) loads of holding tank waste coming in per week. The Haulers are paying ETSA per load and this is also helping to keep the plant running more efficiently. In the future he is going to be evaluating the benefits of receiving septic tank waste.

Noah requested to pay Jerry overtime if he is called for a call out, even though he is part-time. Gary reported that the Policy and Procedure Manual states that Part time employees called in will be paid a minimum of two (2) hours at their established hourly rate. No further discussion occurred.

**Engineer's Report presented by Gary Martin:**

1. **2018 Manhole Rehab Project:** Remaining contract value: \$1,790.00. Repairs on manhole bases were completed on 10/28/20. Awaiting scheduling of final repairs to the frames and

covers. The latest contact with contractor asking for their starting date was issued on December 9, 2020.

2. **2017 Manhole Rehab Project:** Will be completed in conjunction with the 2018 project.
3. **Project 1 Manhole repairs:** Pact One is the contractor. Work underway. Some twists imposed by PENNDOT. Project scope to be adjusted. Also twists added by UGI after the contractor one-call
4. **Tri-S (Hollander Road) Project:** Shop drawing process still being finalized (Manhole details and private pump station). Construction on-going.
5. **GSV Memory Care Facility Flows:** Still working out the kinks in the GSV reporting of the Memory Care Facility daily flows. Occupancy started in October. Initial flows for the month of November as the facility is being started up have an average daily flow of 9 EDUs. The Agreement to defer the additional capacity purchase was for the deferral of 11 EDUs. The logging of daily flows is still being worked out by GSV. Record Plans still pending.
6. **Colonial Road Woodworks:** Latest plans received on December 1, 2020. Discussions held with developer's consultant to address a few minor matters. New review letter to be issued this week encompassing these discussions.
7. **LappTops:** Construction pending.
8. **Robert Martin Property Project:** Becker coordinated with Hoover Excavating regarding shop drawing resubmission and the start of construction on August 11, 2020. No follow-up response from Hoover to date. Update requested and received from Mr. Martin's consultant. Current plans: "...anticipate construction starting in 2021 soon after the Part II Water Quality Permit application is approved by PA DEP. This permit application was submitted in September but we have yet to receive a first review." ... "They would like to connect the properties at 108 and 110 Short Street (Premier Custom Built Cabinetry) as soon as possible, hopefully in 2021, depending on when they can pull permits."
9. **The Landings at Garden Spot Reserve:** Becker is awaiting submission of revised Record Drawings and the flushing and televising of the sanitary sewer facilities. Flushing and televising were scheduled to start last month and we have been told it was completed and that videos and proof of flushing were supplied to developer. We are awaiting the videos to review.

### Monthly Reporting Items

#### Project 1:

1. **Monthly Flows to New Holland:** Average daily flows for November: 37,300 gpd (compared to October's 39,900 gpd and September's 39,800 gpd).

#### Project 2/3:

1. **MEMHP:** Reported average daily flow for November: 6,220 gpd (compared to October's 6,130 gpd and September's 6,670 gpd). No clogs, flooding or surcharges noted for November on the monthly submission.
2. **GSV:** Average daily flows for November: 56,000 gpd (compared to October's 55,800 gpd and September's 58,200 gpd). Memory Care facility flow now part of this report. Average daily flow for November Memory Care facility averaged 2,130 gpd (9 EDUs). Average daily flow below guaranteed 62,869 gpd, so \$2,186.53 Guarantee of Capacity Fee assessed for November.
3. **Monthly STP flows:** Reported average daily flows for November: 292,400 gpd (compared to October's 305,600 gpd and September's 290,500 gpd).
4. **Flows from WVA:** Average daily recorded flows for November: 123,000 gpd (compared to October's 117,900 gpd and September's 121,500 gpd). These flows continue to reflect lower flows from the Shady Maple complex (down 10,000 gpd).
5. **Connection and Permitting Tracking:** Five (5) new permits logged in this reporting period (The Landings Lots 36 & 95, two (2) WVA permits for lots in Timberline and one (1) new

home being constructed on Overly's Grove Road). For 2020, a total of 65 EDUs has been purchased for 65 different properties (53 ETSA and 12 WVA).

6. **The Landings at Garden Spot Reserve:** 84 Permits issued to-date and 67 connections completed to-date. 16 lots remain to be permitted.

**Solicitor's Report presented by Bill Cassidy:**

Bill reported on the Wendy's, NPC International, Inc., Bankruptcy case located at 784 West Main Street. ETSA and WHWA received a Ballot for voting on whether to accept or reject the joint Chapter 11 Plan of Reorganization for Wendy's/- NPC International and its Affiliated Debtors. Solicitor Cassidy recommended that the Authority reject the proposed Plan. Floyd made a **motion to reject the Chapter 11 Plan for Wendy's Chapter 11 Bankruptcy** case. Jim seconded the motion and all voted yes.

The balances for the delinquent accounts were:

Project #1 - \$ 5,591.70

Project #3 - \$ 20,604.38

The November receipts were:

Project #1 - \$ 611.30

Project #3 - \$ 50,815.48

After discussing the delinquent accounts, the Authority directed Linda to send out a letter to those accounts and ask if they would contact the office to establish a payment plan.

Jim made a **motion to approve the disbursements of checks for December 10, 2020 #3256 - #3262 for Project 1 in the amount of \$ 14,430.04 and checks for December 10, 2020 #7054 – #7074 & # 6246 for Project 3 in the amount of \$ 59,888.63.** Tony seconded the motion and all voted yes.

Meeting adjourned at 8:02 p.m.

Respectively submitted,

Linda A. Marburger, Appointed Secretary/Treasurer