

Leola Sewer Authority

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The regular monthly meeting of the Leola Sewer Authority was held on Thursday, December 8, 2016, at 6:30 p.m. at the Township Office. The following members were present: Nelson Bard, Wilmer Musser, Samuel Huber, Mike Reed and Cindy Shenk. Also in attendance was John Leen, Public Works Director.

Mr. Huber called the meeting to order at 6:38 p.m.

Mr. Reed made a motion to **approve** the November 10, 2016 minutes as presented. Ms. Shenk seconded the motion. The motion passed.

Public Comments:

None

Manager's Report:

- *2017 Sewer Budget* – Mr. Musser made a motion to **approve** the Sewer Budget. Mr. Reed seconded the motion. The motion passed.
- *2017 Water Budget* - Mr. Huber made a motion to **approve** the Water Budget. Ms. Shenk seconded the motion. The motion passed.
- *Interceptor* – Mr. Reed made a motion to **amend** the budget to include the upgrade of the interceptor including the manhole with Lancaster Labs the specifics and logistics to be worked out later as well as Lancaster Labs to reimburse the Authority for the manhole. Mr. Musser seconded the motion. Mr. Huber abstained. The motion passed.

Public Works Report:

- *Final payment application for Minoan* – Mr. Huber made a motion to **approve** pending the Engineer's signature, payment in the amount of \$190,450. Ms. Shenk seconded the motion. The motion passed.

Joint Water and Sewer Business:

- *Lois Zimmerman (Beiler Hydraulics), 322 E. Main Street* - Mr. Reed made a motion to **approve** the application for Step I and Step III for a sprinkler service. Mr. Huber seconded the motion. The motion passed.
- *Deborah J. Shirk (Leola Village Inns and Suites), 47, 52-60 Deborah Drive* - Mr. Huber made a motion to **approve** the application for Step I and Step III for 1:0 EDU's for water and sewer service. Mr. Reed seconded the motion. The motion passed.

Sewer Business:

None

Water Business:

- *Monthly Water Department Report* - The Board reviewed the Water Department Report which was included in the packet.
- *Surcharge Update* - The Board reviewed the Surcharge Update Report which was included in the packet.

Finance:

- *Month End Financial Report and Budget Reports as of November 30, 2016* - The Board reviewed the Month End Financial Report which was included in the packet.

Delinquent Report:

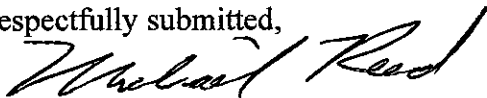
- The Board reviewed and discussed a delinquent report which was included in the packet.

Correspondence:

- **2017 Meeting Dates** included in packet.

With a motion from Mr. Reed and a second from Mr. Musser, the regular meeting the Leola Sewer Authority **adjourned** the meeting at 7:21 p.m. The next scheduled meeting will be held on Thursday, January 1, 2017, at **6:30** p.m.

Respectfully submitted,



Michael Reed
Secretary

LEOLA SEWER AUTHORITY AGENDA – DECEMBER 8, 2016

REPORTS: Secretary – Minutes of the November meeting.

PUBLIC COMMENTS:

MANAGER'S REPORT:

- Motion to approve the **2017 Water & Sewer Budgets**.
- **Water and Sewer Budget messages.** – Pgs. 5 & 6

PUBLIC WORKS DIRECTOR:

- Monthly report for November.

JOINT SEWER AND WATER BUSINESS:

- Motion to approve the application for Step I and III approval for Lois Zimmerman, (**Beiler Hydraulics**) 322 E. Main St., Leola, PA for a sprinkler service.
- Motion to approve applications for water and sewer service for Step I and III for Deborah J. Shirk, (**Leola Village Inns and Suites**) 47, 52-60 Deborah Dr. for 1.0 EDU.

SEWER BUSINESS:

WATER BUSINESS:

- Water Department Work Report for October and November – Pg. 2 & 3
- Surcharge billing for December – Pg. 4

FINANCE:

- Month end financial report – Pg. 7

DELINQUENT REPORT:

- Hugh & Erla Raymond, 44 Holly Dr. has been posted for water turn off for Dec. 15, 2016. Hugh has passed away and Erla is in a nursing home. We are working on filing a lien. Pg. 8

CORRESPONDENCE:

- List of 2017 meeting dates. Pg. 9

Water Department Work Report

October - 2016

- Shut off water to the sprinkler system at Swing Kingdom on Glenbrook Rd. for a broken 6" valve in the fire pump building. 24,000 gallons lost.
- Read meters in the Leacock District and made repairs as needed.
- Assisted the Roads Dept. with tree trimming.
- The Quarry Rd. tank painting project was completed with the installation of "Upper Leacock" wording on the south east side of the tank.
- Removed tree limbs from the service line to well #13 with the assistance of PPL.
- Repaired a broken fire hydrant on Rose Ave. from a MVA.
- Repaired a broken hydrant on Zimmerman Rd. discovered during hydrant flushing last month.
- Repaired a water main break on Blaine Ave. 67,000 gallons were lost.

Water Department Work Report

November - 2016

- Repaired a water main break at 84 Glenbrook Rd. on 11/15. 254,000 gallons lost.
- Read meters in the Bareville District and made repairs as needed.
- Made repairs in the treatment plants as needed. Did painting on softener basins at Plant #2.
- Repaired a water main break at 9 Mayfield Dr. on 11/29. 280,000 gallons lost.
- Made temporary street restorations from water main breaks.
- Inspected main valves and curb stops in the Anglesea development prior to acceptance of the water facilities from the contractor / developer. Prepared a punch list of items that need repaired prior to acceptance.

December 1, 2016 Water Surcharge Update

Accounts Billed

<u>Name</u>	<u>Property Address</u>	<u>Alottment</u>	<u>Gallons Used</u>	<u>Difference</u>	<u>Amount Billed</u>
Paul Kieley	243 E. Main St.	36,000	60,000	24,000	\$540.00
Dale Groff	205-211 Spencer Ave.	72,000	114,000	42,000	\$945.00

Warning Notices

<u>Name</u>	<u>Property Address</u>	<u>Alottment</u>	<u>Gallons Used</u>	<u>Difference</u>
Ravinda Thakker	103 E. Main St.	50,000	65,000	15,000

December 1, 2016 Sewer Surcharge Update

Accounts Billed

<u>Name</u>	<u>Property Address</u>	<u>Alottment</u>	<u>Gallons Used</u>	<u>Difference</u>	<u>Amount Billed</u>
L&S Sweeteners	388 E. Main St.	900,000	1,056,000	156,000	\$3,247.92

Sewer Budget Message 2017

The 2017 sewer budget reflects revenue of \$2,561,555.45 and expenses of \$1,578,775.71 thereby retaining a surplus of revenue over expenses by \$982,779.74 with no rate increase for the seventh consecutive year.

Residential revenue is projected to remain relatively flat in 2017 at \$1,438,444 from last years of \$1,437,064.

Commercial revenue however, is projected to increase from last year of \$209,354.44 to \$245,073.70 in 2017 primarily due to Rutters, Funcks and Eurofins expansions.

Industrial revenue is increasing from \$283,320.92 to \$358,995.07 with additional flow from Dart and L&S Sweeteners 22 EDU's.

Expenditures include:

Chemicals/collection system is cut to \$5,000 because we are using up inventory.

Repair and Maintenance is reduced from last year from \$19,000 to \$13,000 in 2017.

Also Repair and Maintenance of pump stations is reduced from \$48,785 to \$29,000 because of sensaphone replacements at several pump stations.

Repair and Maintenance of gravity system is reduced from \$51,000 to \$1,000 because spray roc project will only be done when the interceptor repair is completed.

Gap-Vac repair is increased to \$10,000 for 2017.

Equipment Replacement is reduced from \$20,000 to \$3,000.

Small Took/Minor Equipment is reduced from \$8,900 to \$1,500 in 2017.

Sewer Treatment Transport is reduced from \$612,996 to \$500,000 because the City is completing less projects.

Capital Construction includes the interceptor for \$400,000 in 2017. *

Water Budget Message 2017

The 2017 water budget reflects revenue of \$1,204,190.71 which includes a 5.5% rate increase or \$33.90 for the first 5,000 gallons for residential customers which equates to an increase of \$1.77 per quarter per customer. Expenditures are projected at \$1,222,509.11, thereby creating a deficit of \$18,318.40. It should be noted the water budget deficit in 2016 was projected as \$113,560.94.

Water tapping fee revenue increased to \$57,470.00 nearly the same as last year.

Expenditures include: Operating supplies down from last year of \$77,660 to \$72,950 primarily because salt prices dropped. Repair and maintenance increased from last year of \$13,325 to \$21,000 due to valve insertions and increased use of Flagger Force on state roads repairs.

The capital purchase was \$111,850 in 2016 but is now only \$15,000 for Scada System cost.

Capital purchases include SCADA system, leak detector, and replacement of 2006 GMC with smaller, new truck totaling \$111,850.00.

Water Fund will make its first loan payment of \$65,000 to the Sewer Fund for painting of the water tank at 1.15% interest.

SEWER FUND BALANCES AS OF NOVEMBER 30, 2016

LSA SEWER FUND CHECKING	1848.68
LSA SPECIAL INVESTMENT (DDA)	\$2,589,322.42
LSA EQUIPMENT RESERVE ACCOUNT	\$245,987.90
LSA SUSQUEHANNA WEALTH (3 MIL)	\$3,064,937.77
LOAN TO WATER FUND/PAINT WTR TANK	\$325,000.00
RESERVE IN DUE TO ACCOUNT (INCL A/P EXP)	\$171,320.69
SEWER FUND BALANCE	\$6,398,417.46

WATER FUND BALANCES AS OF NOVEMBER 30, 2016

LSA WATER FUND CHECKING	\$1,801.43
LSA SPECIAL INVESTMENT (DDA)	\$1,322,771.83
RESERVE IN DUE TO ACCOUNT (INCL A/P EXP)	\$ 194,043.89
SUB-TOTAL	\$1,518,617.15
WATER FUND BALANCE	\$1,518,617.15

DELINQUENT WATER/SEWER ACCOUNTS

BILLING CYCLE: JULY - MARCH/JUNE/SEPTEMBER/DECEMBER
 ROUTE 1 - BAREVILLE - JANUARY/APRIL/JULY/OCTOBER
 ROUTE 2 - LEOLA - JANUARY/APRIL/JULY/OCTOBER
 ROUTE 3 - LEACOCK - FEBRUARY/MAY/AUGUST/NOVEMBER

NAME	ADDRESS/ ROUTE NUMBER	DATE OF LETTER (2-1/2 MONTHS AFTER BILL DATE)	DATE POSTED FOR WATER SHUT-OFF	DATE WATER TURNED OFF (AFTER SECOND BILL BECOMES DELINQUENT)	DATE LIEN FILED (BEFORE SHERIFF SALE OR APPROX. \$900 OWING)	AMOUNT LIEN AMOUNT*	AMOUNT OWING	ACTION ITEM

Joseph Dambra	2399 New Holland Pike 35.401859/0222	7/30/2014	Sewer Only	2 Unit house	9/19/2016	\$1,704.00 \$1,543.50	\$3,144.00	Owner passed away a year ago. Two liens filed. Attorney fees included.
Property Mangement firm is cleaning up black mold in basement. Trees are falling towards house. House was broken into and items stolen.								

Hugh & Erla Raymond	44 Holly Dr., Leola, P; 33.344900/0854	10/14/2016	12/5/2016	Mortagage on property is over \$190,000.	\$474.89	Working on filing a lien. Mr. Raymond has passed away. Erla is in a nursing home.
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0.00

*Usually includes attorney fee & filing fees

12/5/2016

Existing delinquents

Action Required - approval to file a lien

2017 DEADLINES - LEOLA SEWER AUTHORITY

The Leola Sewer Authority will hold regular meetings at 6:30 p.m. in the Township's meeting room at the Upper Leacock Township Community Building, 36 Hillcrest Ave., Leola, PA on the dates listed below. The deadlines for submission of items for the Leola Sewer Authority monthly meetings are listed on the left below and items must be submitted to the Township Office by 3:30 p.m.

<u>DEADLINE DATE</u>	<u>MEETING DATE</u>
Thursday, January 5, 2017	Thursday, January 12, 2017
Thursday, February 2, 2017	Thursday, February 9, 2017
Thursday, March 2, 2017	Thursday, March 9, 2017
Thursday, April 6, 2017	Thursday, April 13, 2017
Thursday, May 4, 2017	Thursday, May 11, 2017
Thursday, June 1, 2017	Thursday, June 8, 2017
Thursday, July 6, 2017	Thursday, July 13, 2017
Thursday, August 3, 2017	Thursday, August 10, 2017
Thursday, September 7, 2017	Thursday, September 14, 2017
Thursday, October 5, 2017	Thursday, October 12, 2017
Thursday, November 2, 2017	Thursday, November 9, 2017
Thursday, December 7, 2017	Thursday, December 14, 2017