

Leola Sewer Authority

36 Hillcrest Avenue, P.O. Box 325, Leola PA 17540

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The regular monthly meeting of the Leola Sewer Authority was held on Thursday, November 10, 2016, at 6:30 p.m. at the Township Office. The following members were present: Nelson Bard, Samuel Huber, Mike Reed, and Cindy Shenk. Also in attendance was Michael Morris, Township Manager; Brian Kauffman, Rettew; and John Leen, Public Works Director.

Chairman Nelson Bard called the meeting to order at 6:30 p.m.

Mr. Reed made a motion to **approve** the October 13, 2016 minutes as presented. Ms. Shenk seconded the motion. The motion passed.

Public Comments:

None

Manager's Report:

- ◆ *2017 Water & Sewer Budget* – There was a brief discussion regarding health insurance and salaries. Mr. Leen went over some of the proposed capital purchases. After further discussion, Mr. Huber made a motion to **advertise** the proposed 2017 Water & Sewer Budget. Mr. Reed seconded the motion. The motion passed.
- ◆ *Water Rate Increase* – Mr. Huber made a motion to **approve** a 5.5% water increase effective January 1, 2017. Ms. Shenk seconded the motion. The motion passed.

Public Works Report:

None

Joint Water and Sewer Business:

Sewer Business:

- ◆ *Anglesea Sewer and Water System Dedication* – Mr. Kauffman stated Keystone Custom Homes has requested to dedicate the sewer and water facilities in the Anglesea subdivision, including the sewage pump station. The letter regarding this matter was included in the packets.
- ◆ *Eastern Environmental, Application for payment #2* - Mr. Reed made a motion to **approve** payment #2 in the amount of \$43,353.00. Ms. Shenk seconded the motion. The motion passed.

Water Business:

- ◆ *Surcharge Update* – The Board reviewed and discussed the Surcharge Update Report which was included in the packet.
- ◆ *Lancaster Labs* – Ms. Shenk made a motion to **approve** Step I and Step III for 30 EDU's for water for Lancaster Labs. Mr. Reed seconded the motion. The motion passed. Mr. Huber abstained.
- ◆ *Devon Creek, Water Capacity Request* – Mr. Kauffman and the Board reviewed the water capacity request for Devon Creek. This will be a four-phase development almost entirely in East Lampeter Township with a small portion being in Upper Leacock Township. Water service for phase one is being provided by the City. However, the City cannot provide adequate pressure to Devon Creek so it will be necessary to install a booster station and water tank. Keystone is trying to save this additional cost and has asked Upper Leacock Township to evaluate whether the Leola Sewer Authority could provide water service to the Devon Creek development. There was further discussion regarding water rates, tapping fees, and the possibility of separating the Township into different water districts. Mr. Morris will contact Attorney Sisko and discuss setting up a different district for Devon Creek and to also discuss tapping fees.

Finance:

- *Month End Financial Report and Budget Reports as of October 31, 2016* – The Board reviewed the Month End Financial Report which was included in the packet.

Delinquent Report:

None

Correspondence:

None

With a motion from Mr. Reed and a second from Ms. Shenk, the regular meeting the Leola Sewer Authority **adjourned** the meeting at 8:20 p.m. The next scheduled meeting will be held on Thursday, December 8, 2016, at 6:30 p.m.

Respectfully submitted,



Michael Reed
Secretary



LEOLA SEWER AUTHORITY AGENDA – NOVEMBER 10, 2016

REPORTS: Secretary – Minutes of the October meeting.

PUBLIC COMMENTS:

MANAGER'S REPORT:

- Motion to advertise **2017 Water & Sewer Budgets**.
- Resolution needs signature for the **5.5% water rate increase** effective 1/1/2017.

PUBLIC WORKS DIRECTOR:

- Monthly report for October.

JOINT SEWER AND WATER BUSINESS:

SEWER BUSINESS:

- Review letter from Rettew for **Anglesea Sewer and Water System**. Pg. 4 & 5
- Motion to approve ARV Replacement Project – **Eastern Environmental's Application** for Payment #2 in the amount of \$43,353.00.

WATER BUSINESS:

- Surcharge billing for November – Pg. 2
- Motion to approve Quarry Road Tank Painting – **Minoan's Application** for Payment #1 (final) in the amount of \$190,450.00.
- Discussion on **Devon Creek** Water Capacity Request.

FINANCE:

- Month end financial report – Pg. 3

DELINQUENT REPORT:

CORRESPONDENCE:

November 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>
Leola Village Inns & Suites	2-60 Deborah Dr.	616,000	897,000	281,000	\$6,322.50
Lawrence Demarco	266 W Main St	108,000	145,000	37,000	\$832.50
Rosario Finazzo	289 W. Main St	76,000	99,000	23,000	\$517.50
Lancaster Labs	2435 New Holland Pk.	36,000	42,000	6,000	\$135.00
Sunset Motel	2288 New Holland Pk	90,000	134,000	44,000	\$990.00

Warning Notices

<u>Name</u>	<u>Property Address</u>	<u>Alottment</u>	<u>Gallons Used</u>	<u>Difference</u>	<u>Amount Billed</u>
Zimmerman Insurance	200 W. Main St.	23,000	27,000	4,000	N/A
Wes Furlong	32 Hellers Church Rd.	36,000	41,000	5,000	N/A

November 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>
Leola Village Inns & Suites	2-60 Deborah Dr.	616,000	897,000	281,000	\$11,700.84

SEWER FUND BALANCES AS OF OCTOBER 31, 2016

LSA SEWER FUND CHECKING	12309.37
LSA SPECIAL INVESTMENT (DDA)	\$2,352,027.69
LSA EQUIPMENT RESERVE ACCOUNT	\$245,969.75
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)	\$264,715.01
SEWER FUND BALANCE	\$6,264,959.59

WATER FUND BALANCES AS OF OCTOBER 31, 2016

LSA WATER FUND CHECKING	\$7,645.56
LSA SPECIAL INVESTMENT (DDA)	\$1,246,492.20
RESERVE IN DUE TO ACCOUNT (INCL A/P EXP)	\$ 196,771.87
SUB-TOTAL	\$1,450,909.63
WATER FUND BALANCE	\$1,450,909.63

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Engineers
Planners
Surveyors
Landscape
Architects
Environmental
Consultants

October 31, 2016

Nelson Bard, Chairman
Leola Sewer Authority
36 Hillcrest Avenue
P.O. Box 325
Leola, PA 17540

RECEIVED
SCANNED
NOV 03 2016

BY: _____

RE: Anglesea Sewer & Water System
Dedication (REVISED)
RETTEW Project No. 03-05714-002

Dear Nelson:

Keystone Custom Homes (Keystone) has requested to dedicate the sewer and water facilities in the Anglesea subdivision, including the sewage pump station. This letter revises our review letter of September 27, 2016 to include water system punch list items.

On May 13, 2015, Township and RETTEW staff conducted an inspection of the pump station and other facilities and prepared the sewage pump station punch list below. In the interim, RETTEW has reviewed property line information submitted by Keystone to resolve some previously erroneous bearings and distances. The information submitted is now acceptable.

Prior to accepting dedication of the sewer and water facilities for Anglesea, we recommend that the following items be addressed:

Sewage Pump Station

1. The low level float in the wet well needs to be replaced.
2. Both submersible sewage pumps need to be replaced.
3. The reduced pressure backflow preventer on the ¾" water line needs to be replaced.
4. Property corners need to be set for the pump station property.
5. The arborvitae need to be trimmed.
6. The flexible connection in the generator exhaust, between the motor and the wall louver, needs to be replaced.
7. The loose electrical switch on the front panel of the main electrical pump control panel needs to be reconnected to the front panel.
8. The ridge vent shown in the original drawings on the roof peak of the generator building needs to be installed.
9. The wet well hatch needs to be repaired.

Sewer System

1. Sanitary sewer collection facilities are acceptable.

Water System


1. All fire hydrants need to be painted yellow, and hydrant flags added. One hydrant on Farmersville Road was hit by an automobile and needs to be straightened.
2. All water system valves and curb stops need to be operated to verify operation, and valve and curb box alignment. This work should be scheduled so that Upper Leacock Township staff can be onsite to verify the operation and alignment.
3. Keystone Custom Homes needs to pay for repair costs that the Authority incurred from a previous waterline break within the development.

As-Builts

1. As-built drawings of the sewer and water system need to be provided to the Authority. All surface features outside the road surface (curb stops and any other features) need to be triangulated.

If you have any questions regarding our comments, please do not hesitate to call us.

Sincerely,



Brian D. Kauffman, PE

copy: Sarah Young (syoung@keystonecustomhome.com)

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