

Minutes of Paradise Township Sewer Authority

February 3, 2025

The Board of Paradise Township Sewer Authority met at the Paradise Township Municipal Building, 2 Township Drive, Paradise, Lancaster County, Pennsylvania, on February 3, 2025.

The following members of the Board were present: Bryan Stoltzfus (by telephone), Dave Bowman and J.B. Stoltzfus. Susan P. Peipher of Appel, Yost & Zee LLP, solicitor; Clayton Bubeck and Aaron Dewald of Rettew Associates, Inc., consulting engineers; Dylan Coleman and Adam Bills, Paradise Township Supervisors; Karen Farra, Paradise Township Manager; and Kaitlyn Jones were also present. Brian Groff was absent.

It was moved by J.B. Stoltzfus, seconded by Dave Bowman, that the minutes of the January meeting be approved as submitted. The motion carried unanimously.

CORRESPONDENCE: Copies of the final audit report were available for the Board's review.

PUBLIC COMMENTS: Karen Farra, Township Manager, introduced Kaitlyn Jones, who will begin working at the Township on February 10, 2025 and provide administrative support to the Sewer Authority.

ENGINEER'S REPORT: Clayton Bubeck and Aaron Dewald of Rettew Associates, Inc. reported on the following:

1. They reviewed the quarterly average flow and total rainfall report, as well as the rolling month pump station hour readings report. No concerns were noted.
2. They reviewed the Discharge Monitoring Report (DMR) for the month of December as prepared by the plant operator, Clean Water, Inc., a copy of which is incorporated into these minutes. The DMR indicated that the average daily flow for the month of December was 119,120 g.p.d., with a maximum daily flow of 229,900 g.p.d.
3. They reviewed the update on the WWTP upgrade construction cash balance, which shows the estimated payment schedule to reflect anticipated costs to complete and close out the project.
4. They reported that Rettew has started the 2024 Chapter 94 Report.
5. They reviewed the response letter to Lobar (Contract #1) for Change Order #14 and recommended not increasing the cost of the contract, but approve providing the contractor with an extra thirty-five (35) days. They reviewed Contract #1 Change Order #13, which is a work Change Directive #1-1 for \$2,532.16. On motion by Dave Bowman, seconded by J.B. Stoltzfus, the Board approved unanimously Change Orders #13 and #14.

6. They reviewed generally the foaming issue at the WWTP. While the issue is not fully resolved, Rettew is confident that they know what the issue is and that it will not be a problem in the future once the Plant is fully operational.

7. They reported on the status of the work and the construction schedule at the WWTP. As anticipated, the contract will be completed by May.

8. The following payment applications were presented:

- a. Payment Application #20 payable to Lobar, Inc. (Contract #1) in the amount of \$54,006.48; and
- b. Payment Application #9 payable to PSI Pumping Solutions, Inc. (Contract #2) in the amount of \$40,375.00.

A motion was made by Dave Bowman, seconded by J.B. Stoltzfus, to approve the payment applications as presented. The motion carried unanimously.

9. They reported that they had completed review of the sewage facilities planning module section J for Leaman Place.

10. They reviewed with the Board the 2019 rate study. The current quarterly rate is \$146.00. The 2019 study assumed that the rate would be increased to \$167.00 per quarter beginning in 2024. The study also had certain assumptions regarding additional tapping fees. On motion made by J.B. Stoltzfus, seconded by Dave Bowman, the Board approved increasing the quarterly rate to \$166.00 beginning with the second quarterly bill for 2025, which will be billed to customers in the beginning of the third quarter.

OTHER BUSINESS: The Board reviewed the updated information from Raymond James on a bank loan from S&T Bank in the amount of \$1.25 million to complete the capital projects for a tax-exempt ten year fixed rate of 5.58%. On motion by Dave Bowman, seconded by J.B. Stoltzfus, the Board approved moving forward with the bank loan with S&T Bank.

The Board further discussed the Township's offer of a bridge loan until the S&T Bank loan is in place. The bridge loan from the Township would only be used in the event the Authority did not have proceeds from the bank loan in time to make payment on its bills. On a motion by J.B. Stoltzfus, seconded by Dave Bowman, the Board adopted a resolution authorizing the acceptance of the bridge loan from the Township up to \$1.2 million.

The Board discussed a quote from Munibilling for a new billing system. Service would cost approximately \$6,000.00 - \$8,000.00 per year, plus \$546.00 per month subject to a five-year agreement. The Board will consider a proposal for a new billing system for the next budget year.

The Board considered a proposal from WG Malden for calibrating the equipment. On a motion by J.B. Stoltzfus, seconded by Dave Bowman, the Board conditionally approved the proposal subject to final review and comments by Board Member Brian Groff. The motion passed unanimously.

A discussion was held regarding the vacancy on the Sewer Authority Board. In particular, Elmer Miller tendered his resignation. A discussion was had regarding Board terms. The Solicitor noted that any vacancies due to resignation are subject to appointment by the Authority. However, to the extent a term has expired, then the Township Board of Supervisors would be responsible for appointing a new member. A discussion was held regarding possibly appointing Kaitlyn Jones to fill Mr. Miller's vacancy at the March meeting.

SOLICITOR'S REPORT: There was no report for the month of February.

TREASURER'S REPORT: The Board reviewed the financial information provided by Michele Anderson of the Township.

1. The Board reviewed the list of bills for the month of December paid from the administrative checking account.

2. The Board reviewed the balance in the administrative checking account with Truist as of December 31, 2024 which was \$89,405.30. The balance in the Edward Jones account was \$76,373.58. A motion was made by J.B. Stoltzfus, seconded by Dave Bowman, to approve the Treasurer's report and payment of all bills as presented. The motion carried unanimously.

NEW BUSINESS: Bryan Stoltzfus raised a question regarding a project for Eldon Stoltzfus with a new building with a restroom for one employee and how to determine whether assignment of an additional EDU is appropriate. Rettew indicated more information would be needed in order to make that determination.

Karen Farra reported that the access easement agreement for Vintage Business Park is still needed and the Solicitor reported that the draft is underway.

There being no further business, the meeting was adjourned upon motion made by Dave Bowman, seconded by J.B. Stoltzfus, and unanimously approved at 8:40 P.M. to meet again in regular session on Monday, March 3, 2025, at 7:00 P.M.