

Minutes of Paradise Township Sewer Authority

March 3, 2025

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

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

It was moved by J.B. Stoltzfus, seconded by Brian Groff, that the minutes of the February meeting be approved as submitted. The motion carried unanimously.

A discussion was held concerning the appointment of Kaitlyn Jones, a new Township employee and Township resident, to the Sewer Authority Board. It was moved by J.B. Stoltzfus, seconded by Brian Groff, that Kaitlyn Jones be appointed to fill the remaining term of the vacancy left by Elmer Miller. The motion carried unanimously.

Based upon the vacancy created by Mr. Miller's resignation, the Board had a discussion regarding the reorganization of officers. The Solicitor reviewed with the Board the 5-year terms for each of the Board Members. Elmer Miller had previously been appointed to serve a 5-year term beginning in January 2024 and ending in December 2028. A motion was made by Brian Groff, seconded by J.B. Stoltzfus, to appoint Kaitlyn Jones as Secretary, J.B. Stoltzfus as Vice Chairman and Dave Bowman as Assistant Secretary/Assistant Treasurer. The motion carried unanimously. Bryan Stoltzfus will remain as Board Chairman and Brian Groff will remain as Board Treasurer.

The Board reviewed the proposed Seventh Amendment to Rate Resolution increasing the quarterly rate to \$166.00 per EDU. A motion was made by J.B. Stoltzfus, seconded by Brian Groff, to adopt the Resolution. The motion carried unanimously.

The Board reviewed the proposed insurance agreement with BAM related to the issuance of the 2025 Sewer Revenue Bond. A motion was made by Brian Groff, seconded by J.B. Stoltzfus, to approve the agreement. The motion carried unanimously.

The Board reviewed a proposal from W.G. Malden for calibrating equipment. The Board noted that there could be additional costs related to parts that would be needed. A motion was made by J.B. Stoltzfus, seconded by Brian Groff, to approve the proposal from W.G. Malden. The motion carried unanimously.

The Board also reviewed a quote from Cleveland Brothers to service air compressors on an annual basis, along with a price for spare parts. A motion was made by Brian Groff, seconded by J.B. Stoltzfus, to approve the proposal. The motion carried unanimously.

CORRESPONDENCE: None.

PUBLIC COMMENTS: Eldon Stoltzfus of B&D Builders discussed with the Board the need for an access and maintenance agreement across Authority property related to Lots 4, 5, 14 and 15 in Vintage Business Park. Vintage Acquisitions will maintain and improve the access area. On a motion was made by Brian Groff, seconded by J.B. Stoltzfus, the Board approved the execution of an access easement, maintenance and improvement agreement between Vintage Acquisitions and the Authority subject to final review and satisfaction of the Authority's engineer and Solicitor's comments. The motion carried unanimously.

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

1. They reviewed the Discharge Monitoring Report (DMR) for the month of January 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 January was 116,170 g.p.d., with a maximum daily flow of 129,800 g.p.d.

2. Aaron reviewed with the Board the status of the WWTP upgrade/expansion. In particular, he reviewed the work that has been completed and the construction schedule for future work, all of which are contained in the Engineer's report. He discussed a change order received from Lobar related to the interconnection between the tanks in the amount of \$32,628.14. A discussion was held by the Board concerning the need for this work. Rettew will follow up with the contractor on the proposed cost associated with the change. He further reviewed with the Board a Work Change Directive #3 related to Contract #2 for a pressure switch integration with VFD and a change order for this Work Change Directive has not yet been received.

3. The annual DEP tank registration for the Ferric Tank will be completed by Kaitlyn Jones. Rettew will work with Kaitlyn on what is needed for that submission.

4. The following payment application was presented:

- a. Payment Application #22 payable to Lobar, Inc. (Contract #1) in the amount of \$58,098.41.

A motion was made by J.B. Stoltzfus, seconded by Brian Groff, to approve the payment application as presented. The motion carried unanimously.

5. Aaron noted that Lobar, Inc. has requested substantial completion, so Rettew is in the process of creating the punch list.

6. The Chapter 94 Report is in process and must be submitted to the DEP by March 31, 2025.

7. A report was made regarding the capacity inquiry for Vintage Business Park Warehouse. Based upon an anticipated size of 12,000 square feet, Rettew recommends that two EDUs be assessed.

8. Aaron and Clayton reviewed the updated construction cash balance spreadsheet as of March 3, 2025 in connection with the WWTP upgrade. To the extent there are outstanding bills owed to contractors in connection with the WWTP, Bryan Stoltzfus will reach out to those contractors directly.

SOLICITOR'S REPORT: Susan Peipher provided an update on timing for the closing on the bank loan with S&T. It is anticipated that the loan will close on March 11, 2025. Bryan Stoltzfus and Kaitlyn Jones will provide signatures on behalf of the Authority.

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

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

2. The Board reviewed the balance in the administrative checking account with Truist as of January 31, 2025 which was \$150,681.57. The balance in the Edward Jones account was \$76,655.21. A motion was made by Brian Groff, seconded by J.B. Stoltzfus, to approve the Treasurer's report and payment of all bills as presented. The motion carried unanimously.

3. The Board also reviewed the list of outstanding liens updated as of February 26, 2025.

4. Based upon the change in officers, it was noted that Brian Groff will be reviewing the Treasurer's Report and financial information prepared by the Township employees in advance of each Board meeting.

There being no further business, the meeting was adjourned upon motion made by J.B. Stoltzfus, seconded by Brian Groff, and unanimously approved at 8:28 P.M. to meet again in regular session on Monday, April 7, 2025, at 7:00 P.M.