

# **Northeastern York County Sewer Authority**

## **November 27, 2023**

The Northeastern York County Sewer Authority met on Monday, November 27, beginning at 7:00 PM at 200 North Main Street in Mt. Wolf.

Authority members and others in attendance were:

**Mt. Wolf Borough**

Patti Fisher  
Anya Barlett

**Manchester Borough**

Dale Benedick  
Judy Hilliard

**East Manchester Township**

Tyler Kramlick (Absent)  
John Nace, Jr.

**Engineer:** Chris Toms of CS Davidson, Inc.

**Solicitor:** Peter Ruth of Stock & Leader

**Operations Manager:** Pat Poet

**Recording Secretary:** Desiree Boorujy

**Visitors/Employees:** Dean Kohr and Employee Tessa Starkes

The meeting was called to order at 7:00 PM by John Nace.

Pledge of Allegiance

**Agenda**

A Fisher/Barlett motion was made to approve the agenda. The motion passed unanimously.

**Minutes**

A Benedick/Hilliard motion was made to approve the minutes from the regular monthly meeting October 23, 2023 and the Special Meeting held on October 30, 2023. The motion passed unanimously.

**Correspondence/Visitors**

No comments from visitors.

**Operations Report/Administration**

The Operations Report was reviewed.

Sludge Testing – Pat shared that the sludge test results for the Mount Wolf plant have not yet been received. The results will be shared with the DEP and Springettsbury Township. The township requires sludge test results prior to approving the annual Generator Permit that allows biosolids to be hauled to their plant if necessary.

DMRs – The DEP has confirmed that Pat has been replaced by Peter Nestlerode, Drew Dubbs, and Steve Miller on the list of people approved to submit DMRs. Colin Cash from CS Davidson has permissions to view the DMRs as necessary.

Truist/BNY Mellon Bank Signature Cards – A Fisher/Barlett motion was made to approve Resolution 2023-8 which designates representatives and approves the Truist signature card. The motion passed unanimously.

Maintenance Report – In Pete’s absence, Pat reviewed the maintenance report.

Frac Tanks – Pete would like to try to sell the frac tanks that are at the farm after learning that frac tanks are no longer supposed to be used. Chris Toms explained the uses and benefits of keeping the tanks and disagrees that they aren’t to be used. Further research will be done before making a decision to sell them.

Digesters – Both digesters at the Mount Wolf plant are full. Pat believes that our waste hauler’s permit with the Springettsbury Township has expired, putting the Authority in a potential bind as we are still awaiting lab test results to renew the permit. Even with an approved permit, we are limited as to how much sludge can be hauled to Springettsbury on a daily basis, and it will not enough to relieve the full digesters during winter months.

CB Radios – A quote was received from K&C Communications to install a CB radio system in each Authority vehicle. The system would allow Authority staff to communicate with local emergency personnel and township staff as needed. After some discussion regarding the benefits and costs, the discussion was tabled until next month when Pete can attend the meeting.

Exhaust Fan/CO Detection System Repair – A quote from Williams Service Co. for \$4121.00 was reviewed and discussed. This quote is to repair a unit heater and replace the exhaust fan and CO detection system in the garage at the administration building. Board members would like Pete to gather quotes from other local companies for comparison purposes. There was a Nace/Fisher motion to approve the repair and/or replace the unit heater, exhaust fan, and CO detection system not to exceed \$4121.00, after quote comparisons are complete. The motion passed unanimously.

Inspections - Desiree provided an update regarding the inspections for illegal connections. Two illegal connections were discovered during inspections in November. Staff continues to work with Attorney Ruth in an effort to contact property owners who are non-compliant with the inspections and disconnection of sump pumps from the public sewer system.

Beshore & Koller – Desiree has been in communication with a representative at Beshore & Koller, who has requested 10 years’ worth of credit for the “apartment” account. Desiree has investigated and was unable to uncover any evidence as to why or how billing for the apartment began. She offered a credit in the amount of \$540.00 covering one year of service and is awaiting a decision from the company.

Delinquent Customers – Water Shut-off Procedures – A Barlett/Fisher motion was made to amend the Rules & Regulations to allow a 10-day shut off notice to be the first communication regarding delinquent accounts over \$400, rather than a 30-day notice. The motion passed unanimously.

Phone System – Desiree has been investigating options for a new phone system in an effort to decrease costs. She discovered that the Authority is under contract with Comcast for internet for the phone service until August 2025, therefore it is unlikely that a change can be made at this time. Desiree will contact Comcast to determine how the contract was renewed.

### **Solicitor’s Report**

EnviroTrac Invoice – Atty Ruth is still working on resolving the issue of this unpaid invoice. He plans to make one last attempt to collect on this invoice, but stated that the Authority’s legal fees may soon outweigh the amount of the unpaid invoice.

Record Club of America Lines – Both Atty Ruth and Chris Toms continue working with the owner as needed. Chris and Pete Nestlerode have sent pictures of the lines to the owner to assist in the investigation.

Arbitrage Rebate Compliance Letter – A Fisher/Hilliard motion was made to enter an agreement with PLGIT and PFM for arbitrage purposes. The motion passed unanimously.

Illegal Connection Letters – Attorney Ruth has sent several letters to those who remain non-compliant with our requirement to have inspections done at their property. The responses have been positive for most, but there are a few who have not responded.

Updates to Rules & Regulations – Pat will be submitting suggested changes to the Rules and Regulations to Peter before she retires in January.

### **Engineer’s Report**

#### **General Operations**

Effluent Line Abandonment – Bid plans and specs have been finalized and were provided to Talen on 11/20 for review. Bids can be expected in time for the Authority’s January 2024 meeting.

N. George Street Pump Station Generator – NEYCSA staff will be coordinating delivery and temporary storage of the generator at the Mount Wolf WWTP.

Area 2 Update – CFA has delayed decisions on the H2O grant again. They stated that they hope to reach a consensus to be able to put the subject on their meeting agenda soon.

Emerson Flats – Testing of the installed sanitary sewer was successfully completed during the second week of November.

Sheetz – A security estimate was prepared and provided to developer’s engineer on 11/20.

### **Treasurer’s Report**

Payment of Invoices – A Fisher/Benedick motion was made to approve the invoices as presented. The motion passed unanimously.

Requisitions: A Nace/Fisher motion was made to approve Requisition 2023-23 to CS Davidson for Area 2 Sewer Preliminary Design in the amount of \$600.17. The motion passed unanimously. A Benedick/Fisher motion was made to approve Requisition 2023-24 to CS Davidson for LSA Grant – Effluent Line in the amount of \$3400.71. The motion passed unanimously. A Nace/Benedick motion to approve Requisition 2023-25, conditioned upon receiving the generator and upon Chris’s investigation as to whether this purchase would have any negative financial impact regarding the grant. The motion passed unanimously.

2024 Budget - Pat expressed concerns regarding the 2024 draft budget being in the red. The board explained that it is not ideal or common, but budgets are sometimes passed while in the negative. It was, however, decided to transfer \$30,000.00 from the reserve account to the operating account to cover the negative balance. With this change, a Fisher/Barlett motion was made to approve the 2024 Budget. The motion passed unanimously.

At 8:45 an Executive Session was held to discuss personnel matters.

At 9:40 the Executive Session ended and the regular meeting resumed.

With nothing more to discuss, John Nace declared the meeting adjourned at 9:40 PM.

**NEXT REGULAR MEETING – Monday, December 18, 2023 (3<sup>rd</sup> Monday due to holiday)  
at 7:00 PM**