

Northeastern York County Sewer Authority

January 22, 2024

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
Tom Beakler

Engineer: Chris Toms of CS Davidson, Inc.

Solicitor: Peter Ruth of Stock & Leader

Office Manager/Recording Secretary: Desiree Boorujy

Visitors/Employees: Dean Kohr, Diane Cohen, Wendy Kindig and Employees Tessa Starkes and Pete Nestlerode

Reorganization

Attorney Peter Ruth opened the meeting at 7:00 PM and asked for nominations for Chairperson. Tyler Kramlick made a motion to appoint Patti Fisher for Chairperson. Attorney Ruth closed nominations and asked all those in favor of nominating Patti Fisher to indicate by saying “Aye” The motion passed unanimously.

Ms. Fisher then presided over the meeting and called the meeting to order at 7:03.

Ms. Fisher requested motions to fill Board positions.

A Beakler/Barlett motion was made to appoint Tyler Kramlick as Vice Chairperson, and the motion passed unanimously.

A Kramlick/Barlett motion was made to appoint Judy Hilliard as Treasurer, and the motion passed unanimously.

A Kramlick/Beakler motion was made to appoint Dale Benedick as Secretary, and the motion passed unanimously.

A Barlett/Kramlick motion was made to appoint Anya Barlett to the Assistant Treasurer position, and the motion passed unanimously.

A Kramlick/Hilliard motion was made to appoint Tom Beakler to the Assistant Secretary position, and the motion passed unanimously.

A Kramlick/Benedick motion was made to appoint Stock & Leader, Peter Ruth, as the Solicitor. The motion passed unanimously.

A Beakler/Kramlick motion was made to appoint Chris Toms of CS Davidson as the Engineer, and the motion passed unanimously.

Pledge of Allegiance

Agenda

A Kramlick/Beakler motion was made to approve the agenda. The motion passed unanimously.

Minutes

A Benedick/Barlett motion was made to approve the minutes from the December monthly meeting, and the motion passed unanimously.

Correspondence/Visitors

Diane Cohen, a resident in East Manchester Township attended the meeting to express her dissatisfaction in having to pay the same flat quarterly rate for her 1-person household as other households with larger families. She would like the Board to consider billing for sewer service based on water consumption. The reasons that flat rate billing is the most feasible option for the Authority were explained. The Authority will continue billing residents based on a flat rate and will not consider billing based on consumption.

Wendy Kindig of 896 York Street owns a property that provides a Right-of-Way to the Authority near the Saginaw plant. Although there were never any issues with Authority staff clearing the snow on the Right-of-Way in the past, she was disappointed and frustrated with the handling of last week's snow fall. She provided pictures of the condition of her driveway over the course of the days following last week's snow event, and stated that staff came to clear the snow once during the snow event, but did not return after the event was over. This left her to clear the snow on her own over the weekend in order to access her lane. Pete addressed this issue and assured her that the snow would be plowed in the future.

Operations Report/Administration

The Maintenance Report was reviewed by Pete.

GlaxoSmithKline (Now Haleon)/DHL Warehouse – Chris Toms and Pete Nestlerode did an on-site visit in an effort to determine the cause of the BOD and TSS lab results being so high. The facility is a warehouse for over-the-counter items and does not have an obvious cause for the such results. They do have water conserving toilets and other water conserving items installed, which may make the sample more concentrated, leading to high results. Also, if there is not enough water discharging to the sewer system to completely clear the lines, this may skew the results. GSK plans to flush the lines prior to the next sample collection to see if the results will be within an acceptable range.

Other Items - Plant staff attended to other issues throughout the month, including repairs and maintenance at the plants and pump stations. There were several issues at the Mount Wolf plant including the following: The motor for Blower #1 locked up, destroying the belt, resulting in a repair that will cost \$3045.00; A large valve in an aeration tank was stuck and needed to be freed; a compressor regulator needed to be replaced; a 2" valve on a sample port on a wasting line broke due to being frozen.

The head gasket on the Sterling tanker will be repaired this week by Jason Fry Equipment.

The flusher trailer that was ordered a few months ago is due for delivery in February.

Pete also reported that the York County Prison program allowing inmates to help with some tasks has been reinstated.

Desiree reported that Diversified Technology is discontinuing their partnership with Nuvei, the company that handles our customers' credit card payments. The Nuvei site is being phased out and is no longer be supported with updates, so Diversified Technology has partnered with Hartland. This change to Hartland will provide customers with a better experience and more options when they pay their bills. In addition to having the ability to pay with credit cards, customers will also have the option of using their bank accounts to pay, resulting in lower convenience fees. They will also be able to set up automatic payments from either their credit cards or banking accounts, rather than manually paying each quarter. The office staff will also benefit by having less confusion when it comes to posting those payments and accessing other payment information.

Solicitor's Report

Health Insurance & Spousal Coverage – Attorney Ruth is continuing to prepare documents for the board regarding changes in employees' health insurance benefits. Changes will be in effect by October.

Illegal Connection Letters – Attorney Ruth is continuing efforts to gain compliance from property owners who have not permitted the inspection or who have not permanently disconnected sump pumps from the public sewer system, including filing with the local magistrate's office.

775 York Street – Attorney Ruth filed a Private Criminal Complaint with the local magistrate's office last week due to continued non-compliance with the Authority's requirement of this property owner to disconnect his sump pumps from the public sewer system.

Rules & Regulations – Attorney Ruth suggested that members be selected to create a committee for the purposes of discussing updates and additions to the Rules & Regulations. It was decided that Tom Beakler, Anya Barlett, and Judy Hilliard will make up the committee. They, along with staff, and Peter Ruth, will determine what changes need to be made.

Point-of-Sale Document – Attorney Ruth provided a draft of this document for the Board’s review prior to next month’s meeting. Upon board approval, this document will be in effect within 45 days after being presented to the property owner.

Engineer’s Report

General Operations

Record Club of America Lines – USG will televise these lines and provide video to Chris Toms upon completion.

Effluent Line Abandonment – Bids opened for this project on January 12, and several bids were received. After speaking to representatives at Delaware Environmental Construction Services (the lowest bidder) and calling their references, Mr. Toms recommended awarding the job to them. A Kramlick/Beakler motion was made to accept the bid from Delaware Environmental Construction Services in the amount of \$93,500.00. The motion was passed unanimously. Mr. Toms suggested that Desiree identify the DCED analyst who handled this case and file for reimbursement of funds spent on the LSA Grant application process.

Area 2 Update

Highway Occupancy Permit - The HOP received in 2023 expires on February 8, 2024. The renewal process is underway.

Park Street Pump Station - The overhead electric work is generally completed at this pump station.

CFA Grant – Unfortunately, our Authority was not awarded the much-anticipated grant funds, which will greatly affect many upcoming projects. The board should consider if the grant determination should delay the Area 2 project and prioritize other Authority projects with existing assets at the end of their useful life.

Capital Improvement Planning – Chris Toms provided a list of Capital Improvement projects in order of recommended priority and with budget estimates. The turnaround time to complete the list, excluding the Area 2 project, is approximately three years. A Kramlick/Benedick motion was made to move forward projects as recommended. The motion passed unanimously.

Meeting with Township Supervisors – Authority Board members Tyler Kramlick and Tom Beakler met with the East Manchester Township Supervisors today to inform them of the grant status and discuss timelines and ideas the Authority is considering regarding projects within the township. The Area 2 expansion project will be delayed for a couple of years. This delay will provide opportunities to be more aggressive in securing grants and approaching legislature to gain support. Part of the goal of the grant had been to offset some of the financial burden to residents in Area 2, so the intention is to continue finding ways to accomplish that. Two parts of the Area 2 project are in the scope of work included in the current list and funding of Capital

Improvement projects, but in the next couple of years the Authority may need to request additional funding. The township is willing to approve seeking additional financing.

Garrod Hydraulics – Out of the 10 EDUs that have been reserved for the Garrod Hydraulics project, it's been determined that they may only require 2. They are requesting Authority approval to install a deduct meter for sewer billing purposes. They'll need to submit a plan for their proposed deduct meter with their sewer application permit for Chris's review prior to presenting it for Board approval.

Operating Reserve Policy – Chris provided a copy of an Operating Reserve Policy that a previous Authority solicitor had written, but was never approved by the Board. Chris is suggesting putting this policy in place and choosing one of the financial accounts (perhaps the PLGIT account) to be the “rainy day fund” for unforeseen expenses. The board will review this policy and discuss at next month's meeting.

Treasurer's Report

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

Requisitions – A Kramlick/Benedick motion was made to approve Requisition 2024-1 in the amount of 1583.71 to CS Davidson for the LSA Grant – Effluent Line. The motion was passed unanimously.

At 7:30 PM an Executive Session was held to discuss personnel and legal matters.

At 9:12 PM the Executive Session ended and the regular meeting resumed.

At 9:13 PM a Kramlick/Barlett motion was made to adjourn the meeting. The motion passed unanimously.

NEXT REGULAR MEETING – Monday, February 26, 2024.