

NORTHEASTERN YORK COUNTY SEWER AUTHORITY

JANUARY 24, 2022

The Northeastern York County Sewer Authority met on Monday, January 24, 2022, beginning at 7:00 PM at 200 North Main Street in Mt. Wolf.

Authority members in attendance were:

Mt. Wolf Borough

Patti Fisher
Anya Barlett - Absent

Manchester Borough

Dale Benedick
Judy Hilliard

East Manchester Township

John Nace
Tyler Kramlick – By Phone

Engineer

Christopher Toms

Solicitor

Attorney Jayne Katherman

Operations Manager/Recording Secretary

Pat Poet

An Executive Session will be held at the end of this meeting to discuss Personnel and Legal matters.

Visitors

Employees Desiree Boorujy and Peter Nestlerode, Colin Cash – CS Davidson, residents Dean Kohr, Deb Martin, Kyle Whitebread and Allen Schultz (by phone) representing the property management company for East Manchester Village Center.

Reorganization

Attorney Jayne Katherman opened the meeting and asked for nominations for Chairperson. A Fisher/Kramlick motion was made to nominate John Nace as Chairperson. Motion passed unanimously.

Mr. Nace then presided over the meeting. He requested motions to fill Board positions.

A Fisher/Benedick motion was made to reappoint Patti Fisher as Vice-Chairperson for 2022. Motion passed unanimously.

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A Fisher/Nace motion was made to reappoint Dale Benedick as Secretary for 2022. Motion passed unanimously.

A Fisher/Benedick motion was made to reappoint Judy Hilliard in the position of Treasurer for 2022. Motion passed unanimously.

A Fisher/Hilliard motion was made to re-appoint Tyler Kramlick as Assistant Secretary for 2022. Motion passed unanimously.

A Fisher/Nace motion was made to appoint Anya Barlett as Assistant Treasurer for 2022. Motion passed unanimously.

It was noted that Anya Barlett is a new member of the Board representing Mt. Wolf Borough, replacing her husband, Michael Barlett effective 1/1/22.

A Fisher/Nace motion was made to appoint Attorney Jayne Katherman of Barley Snyder as Solicitor for 2022. Motion passed unanimously.

A Fisher/Benedick motion was made to appoint Chris Toms of CS Davidson, Inc. as engineer for 2022. Motion passed unanimously.

Agenda

A Hilliard/Benedick motion was made to approve the amended agenda with the following changes: Under Solicitor's Report – Add item C – Intermunicipal Meeting. Under Engineer's report – Item C – remove (action). Motion passed unanimously.

Minutes

A Fisher/Benedick motion was made to approve the minutes from December 20, 2021. Motion passed unanimously.

Correspondence/Visitors

Kyle Whitebread – Mr. Whitebread received a letter from the Authority stating his Area 2 signed agreement was not received by the Authority until January 3rd and the deadline was December 31st. After discussion, a Fisher/Hilliard motion was made to consider the receipt of Mr. Whitebread's \$30.00 and signed agreement as meeting the deadline. Motion passed unanimously.

Allen Schultz – Mr. Schultz, property manager of East Manchester Village Center, questioned the way his shopping center will be billed effective with the March 1st billing. He explained the difficulties he will have in

billing the individual tenants. A resolution was agreed upon which will provide Mr. Schultz with the information he needs to bill his tenants.

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Operations Report

The operations report was reviewed.

Employee Search – Pat and Peter will be discussing this search during the Executive Session

Hauling – With the frozen ground, hauling has come to a halt. Peter explained that the plant does have some storage capacity remaining and he hopes to be able to get back in the fields in the near future.

Flagger Training – This training was held on January 20th and all plant personnel now have their flagger certification that is good for three years.

Letter for Illegal Connection Inspections – A draft letter was presented to the Board to be sent out to residents of both Apple Tree Lane and Poplar Lane asking them to schedule inspections. All residents who are served by the Saginaw plant will eventually receive the same letter. Bob Kling has provided his schedule when he will be available to do the inspections. Letters will be sent out as soon as staff can complete the schedule and be able to provide dates and times to customers for their inspections. Chris Toms suggested the inspector report any suspect connections and reinspect those homes at a later date. After approximately three months, homes where illegal connections were found will be reinspected.

Delinquent Customer – A delinquent customer at 20 Poplar Lane requested his future penalties be waived while he makes his monthly payments to get caught up. Because of the amount of his past due balance and noting that penalties are not normally waived for customers, the Board denied the request.

Area 2 Tap Fees – In late December, an Area Two resident requested an extension on sending in their \$30.00 because of health issues. The property owner did not contact Desiree until late December with this request. A Nace/Fisher motion was made to deny the request to extend the deadline date of December 31, 2021 for 1525 Canal Road Extended. Motion passed unanimously.

Bounced Check – A check was received in the amount of \$2,500.00 for a tapping fee in Area 2. The check bounced. A check from a different bank account was sent in immediately. A separate check was also dropped off for the returned check fee the Authority charges. After discussing the situation, a Nace/Kramlick motion was made to accept the 2nd check as payment in full for the tapping fee. Motion passed unanimously. If the 2nd check bounces, the agreement will be null and void.

Area 2 Addresses – Chris noted there was some confusion about a few addresses on Canal Road Extended. Attorney Katherman is going to investigate to obtain the correct addresses and property owners for certain parcels.

Grant - Peter, Pat and Colin Cash participated in a Zoom meeting with FEMA regarding a possible grant. Initially we thought this grant could be used to reimburse the Authority for the 2nd Street Station generator;

however, this grant is only for damage that occurred from Hurricane Ida. The damage that occurred to sewer lines on South 7th Street and Olde Hickory Road as a result of Hurricane Ida would be eligible. A second Zoom meeting is scheduled on February 9th with FEMA to assist the Authority to move ahead with this application. FEMA is also going to provide information regarding monies that may be available to the Authority for the 2nd Street generator.

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Electricity Providers – Jessica Schaufert from Mantis Innovation visited the office to discuss electricity providers. The Authority's current contract is good through March of 2023 through FreePoint. She provided numbers to Pat to present to the Board tonight. At this time the Board felt it was too early to lock in a price. Options will be discussed at a later date.

Solicitor's Report

Resolution 2022-1 – Copies of this proposed Resolution increasing quarterly rates from \$130.00 to \$135.00 along with increases to the per 1,000 gallons charge to industrial/commercial and institutional customers had been provided to the Board prior to this meeting. A Fisher/Hilliard motion was made to adopt Resolution 2022-1, setting new rates effective with the March 1, 2022 billing. Motion passed unanimously.

Talen Easement Agreement – Attorney Katherman will provide copies of the Talen Easement Agreement for review prior to the February meeting.

Intermunicipal Annual Meeting – The annual intermunicipal meeting between the Authority, East Manchester Township and the two Boroughs will be held on Monday, February 14th at the Sewer Authority office building starting at 11 AM. This is not an advertised meeting because it will be informational only.

Engineer's Report

Capital Improvement Plan for Pump Stations – Colin Cash reports:

Second Street – The equipment order was placed on December 21st for the generator.

Sherman Oaks – This station is next on the list for preliminary design and permitting.

Sherman Street – The surveying is to begin. Plans for the preliminary design and permitting will probably include the Poplar Lane station.

Chestnut Valley – An application for payment was received from Clear View Excavation totaling \$15,149.00 for the installation of the air release valve. This payment is included in the requisitions to be voted upon later in the meeting.

North George Street – It is recommended that after the WQM Permit approval is received, the Authority request the Solicitor to contact Penn Waste to begin discussions for permanent and temporary construction easements.

No recorded copies of previously recorded easements can be located. The WQM permit was signed by John and notarized by Desiree.

Maintenance Projects – Chris would like to see making maintenance projects continuous, including televising old lines in the system.

Digester Tank Analysis – Options continue to be reviewed to decide what the best path is to upgrade the digesters.

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Corrective Action Plan – Colin Cash reports:

Manhole Projects – The repairs and possible replacements of manholes that were planned in 2022 have been added in with the 2023 projects so they can be all be bid together.

2022 Sewer Maintenance – Projects included in the 2022 sewer maintenance plan were advertised for bids on January 13th. A non-mandatory pre-bid meeting will be held on January 28th. The project at 1060 2nd Street in Saginaw will include an alternate bid for backflow preventors to be installed.

Area 2 Easements – Chris will provide information regarding Easements in Area 2 during the Executive Session.

Development Plans

Garrod Property – A preconstruction meeting for the pump station and force main is scheduled for January 26.

Gingerich Shop Location – A revised plan has been received and all comments were addressed. This plan is for 1 EDU. No one is present from Gingerich's to discuss the plan. No action will be taken until next month.

84 Zions View – The security maintenance agreement expires on February 28th. CSD will verify that all required televising work has been completed to prove the sag in the line has not gotten any worse over time. They are obligated to televise in March 2022 and 2023.

Treasurer's Report

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

Requisitions – A Hilliard/Fisher motion was made to approve the following requisitions for payment: 2022-1 to CS Davidson in the amount of \$16,665.89 for engineering services for the pump stations; 2022-2 to CS Davidson for preliminary design work in Area 2 from August through December - \$70,150.03; 2022-3 to CS Davidson in the amount of \$14,791.43 for engineering work on the Capital Improvement Plan, sewer maintenance and pump stations; and 2022-4 in the amount of \$15,149.00 to Clear View Excavation Inc. for installation of the air release valve at the Chestnut Valley pump station. Motion passed unanimously.

EXECUTIVE SESSION – 8:45 PM

EXECUTIVE SESSION ENDED – 9:38 PM

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Remote Work Policy – A Fisher/Benedick motion was made to approve the Remote Work Policy, which covers regulations regarding when employees are allowed to work remotely along with regulations to be followed during those hours worked. Motion passed unanimously.

Adjourn

At 9:40 PM a Kramlick/Benedick motion was made to adjourn. Motion passed unanimously.

NEXT REGULAR MEETING - February 28, 2022

