

NORTHEASTERN YORK COUNTY SEWER AUTHORITY

FEBRUARY 28, 2022

The Northeastern York County Sewer Authority met on Monday, February 28, 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

Manchester Borough

Dale Benedick - Absent
Judy Hilliard

East Manchester Township

John Nace
Tyler Kramlick

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 matters.

Visitors

Employees Desiree Boorujy and Peter Nestlerode, Neil Gingerich from Gingerich Excavating and Area 2 residents Dean Kohr and Brandon Glatfelter.

Agenda

A Fisher/Kramlick motion was made to approve the agenda with the following changes: Under Solicitor's Report – Item C – Change to Talen Energy Update, Item D – Change to Subgrade Facilities, Add Item E – Conewago Township Sewer Update. Motion passed unanimously.

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Minutes

A Fisher/Kramlick motion was made to approve the minutes from January 24, 2022. Motion passed unanimously.

Correspondence/Visitors

Neil Gingerich – Neil explained the plan he presented to connect the house on his property located on Beshore School Road to sewer which will require 1 EDU. Chris noted all of his comments have been addressed. A Fisher/Kramlick motion was made to conditionally approve Neil Gingerich's plan pending sewer planning approval from DEP. Motion passed unanimously. When Neil receives that approval, he will contact the Authority office.

Operations Report

Maintenance Report – Peter Nestlerode will be providing a monthly maintenance report to the Board. He will be reporting on any maintenance items that were necessary the previous month. This report will assist Chris Toms in preparing the annual Chapter 94 report.

The Operations Report was reviewed.

Personnel - Pat reported the new employee, Corey Stoner, has been working out very well. He, along with Drew Dubbs, are working on obtaining their CDL licenses.

Grant – Zoom meetings have been continuing with FEMA and PEMA working toward obtaining grant money to reimburse the Authority for two emergency repairs that were a result of Hurricane Ida.

Illegal Connection Inspections – Desiree reported on the inspections performed to date. After discussion, Desiree was directed to send a second letter out to those residents who did not respond to the initial letter requesting them to schedule an inspection by February 28th. A deadline of fifteen days after the date of the second letter will be given to residents to contact the Authority office. If they do not, a surcharge will be added beginning with their June 1st bill until the inspection is scheduled.

Lawn Care/Mowing – As requested last month, quotes were obtained from two lawn care companies other than the one currently being used. Those two quotes were quite a bit higher than what is currently being charged to the Authority. The Board decided to continue to use Everything Outdoors.

Low Income Assistance Program – A letter was received from the Department of Human Services outlining a new program which would assist eligible residents with past due balances due to the Covid-19 pandemic. If eligible, the property owner could receive up to \$2,500.00 to cover their past due balances. A Kramlick/Fisher motion was made to approve and sign the agreement with the Department of Human Services for this Low-Income Household Water Assistance Program. Motion passed unanimously. It was noted the contact from the Department of Human Services was prompted by a request for assistance from at least one of the Authority's customers.

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457b Plan Document – An updated 457b Plan Document will need to be prepared as required by the IRS. Mr. Jim Jesikiewicz from Pension Plan Consultants LLC informed Pat of this requirement. Their company can draw up a new plan with the required changes. He will contact the Authority when the deadline is determined.

Website – The costs for the website may increase now that our previous webmaster has retired. We have not received an invoice from D & B Broadband for the first changes made to the Authority's website.

Paydown Option – Because of the probable increased costs of both the Area 2 expansion along with maintenance items and projects scheduled for 2022 and 2023, the Paydown Option for the \$10 million loan will not be utilized.

Intermunicipal Meeting – There were no questions or discussions regarding this meeting which was held on February 14th.

Solicitor's Report

Employee Handbook CDL Changes – Attorney Katherman provided suggested changes to the wording regarding reimbursement for CDL testing and licenses to the Employee Handbook as requested at last month's meeting. The Board directed Attorney Katherman to make a few additional changes for next month's meeting which will be reviewed prior to approving the new wording. It was noted that the new requirements to obtain a CDL have been changed. CDL applicants are now required to attend a truck driving school prior to the issuance of a CDL license by the DMV.

Talen Energy Easement Update – Attorney Katherman reported her last contact with Talen was February 17th. Talen wants the abandonment work to be completed within three years. There are several issues to work out with Talen regarding requirements for working on their property. A DCED grant may be available to the Authority for the costs of abandoning this line. The grant application is due the middle of next month. A Kramlick/Hilliard motion was made to approve applying for the DCED grant along with approving the signatures of any required documents, including Resolutions. Motion passed unanimously.

Subgrade Facilities – After discussion, a Nace/Kramlick motion was made to approve the changes to the Rules and Regulations regarding subgrade facilities in Section 1-215-b, page 9. Motion passed unanimously. The reason for these changes was to make the wording clearer.

Conewago New Force Main – Buchart Horn is designing Conewago's new force main. A portion of the main is designed to run through East Manchester Township near Canal Road. The Township has been contacted to inform them of this proposal.

Engineer's Report

Capital Improvements Plan – Pump Stations

2nd Street Station – The generator has been purchased. The DR number has been obtained from Met-Ed. Permit drawings are being developed. Thus far no one has been able to locate easement documents with Norfolk Southern.

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Sherman Street Station – This station is next on the list for the capital improvements plan for 2022. The survey for this station has been scheduled along with the Poplar Street station.

North George Street Station – The WQM permit application was submitted on January 25th.

2022 Maintenance Bids – Chris provided copies of the five bids received for the 2022 maintenance projects. He recommended the bid be awarded to the low bidder, Rogele, Inc. Chris suggested the alternate bids for backflow preventers not be included with the bid award, which the Board agreed with. A Nace/Fisher motion was made to accept the low base bid of \$241,806.00 from Rogele, Inc. Motion passed unanimously. This bid covers all dig and repairs not within the PennDOT right-of-way. Approval will need to be received from both Manchester Borough and East Manchester Township. This work includes sewer line repairs on Malvern Drive, Poplar Lane and Riverview Drive.

Garrod Property – East Manchester Township will issue the road occupancy permit for Canal Road after they receive the Highway Occupancy permit. Financial security has been received. The generator for the Garrod property has a one-year lead time. Chris said there will not be an issue to start up the station prior to installation of the generator because of the station's small size. There would need to be an agreement drawn up with Hillwood and the Authority if that situation occurs.

Area 2

Easements – Chris reported approximately one half of the required easements have been agreed upon. There is one property that was recently sold. Chris is attempting to make contact with the new owner.

Park Street Station – This station will cost more than originally anticipated. The station will be approximately thirty feet deep and will need 3-phase power. At the Musser Run station, submersible pumps will be used instead of Gorman Rupp pumps because of the depth. Changing the pumps should save \$200,000.

Griffith Lane – Chris provided a map showing the Griffith Lane area served by one small pump station and seven homes with grinder pumps. If grinder pumps were installed for all homes on Griffith Lane, the small pump station could be eliminated, saving \$100,000. The lines in that area would be about four feet deep.

Treasurer's Report

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

Requisitions – A Nace/Kramlick motion was made to approve the following requisitions for payment: 2022-5 to CS Davidson in the amount of \$6,722.21 for engineering fees for various projects and 2022-6 to CS Davidson in the amount of \$22,988.69 for engineering fees for various projects, including 2022 and 2023 maintenance, Area 2 design, and the capital improvements plan for pump stations. Motion passed unanimously.

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EXECUTIVE SESSION – 8:46 PM

EXECUTIVE SESSION ENDED – 8:52 PM

Adjourn

At 8:53 PM a Kramlick/Barlett motion was made to adjourn. Motion passed unanimously.

NEXT REGULAR MEETING – March 28, 2022