

NORTHEASTERN YORK COUNTY SEWER AUTHORITY

June 22, 2020

The Northeastern York County Sewer Authority met on Monday, June 22, beginning at 7:00 PM at 200 North Main Street.

Authority members in attendance were:

**Mt. Wolf Borough**

Patti Fisher  
George Miller

**Manchester Borough**

Clair Good  
Dale Benedick

**East Manchester Township**

John Nace  
Joel Klinedinst

**Engineer**

Christopher Toms

**Solicitor**

Attorney Stacey MacNeal

**Plant Manager/Recording Secretary**

Pat Poet

**Visitors**

Employees Peter Nestlerode and Desiree Boorujy.

**Executive Session**

Chairman Joel Klinedinst announced there will be an Executive Session held at the end of the meeting to discuss personnel matters.

**Minutes**

A Good/Fisher motion was made to approve the minutes from the May 18, 2020, meeting. Motion passed unanimously.

**Correspondence/Visitors**

None.

**Operations/Administration Report**

Employee – One of our employees was off three days because his spouse had to be tested for Covid19.

Chestnut Valley Pump Station – A request was received from the new neighbor next to the Chestnut Valley pump station to allow access to the back of their property through the Authority's easement. After discussion it was decided they would not need approval from the Authority for that purpose. When Authority personnel make their twice weekly visits to the pump stations, they will observe if any type of vehicle or trailer is parked on either turnaround other than the one trailer allowed on the Hasty's side.

Property in Mt. Wolf Borough – The Mayor of Mt. Wolf Borough reported to Pat that someone contacted her to report there is a property located on South 4th Street that has raw sewage running through their backyard. Authority personnel checked the backyard and confirmed that sewer was running through the yard and it appeared to be coming out of their cleanout; however, the cleanout was not visible as it looked like a bucket was sitting on top of it. It appeared this problem has been going on for some time. The manhole covers in that area were opened and the flow was moving fine in the main lines; therefore, it appears that the problem is in the private lateral. After discussion, Pat was asked to contact Mt. Wolf's Mayor and explain to her that the municipality is responsible for enforcing issues such as this. The emergency number for DEP will be provided to the Mayor and the suggestion that a letter be sent to the property owner to have this problem resolved immediately.

UV System – The work on this system still has not been finished. A vent needs to be installed, which should be completed by the end of the month. Peter explained the venting problem to the Authority.

Wellspan – Wellspan will be opening an Occupational Health center next to their Urgent Care location in Manchester. This location will be convenient for Authority personnel to get any required testing or vaccines there as opposed to traveling to Wellspan's East Market Street location.

Insurance Refund – Pat reported that the Authority received a check for \$310.16 from Kocman Insurance for the work slowdown, etc. from Covid19.

Desiree wanted to share the following information with the Board:

Invoice for Sinkhole Repairs – Desiree has been holding an invoice since October that was received from the Township for sinkhole repairs in Chestnut Valley. The Board, along with engineer Chris Toms, feels that after the televising of those lines, the video evidence did not show that the Authority's lines were responsible for the sinkholes in that development; therefore, the invoice should not be paid. Pat was instructed to send a letter to the Township informing them of this decision.

Refund – A bank payment check was received from one of our customers that was not made out to the Authority. The check was one of several received the same day from a bank and BB & T deposited it along with others to the Authority's account. Desiree asked if it was ok to refund the customer for the amount of the check as opposed to crediting the customer's account. The Board gave authorization to refund the money to the customer.

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Working From Home – Should a similar situation occur again such as Covid19, Desiree asked if instead of being laid off is there a possibility of her working from home. A Nace/Benedict motion was made to authorize Pat to contact the Authority's IT person to set that up. Motion passed unanimously.

Customer Email Addresses – Attorney MacNeal confirmed that customer email addresses provided through credit card payments may be used by the Authority to send out Authority information to those customers should that become necessary.

Late Fees – Because of the billing due date error, as well as Covid19, a Nace/Fisher motion was made to approve delaying penalties until the September 1<sup>st</sup> bills are printed. Motion passed unanimously.

Past Due Accounts – Desiree discussed two accounts that are severely past due. The first customer's request to credit all of their penalties was denied and the second customer is not permitted to set up a payment plan again because of non-payment of their previous plan. A letter will be sent out to that second customer stating that when the York Water Company reinstates their water shut offs, they will be receiving a letter from the Authority to begin the process of terminating their water service.

Covid 19 – Desiree reported there are customers who have contacted her saying they could not pay their bills because of Covid 19. The Board felt this should be dealt with on a case to case basis.

### **Solicitor's Report**

Irvin's License Agreement – Attorney MacNeal reported that the Irvin's, who reside on Walnut Street in Mt. Wolf Borough, have signed and returned the License Agreement with the Authority agreeing to conditions that need to be met for the installation of a fence on a portion of the Authority's easement. A Klinedinst/Benedict motion was made to authorize signature of the License Agreement with the Irvin's regarding the location of their proposed fence to be installed over a portion of the Authority's easement behind their home. Motion passed unanimously.

Sinking Springs Farm – Attorney MacNeal discussed the restrictive covenants for the conservation easement at the farm. There needs to be an amendment to correct typos in the legal description. A Nace/Good motion was made to approve adoption and signature of the amendment to the restrictive covenants for the conservation easement. Motion passed unanimously.

Annual Plant Tours – The annual plant tours need to be scheduled. It was decided to hold off a bit until everything is completely finished at the plant, including paving. The Board felt it would be a good idea to hold off also because of Covid19. Scheduling the tours will be discussed at the August meeting.

Trees in Right-of-Way – Peter reported many of the trees that were planted in the Authority's right-of-way behind Dauberton Park have been removed.

### **Engineer's Report**

Garrod Property – Today Attorney MacNeal received an agreement with the developer and the Authority which she was expecting to receive two to three months ago. This agreement still needs tweaked. CS Davidson will design the pump station and force main. The developer's engineer will design the private section of the lines. Garrod will pay up to \$67,000 in engineering fees and deposit \$25,000 into an escrow account to draw on for any engineering fees and inspections. The escrow will be reduced to \$10,000 after submission of the permit application.

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Attorney MacNeal informed the Board that the developer is requesting forty-four EDU's for its project and ten for Garrod Hydraulics be reserved for this project. One change will be to add a five-year time limit to hold EDU's for them. A Miller/Klinedinst motion was made to conditionally approve the Development agreement for the Garrod property with agreed to changes including adding a five-year limit to hold EDU's, the increased cap on engineering fees and revisions to the description of the work to be completed to coincide with the proposed exhibit. Motion passed unanimously. A Miller/Nace motion was made to authorize CS Davidson to begin the design work for this project upon execution of the developer's agreement. Motion passed unanimously.

Plant Project – Chris reported all punch list items will be completed by the end of this month. Final applications for payment will be received for the Board's July meeting. By the end of this week the paving should be completed if the weather cooperates.

Saginaw Plant – An electrical plan has been prepared to purchase and install equipment for the dechlorination system. The quote for the enclosure for the system should be received shortly. After operator testing, CS Davidson suggests going ahead with this project without using a mixer.

Area 2 Extension – Because the decision to act on the CFA grants was pushed back until September, work on this project has been delayed.

### **Miscellaneous**

Employee Liaison – Joel suggested that there be a Board member to act as a liaison between the Board and Authority personnel. He recommends Dale Benedict as that person. Board members were in agreement.

### **Treasurer's Report**

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

### **Executive Session**

At 8:44 PM an Executive Session was held to discuss personnel matters.

The regular meeting came back to order at 8:53 PM.

**Adjourn**

At 8:54 PM the meeting adjourned. **NEXT REGULAR MEETING - July 27, 2020 - 7:00 PM**