

NORTHEASTERN YORK COUNTY SEWER AUTHORITY

February 26, 2018

The Northeastern York County Sewer Authority met on Monday, February 26, beginning at 7:00 PM in the Authority meeting room at 200 North Main Street in Mt. Wolf.

Authority members in attendance were:

**Mt. Wolf Borough**

Patti Fisher  
George Miller

**Manchester Borough**

Clair Good  
Gene Snell, Jr.

**East Manchester Township**

John Nace  
Joel Klinedinst

**Engineer**

Christopher Toms

**Solicitor**

Stacey MacNeal - Absent  
Jayne Katherman substituting

**Plant Superintendent**

Tom Prowell - Absent

**Recording Secretary**

Pat Poet

Employee: Rachel Kling

**Minutes**

A Klinedinst/Miller motion was made to approve the minutes from the January 22, 2018, meeting as presented. Motion passed unanimously.

**Correspondence/Visitors**

None.

### **Operations Report**

There were no comments or questions on Tom's monthly operations report.

### **Authority Operations/Administration**

Wording on Back of Quarterly Invoices – Pat provided copies of the new bill backs that were used for the 2<sup>nd</sup> quarter billing. The wording regarding collection agencies was removed and the possibility of a lien being filed against a property with past due balances was added.

Review of Questions/Answers on Website – Discussion was held regarding who should be contacted when a backup occurs in a home after hours and how 911 provides information to the homeowner. Engineer Chris Toms would like to see the answer to question #1 under Sewer Service regarding the portion of the lateral the homeowner is responsible for reworded for clarity. He and Tom Prowell will review and come up with new wording for that answer. Pat noted in the billing questions section, question #5, the portion of the answer regarding sending the customer's account to a collection agency was removed since the Authority no longer utilizes a collection agency.

Cellular Tower Letter – After reviewing the letter from P3 Towers, it was felt that the Authority had no land available to place a cellular tower, except perhaps Sinking Springs Farm. No one was interested in replying to the letter.

Customer Balances over \$2,500 – A list of customers was provided to Attorney MacNeal for review. Attorney Jayne Katherman will report on the list during the Solicitor's Report.

Safety Exits – As part of fulfilling the suggestions of the Authority's Workman's Comp Insurance carrier – East Coast Risk Management, Pat sketched a drawing of the inside of the administration building to be posted in the meeting room and reviewed all ways of exiting the building from the meeting room should an emergency occur. This review is to be done annually.

Delinquent Account Spreadsheets – Rachel Kling provided several spreadsheets to the Authority with updated delinquent account information.

### **Solicitor's Report**

Customer Balances over \$2,500 – Attorney Jayne Katherman passed along Attorney MacNeal's comments regarding this listing. She wanted to remind the Authority that it is expensive to go as far as a Sheriff Sale with these properties and the Authority could end up owning the property. Attorney MacNeal suggested Pat and Rachel keep track of the bankruptcies and discharge amounts when required by the bankruptcy. The office staff has been doing that. Some of the listed properties may need updated liens or initial liens filed against them.

Employee Handbook – Attorney MacNeal made several updates to the employee handbook based upon suggestions by East Coast Risk Management. Several items were added under Standards of Conduct and Corrective Action in regard to safety issues and an entire section on Safety was added. Page 2, section B, was added referencing pre-employment physical exams and drug testing.

Job Descriptions – The Personnel Committee comprised of Joel Klinedinst, Patti Fisher and Clair Good, reviewed the updated job descriptions with changes included that were recommended by East Coast Risk Management. The changes included items such as working safely with others, following safety policies and procedures of the Authority and the ability to be insured by the Authority's motor vehicle insurance carrier. After discussion, a Klinedinst/Fisher motion was made to approve the changes to both the Employee Handbook and Job Descriptions as presented. Motion passed unanimously.

DeIVal Documents – A Klinedinst/Miller motion was made to approve signature of the DeIVal 2018 Surveillance and Demand Form and Participant Continuing Disclosure Agreement. Motion passed unanimously.

### **Engineer's Report**

Blowers at Mt. Wolf Plant – Chris Toms reported that because of the on-going, expensive problems with the blowers at the Mt. Wolf plant, Tom Prowell suggested to look into the possibility of replacing those blowers. Chris proposed including the blower replacement as an alternate bid to be advertised with the bid for the plant project. He estimated the cost of the blowers would be \$220,000 with an additional \$200,000 labor to install the blowers. Kaeser blowers could be purchased through Costars.

Chris completed a financial analysis that he presented to the Authority. The analysis indicates the blowers could be replaced without requiring additional financing.

After discussion, a Nace/Fisher motion was made to add an alternate bid to the Mt. Wolf plant project to purchase new blowers. Motion passed unanimously. Chris explained that if the bid is considered too high, it can be rejected. Chris is waiting for final drawings from the manufacturer. When they are received, the bid will be advertised. There is another alternate bid in the bid package which is for the removal of the floating cover digester lid.

Penn Waste Fueling Station – Patti Fisher presented the drawings for the Penn Waste Fueling Station along North George Street for signature.

Mundis Race Road Property – Patti Fisher noted her office is doing the design work for this property to be connected to the sewer. Employees will need access to the Sherman Oaks pump station at some point. She will contact Tom Prowell when access is required.

**Treasurer's Report**

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

Requisitions – A Good/Klinedinst motion was made to approve payment of the following requisitions: 2018-2 to R & M Equipment Company for work done at the Mt. Wolf Plant totaling \$6,552.00 and 2018-3 for a payment of \$1,961.84 to Smith and Loveless, Inc. for repairs to the Chestnut Valley pump station. Motion passed unanimously.

**Miscellaneous**

Generator – Joel Klinedinst asked if any additional information was received regarding the generator at the administration building being connected to additional wiring to run more of the building and garages during an electrical outage. Pat will pass this information to Tom Prowell.

**Adjourn**

At 7:55 PM a Miller/Nace motion was made to adjourn. Motion passed unanimously.

**NEXT REGULAR MEETING - Monday, March 26 - 7:00 PM - 200 North Main Street**