

NORTHEASTERN YORK COUNTY SEWER AUTHORITY

March 26, 2018

The Northeastern York County Sewer Authority met on Monday, March 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
Atty. Jayne Katherman substituting

Plant Superintendent

Tom Prowell

Recording Secretary

Pat Poet

Employee: Rachel Kling

Visitors in Attendance: Dan Creep from Warehaus and Shelby Ahmed.

Minutes

A Klinedinst/Miller motion was made to approve the minutes from the February 26, 2018, meeting as presented. Motion passed unanimously.

Correspondence/Visitors

Dan Creep – Mr. Creep, representing Warehaus, presented plans to construct a one hundred seventy-six space parking lot on JCI Way, lot #6, in Orchard Business Park. This plan does not affect the sewer system. Kinsley Equities owns the lot. A Klinedinst/Good motion was made to approve the parking lot plan as presented located in Orchard Business park. Motion passed unanimously.

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Shelby Ahmed – Ms. Ahmed was representing the owners of 214 North Liverpool Street in Manchester who were unable to attend because of health reasons. This property is scheduled for water shut-off on April 4th because of the past due balance. Ms. Ahmed explained the health issues of the owners and was asking for a reprieve for the requirement to make the 50% payment to stop the water shut-off. It was noted that one time in the past their mortgage company had paid the total past due. Ms. Ahmed said they tried to get their Doctor to sign the Authority's medical certificate, which would give them a thirty-day extension, however the Doctor would not complete the form. The Authority suggested the owners contact their mortgage company and explain their situation and/or attempt to get their Doctor to sign the medical certificate. The property owners are allowed three medical certificates, each good for a thirty-day extension, or ninety days total. Ms. Ahmed will pass this information on to the property owners.

P3 Towers Letter – Attorney Katherman explained that Attorney MacNeal questioned if the Authority would be open to the possibility of cell phone towers on Authority property should P3 Towers suggest a location. After discussion, it was felt a response should be sent to P3 Towers advising them that the Authority is open to placement of cell phone towers on Authority property, should the opportunity occur. Attorney Katherman explained P3 Towers would be the entity to obtain permits, etc. from any Municipality.

Operations Report

Tanker Repairs – The EGR cooler on the black tanker had to be repaired and after hauling is completed, the transmission will need maintenance.

Aggator Repairs – The glass in the door of the aggator needed replaced along with repairs to its hydraulic system. Two new tires had to be ordered because the current tires had dry rot and would not hold air for any period of time. The tires were delivered today and are scheduled to be installed on Friday.

Mission Dialers – Two dialers were installed, one at the Wago Road pump station and one at the Mt. Wolf Plant. These dialers replace the land lines that were previously used. There is only one land line dialer remaining, located at the Poplar Street Station. Tom Prowell explained there is a possibility that sometime in the future, the Poplar Street Station may be eliminated and combined with another station; therefore, the land line will remain there for now.

Timber Operations – Tom reported on the slow timber operations at the farm. The consultant gave a deadline of Friday, April 1st to Tony Firestone, the logger. Sinking Springs Lane will have to be shut down while the trees along that road are topped and then removed.

Blowers – The #3 blower at the Mt. Wolf plant was repaired, but there are problems with it again. The problem appeared to be with the belts. Different belts were installed and the problem appears to be solved. The #2 blower motor is now down; however, Tom is waiting for the decision on the plant project to determine if this motor should be repaired or if it will be replaced with something different during the project.

Generator – Joel Klinedinst asked if anything has been done with the generator at the administration building to assure it can run the lights in the building should a power outage occur. Tom will obtain estimates to have this work done.

Authority Operations/Administration

PA One Call Proclamation – PA One Call System is asking all municipal entities to approve a proclamation declaring April, 2018, “PA One Call Month” to increase awareness of dialing 811. A Fisher/Klinedinst motion was made to approve and sign the proposed PA One Call Proclamation as presented. Motion passed unanimously.

New Billing Software – Pat reported that the billing software company, Diversified Technology, held a webinar to explain the new billing software that is now available. Unfortunately, it was the day the snow storm occurred; therefore, neither Pat or Rachel participated. Because of the storm, the webinar will be repeated again in the near future.

Credit Card Payments Received – Pat reported that in 2017, a total of \$307,461.80 was received from customers paying their quarterly bills with credit cards. There were 1,822 transactions with an average payment of \$168.20.

Solicitor's Report

Lamar Billboard Renewal Lease Agreement – Attorney Jayne Katherman presented this agreement to be approved and signed. The Authority will receive \$4,000 annually for a period of ten years. The billboard is located on Sinking Springs Farm. A Nace/Fisher motion was made to approve the Lamar Billboard Lease Agreement for signature. Motion passed unanimously.

Arbitrage Calculation – After discussion regarding when this calculation will need to be completed, it was decided to ask Attorney MacNeal to contact Jamie Schlesinger at PFM to determine what next steps need to be taken as well as obtaining quotes on the cost of the calculations.

Engineer's Report

Chapter 94 Report – Chris Toms presented the Chapter 94 Reports for Tom Prowell's signature. Chris presented graphs showing the five-year measured and projected hydraulic and organic loads for both the Mt. Wolf and Saginaw plants. He drew attention to the high points for the Mt. Wolf plant and also noted the organic loading at Saginaw has remained lower for 2017. Chris suggested continuing the monitoring of water usage for commercial and industrial customers in the system.

Blowers at Mt. Wolf Plant – After trying to incorporate the Kaeser blowers into the plant project, Chris could not find ways to overcome some issues since these blowers are not manufactured in the US. He recommended perhaps adding an addendum or change order for adding the blowers to the project at a later date. The award for the bid is estimated to be in May. A few small extras need to be added to the project bid; and he is hoping to finalize those this week.

Pre-Bid Meeting – Chris questioned the Authority if they had a preference of requirements for bidders to attend a pre-bid meeting. After discussion, it was decided there will be a pre-bid meeting, but attendance is not mandatory in order to bid the project.

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Treasurer's Report

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

Requisition – A Klinedinst/Miller motion was made to approve payment of requisition #2018-4 to CS Davidson, Inc. for engineering work completed for the plant project totaling \$33,144.17. Motion passed unanimously. Chris noted this invoice covers several months of work.

Executive Session

At 7:50 PM, Chairman Snell called an Executive Session to discuss a personnel issue.

At 8:08 PM Chairman Snell called the regular meeting back in session.

Miscellaneous

Employee Handbook Revision – A Nace/Miller motion was made to amend the employee handbook on page 8, under Health Insurance, to set a maximum deductible reimbursement of up to \$1,000 per employee and up to \$2,000 for employee's family, whether in-network or out of network health providers are used. A statement will also be added regarding the \$250 prescription deductible. Motion passed unanimously.

Employee Reimbursement – A Klinedinst/Miller motion was made to issue a check to one employee for \$5,000 for out of network health expenses. Motion passed unanimously.

Health Insurance Deductible Reimbursement Checks – All future payments for employees' health insurance deductible reimbursements will be issued the day following the Authority meeting.

2018 Holidays – The holiday schedule was missed being reviewed at the reorganizational meeting in January. All regular holidays will be observed. A Good/Nace motion was made to provide the day before Christmas, Monday, December 24th, as a holiday for all employees in 2018 only. Motion passed unanimously.

Adjourn

At 8:18 PM a Good/Klindedinst motion was made to adjourn. Motion passed unanimously.

NEXT REGULAR MEETING - Monday, April 23 - 7:00 PM - 200 North Main Street

