

NORTHEASTERN YORK COUNTY SEWER AUTHORITY

September 24, 2018

The Northeastern York County Sewer Authority met on Monday, September 24, 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**

Atty. Stacey MacNeal

**Recording Secretary**

Pat Poet

**Visitors**

John Stein from WareHaus, Christian Jordan, Todd Kline and Peter Nestlerode.

**Minutes**

A Klinedinst/Fisher motion was made to approve the minutes from the August 27, regular meeting. Motion passed unanimously.

**Correspondence/Visitors**

Joe Stein – Mr. Stein from WareHaus presented a Land Development Plan for Lot #6 in Orchard Business Park along JCI Way. This plan is for a parking lot expansion and will not affect the sewer lines. He did not think the expansion had anything to do with additional employees. Office staff will track the water usage for this building. There are no sewer laterals under the parking lot. A Good/Miller motion was made to approve the Land Development Plan for Lot #6 in Orchard Business Park. Motion passed unanimously. Mr. Stein will return the drawings for signature at a later date.

**Operations Report**

Pat reviewed the Operations Report with the Board.

Aggator - The aggator has been repaired. We are waiting for dry weather for land application at the farm.

Barn at Farm - Someone from CSD will be checking the integrity of the floor in the upper level at the barn to determine if it is safe to park the aggator there in the winter.

Stream Mitigation Project – Pat had a conference call with representatives of the company who will be working on the mitigation project. We are waiting for a map from them to determine if the area they requested to be plowed is available and if it is agreeable to the Board to remove additional trees from the area.

Hunting at the Farm – Attorney MacNeal provided copies of the Authority’s hunting policy that was adopted in 2016. It was suggested that staff keep better track of who will be hunting there. As of this time it is only current and former employees.

Operational Audit – The report from Select Environmental Solutions has been received and reviewed by Authority members. The report gave both operational and personnel suggestions. All felt the report was very thorough and will be helpful when the suggestions are implemented. On the last page of the report there are eight goals listed. A Klinedinst/Miller motion was made to begin work on goals one through five of the report. Motion passed unanimously.

Included in the report was the suggestion to sell the TV truck. Chris Toms agrees with this. Videos of the lines are available that had been documented by Chase. The videos need to be reviewed and a plan for potential repairs needs to be scheduled. Chris also suggested the collection system be broken into sections for future televising and cleaning. Attorney MacNeal will gather information on the TV truck so she is able to write up a bid to advertise it for sale. A Klinedinst/Good motion was made to authorize placing an ad to sell the 2003 Sterling TV truck and equipment. Motion passed unanimously.

Select Environmental Solutions offered their services to the Authority on an as needed basis; perhaps visiting the plants twice a month. A Klinedinst/Miller motion was made to obtain a written proposal from Select Environmental Solutions, which needs to include a detailed description of the proposed services. Motion passed unanimously.

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Training – Keystone Municipal Insurance Trust, the Authority's workman's compensation carrier, is going to hold a training session on confined space entry at the plant on October 10. It was suggested to invite surrounding municipalities' employees to the training.

Aero-Mod Training – Aero-Mod has offered training on the Aeromod plant at their Manhattan, Kansas facility. They hold these training sessions several times a year and the upcoming one will be held on October 23 & 24<sup>th</sup>. A Klinedinst/Nace motion was made to authorize one employee to attend the training provided by Aero-Mod. Motion passed unanimously. Peter and Christian took this training when the plant was initially constructed.

Repairs – Multiple repairs were made to various equipment and vehicles since the August Authority meeting. The Kabota tractor remains out for repairs.

### **Authority Operations/Administration**

New Printer – A new printer was purchased to replace Rachel's old printer that was not working properly.

Delinquent Accounts – Pat reported the two visitors from last month's meeting both paid their required amounts to prevent water shut off to their properties.

Budget 2019 – Pat reminded the Board that budget time is approaching.

### **Solicitor's Report**

Chestnut Valley Pump Station – The residents who live next to the Chestnut Valley pump station have moved the vehicle and boat off of the driveway at that station after receiving a letter from Attorney MacNeal. They have an agreement with the Authority to park only a trailer there. Attorney MacNeal asked employees to report to her if they notice any additional items in the driveway.

East Manchester Township – Attorney MacNeal reported the Authority may receive a letter from the Township in the near future regarding a possible sewer extension on Park Street.

### **Engineer's Report**

Treatment Plant Improvements – The contractor's scheduled start up date is the 3<sup>rd</sup> week in November with final site work completed by May, 2019. A pre-construction meeting has been set in October. It appears the most efficient way to install the sludge transfer pump is to issue a change order for this project. Staff does not have the necessary equipment to install the pump. The building permit application will be submitted to East Manchester Township in early October.

Effluent Line Abandonment – It is Chris's intention to bid this project in February of 2019.

Biosolids Permit – Chris Toms reported a 60-day permit application extension has been granted by DEP to allow time to complete additional analytical testing with the intention of getting approval to land process and land apply biosolids from both Saginaw and the Mt. Wolf Plant to the same farm.

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Saginaw Draft NPDES Permit - Chris will ask for an extension for the Saginaw permit because of the Cl<sub>2</sub> limits. These limits will not be able to be met with the current set up. A likely scenario is that a UV system will have to be installed. DEP normally gives a one-year time period to upgrade equipment to meet new limits; however, Chris is concerned the Authority will need additional time to determine what equipment needs to be purchased and then installed.

Mt. Wolf Blowers – Chris continues to work with Aero-Mod on blower replacement.

Spraying at Farm – During the planning of the timber sale, the forester recommended the site be sprayed the following year to remove invasive species. It is now time to schedule that work. A Klinedinst/Fisher motion was made to have the plants sprayed at a cost not to exceed \$1,750.00. Motion passed unanimously.

Tree Planting – To maintain compliance with the Farm & Natural Lands Trust, the Authority must plant trees on the South side of Sinking Springs Lane. Chris will have the forester send a list of appropriate trees that may be planted.

Dollar General – The applicant for Dollar General is scheduled to attend the October meeting of the East Manchester Township's Planning Commission.

Inventory List – Chris provided everyone with an updated asset inventory spreadsheet.

2<sup>nd</sup> Street Station – Joel Klinedinst asked if it would be possible to use natural gas at the 2<sup>nd</sup> Street station instead of propane. Chris will see if this is possible and what the cost would be.

Pothole @ 2<sup>nd</sup> Street Station – Employees reported there is a pothole near this station in front of the gate that needs repaired.

### **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 requisition: #2018-13 to Teledyne Instruments totaling \$6,105.58 for the purchase of a new sampler for the Mt. Wolf Plant and #2018-14 to CS Davidson, Inc. for engineering fees for the Mt. Wolf upgrade project totaling \$2,097.74. Motion passed unanimously.

**Executive Session** - Chairman Snell called for an Executive Session to discuss personnel issues at 8:42 PM.

**Adjourn Executive Session** - At 9:40 PM Chairman Snell ended the Executive Session and called the regular meeting back to order.

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**Personnel**

Office Staff – A Klinedinst/Good motion was made to increase Rachel Kling’s hours to full time, changing her schedule to work until 4 PM every day. Motion passed unanimously. She will begin full time either on October 1<sup>st</sup> or October 15<sup>th</sup>.

Plant Superintendent – A Miller/Nace motion was made to appoint Patrice Poet as Plant Superintendent. Motion passed unanimously.

**Adjourn**

At 9:50 PM a Miller/Good motion was made to adjourn. Motion passed unanimously.

**NEXT REGULAR MEETING - Monday, October 22 - 7:00 PM - 200 North Main Street**