

NORTHEASTERN YORK COUNTY SEWER AUTHORITY

January 23, 2017

The Northeastern York County Sewer Authority met on Monday, January 23, 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

Plant Superintendent

Tom Prowell

Recording Secretary

Pat Poet

Visitor: Mike Jeffers - Kinsley

Reorganization

Attorney Stacey MacNeal opened the meeting and asked for nominations for Chairman. Clair Good made a motion to keep all officers the same for 2017 as they were in 2016. Patti Fisher seconded the motion. Motion passed unanimously. Officers are as follows: Chairman – Eugene Snell, Vice Chairman – Joel Klinedinst, Secretary – Clair Good, Treasurer – George Miller, Assistant Secretary – John Nace and Assistant Treasurer – Patti Fisher.

Solicitor Appointment – A Klinedinst/Good motion was made to approve Attorney Stacey MacNeal of Katherman Heim and Perry as Solicitor for 2017. Motion passed unanimously.

Engineer Appointment – A Klinedinst/Good motion was made to appoint Christopher Toms of CS Davidson, Inc. as Engineer for 2017. Motion passed unanimously.

January 23, 2017

Page 2

Minutes

A Klinedinst/Miller motion was made to approve the minutes from the December 19, 2016, meeting. Motion passed unanimously.

Correspondence/Visitors

Mike Jeffers – Mr. Jeffers from Kinsley was present to discuss the adoption by the Authority of the sewer lines for lot #1 and #3 in Phase II of Orchard Business Park. The Maintenance Bond will run out for this project the end of this month. He presented a new Maintenance Bond commencing on January 23, 2017, which runs for a period of one and one half years. Attorney MacNeal also noted she has received the Deed of Dedication. Chris Toms reported that everything has been completed, including televising the lines and receiving the as-builts. A Klinedinst/Good motion was made to approve Resolution 2017-3, which accepts the dedication of the sewer lines in Phase II of Orchard Business Park for Lots 1 and 3. Motion passed unanimously.

Mr. Jeffers then presented drawings of the same area where the lines were just adopted and asked if the Authority would consider adopting the extension of that same line. The original discussion was recalled that this additional portion of line would only serve one customer and would be considered a private line. Mr. Jeffers noted there are plans for two customers to be serviced by that line which would then make it a public line. Chris noted there are a few outstanding items that need to be completed prior to adopting that portion of line, including the raising of several manholes, receipt of as-builts and the verification of maintenance bond amounts. This request will be tabled until the February meeting.

Thank You Notes – Additional thank you notes were again received from the LIU regarding the donation for iPadz for Autism from proceeds of the golf outing. A thank you note was also received from Norm Eckert regarding the sympathy card that was sent to him upon the death of his spouse.

Operations Report

Line Repairs – Tom Prowell reported on line repairs to be done in the Chestnut Valley Development. A ten foot section of main line is damaged and at the other end of that line, a twenty foot section is collapsing. Tom received three quotes from contractors, with the lowest being from Clearview Construction. Tom noted Clearview has done work for the Authority in the past and he has been very satisfied with the work. This repair should begin within two to three weeks and take approximately two days to complete.

Mower at Farm – The shaft of the large mower at the farm broke and had to be replaced.

Aggator Repairs – There are four tines on the back of the Aggator that need replaced. Prices received were approximately \$1,000 for each tine. Tom spoke with a shop in Dover that may be able to make the tines at half the cost of purchasing them new. He is waiting to hear back from them.

Seal Replacement – The seal on the #3 pump at the Sherman Oaks station has been replaced.

January 23, 2017

Page 3

Timber Harvest at Farm – Tom informed the Authority that the high bid received by Dowling Forestry was \$7,200.00 to harvest the lot at the farm. The high bid was from someone from Whitehall, Maryland. Tom calculated after expenses, the Authority should net approximately \$5,000 from the harvest. He explained that when the next harvest occurs, which will be at least ten years from now, the Authority should see a much larger profit because this original harvest will allow more good trees to grow on the lot.

Mystery Lateral – Tom reported that while televising sewer lines in the Smith Garden area, employees located a 1 ½” plastic PVC line going into one manhole. Tom contacted the Township about it, however no one could locate any information regarding this line. Because the line was threaded, employees placed a cap on the line to block flow from going into the manhole. Their concern was it may be an illegal sump pump connection.

Authority Operation/Administration

Computers – Pat reported she is still having some problems with her new computer. The Authority instructed her to contact the person who installed it to investigate what may be causing these issues.

Annual Average Flow Spreadsheets – These spreadsheets were distributed to Authority members showing the average monthly flows for both the Mt. Wolf and Saginaw plants for 2016.

Mailing Quarterly Bills – Pat noted Rachel was asked at the Mt. Wolf Post Office if the Authority would consider mailing the quarterly bills in an envelope. They said the York Post Office returns several hundred bills to them each quarter for remailing because of machine problems. That request was not considered because of both additional cost and hours it would take to stuff over three thousand envelopes.

Solicitor's Report

Resolution 2017-1 – A Miller/Nace motion was made to adopt Resolution 2017-1, which decreases the number of gallons per quarter to 15,000 from 25,000 before surcharges are calculated and changes the way multiple use commercial buildings are billed effective with the March 1, 2017, billing. Motion passed unanimously.

Resolution 2017-2 – A Klinedinst/Good motion was made to adopt Resolution 2017-2, which increases the surcharge per 1,000 gallons from \$4.50 to \$5.00 for institutional users when that customer uses over 15,000 gallons per quarter, effective with the March 1, 2017, billing. Motion passed unanimously.

Municipal Meeting – Attorney MacNeal noted it is time to start thinking about the annual municipal meeting held at the Authority office with representatives from the three municipalities the Authority serves. Pat will check with both the Boroughs and Township to see if the morning of February 13th would be available for them.

February Meeting – Attorney MacNeal will not be available to attend the February Authority meeting. She will be in contact with staff and Chairman Snell prior to the meeting to assist with any items that could possibly come up during that meeting.

January 23, 2017

Page 4

Engineer's Report

Act 537 Plan – Chris Toms reported East Manchester's Act 537 plan has been approved by PA DEP.

Pre-Purchase of Equipment for Project – Chris recommends the Authority consider the pre-purchase of the Lakeside and GLASCO equipment for the construction project through COSTARS. Glasco has just obtained a COSTARS contract.

Chapter 94 Report – Three pump stations have been rated for this report. Chris explained that the stations are rated on a rotating basis.

Operating Procedures – Chris is working with Tom on a draft operating procedure document.

EDU Letters – Rachel is working with Chris on mailing out EDU letters to industrial/commercial customers informing them that they are being grandfathered EDU's based upon their past water usage if they connected prior to the NE Sewer Authority being formed. Letters are also being sent out to industrial/commercial customers who originally purchased a certain number of EDU's from the Authority and are now using more water than originally anticipated. These customers may be required to purchase additional EDU's based upon their quarterly water consumption.

Grease Trap Letters – Letters have been sent to commercial/industrial users who have grease traps informing them they must have the traps cleaned out annually and provide a copy of the manifest to the Authority to prove the grease has been removed. Only five responses have been received thus far.

Treasurer's Report

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

Requisitions – A Klinedinst/Miller motion was made to approve Requisition 2017-1 for a \$13,980.21 payment to CS Davidson Inc. for engineering fees on the construction project. Motion passed unanimously.

Miscellaneous

Clair Good shared with the Authority that he attended Lloyd Gingerich's funeral service. Mr. Gingerich had served on the Sewer Authority for many years through 2008.

Adjourn

At 8:03 PM a Good/Miller motion was made to adjourn. Motion passed unanimously.

NEXT REGULAR MEETING - Monday, February 27, 2017 - 7:00 PM - 200 North Main Street