

NORTHEASTERN YORK COUNTY SEWER AUTHORITY

March 27, 2017

The Northeastern York County Sewer Authority met on Monday, March 27, 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 - Absent

Manchester Borough

Clair Good
Gene Snell, Jr.

East Manchester Township

John Nace - Absent
Joel Klinedinst

Engineer

Christopher Toms

Solicitor

Stacey MacNeal

Plant Superintendent

Tom Prowell

Recording Secretary

Pat Poet

Visitors: Rachel Kling, Bernice Archilla and LaShell Martin.

Minutes

A Klinedinst/Fisher motion was made to approve the minutes from the February 27, 2017, meeting. Motion passed unanimously.

Correspondence/Visitors

Bernice Archilla – Ms. Archilla attended the meeting to request she be allowed extra time to pay her past due bill. After discussion, a Klinedinst/Fisher motion was made to deny Ms. Archilla's request for extra time to pay her bill. Motion passed unanimously.

LaShell Martin – Ms. Martin requested additional time to pay her past due billing. She has used one medical certification which allows for a thirty-day extension. The Board suggested if she cannot pay the entire amount that she has the option, if approved by the physician, to use two additional medical certifications which would give her sixty additional days to pay her account in full. A maximum of three medical certifications are permitted. A Klinedinst/Fisher motion was made to deny Ms. Martin's request for additional time to pay her bill, but to allow the sixty-day extension if two medical certifications are returned to the Authority office, thirty days apart. Motion passed unanimously. Rachel Kling provided the blank medical certifications to Ms. Martin for completion by the physician.

Operations Report

Sinking Springs Farm Acreage – Tom Prowell shared a discussion he had with Abe Barley of Star Rock Farms. Currently Star Rock is paying the Authority rent for 323 acres on a quarterly basis. Mr. Barley has new equipment that measures the land they are farming. Because of sink holes, waterways, rock outcroppings and tree areas that are not tillable, the actual acreage they are farming is 316.53. Joel Klinedinst questioned if the sinkholes could be filled in to make that area tillable. Tom will check into that possibility. The first quarter billing has already been sent out and payment was due on March 22nd. Abe was holding the invoice until Tom could provide an answer to him. A Klinedinst/Good motion was made to approve the new acreage to bill Star Rock Farm as 316.53 effective January 1, 2017, however request the first quarter billing be paid in full and a double credit for the acres to deduct will be included on the second quarter billing. Motion passed unanimously.

2nd Street Discharge Line – On a Saturday the discharge line from the Second Street station in Saginaw broke. Several employees worked that Saturday to install a temporary fix to the line. Tom requested Heim Company to look at the pipe and provide quotes for a permanent repair. The first quote was to replace the 80 gauge PVC piping with stainless steel pipe at an estimate of \$7,000. The second quote was to replace the pipe with new PVC pipe along with a flexible coupling at a cost of \$3,800. Tom feels the pipe broke because there was not a flexible coupling in place and that should take care of the problem. The flexible coupling is currently being manufactured which will take about one more week. After the coupling is completed, the repair will take place.

Available Parts – Tom explained because of the 2nd Street problem, he discovered that an inventory of parts would have been very helpful in that instance. He obtained costs on purchasing an inventory of pipe, fittings, elbows, etc. that will help save time on any future repairs. He estimated the costs of those extra parts to be approximately \$1,500 and noted there is space for storage of those parts. The Board was in agreement to purchase the parts.

Mission Dialer – A Mission Dialer has been installed at the Musser Run pump station which takes the place of the Verizon land line dialer used in the past to contact employees when there are problems at that station. There are three remaining stations still connected to land lines, but Tom hopes to have them replaced by the end of this year or the beginning of next year.

North 4th Street Laterals – Chase Billet televised laterals on North 4th Street in Mt. Wolf Borough and found twelve laterals had severe root ball build ups in their lines. A letter was sent out to those property owners with suggestions on how to eliminate the roots and also includes that if a company recommends their lateral be replaced to contact the Authority before that work takes place as Tom feels there are other less expensive ways to remedy the problem.

Mystery Line into Manhole – After plugging the 1 ½” PVC line into a manhole in the Smith Garden area, it was discovered this was a line from a home more than 300 feet away from the manhole serviced by a grinder pump. Plugging this line caused problems for the homeowner. Tom spoke with her she provided her plumbing invoice along with a portion of her electric bill because the grinder pump ran continuously during the time the line was plugged. These amounts were reimbursed to her.

Used Frac Tanks – Tom obtained quotes for the purchase of used Frac Tanks to use at Sinking Springs Farm for temporary storage of sludge during the times biosolids are being applied. He received three quotes and the least expensive one was for two frac tanks at \$8,600 each. These tanks could be moved to different areas of the farm as needed. Tom contacted a towing company and they estimated to move them would cost approximately \$125 each time. Joel asked if Star Rock would have any equipment that could move the tanks if they happened to be at the farm when they needed re-located. Tom will check on this. Tom also spoke with a representative from DEP that told him there are no DEP regulations on the use of frac tanks for temporary storage of biosolids. The cost of these tanks would be taken out of the capital improvement fund. A Klinedinst/Fisher motion was made to approve the purchase of two used frac tanks at a cost of \$17,200. Motion passed unanimously. Tom provided a requisition for the payment of these two tanks so they can be paid out of the capital improvement fund.

Administration Building Generator – Joel questioned if Tom found out any additional information on this generator to determine if it could be connected to additional lighting and be used to run the air conditioning and heating if the power would go out. Jim Good from JE Good consulting engineers did review the wiring with Tom and told him some things could be re-wired without too much difficulty to make that happen. However, he has not yet contacted Tom with an estimate to have that work done as well as to have the inside lighting in the administration building converted to LED lights. Tom will contact Mr. Good.

Authority Operation/Administration

Employee Handbook – Pat reported she and Attorney MacNeal discussed the proposed employee handbook. Attorney MacNeal has someone in her office that will be working on gathering all of the employee policies, etc. and incorporating them into a handbook. Attorney MacNeal hopes to have a draft copy ready by the Authority's April meeting.

Safety Deposit Box – The Authority wishes to close the safe deposit box. Pat has located the keys and a bank representative explained a signer must bring the keys to the bank to close the box. Chairman Snell will be taking care of closing the box.

88 Maple Street, Mt. Wolf – Mt. Wolf Borough's Zoning Officer has sent a violation letter to the property owner stating they had not sought Borough approval to change this property into two dwelling units. Attorney MacNeal will wait until hearing from the Zoning Officer and then a determination will be made if an additional tapping fee is warranted.

Vacation – Pat noted she will be on vacation from April 20 through April 28. Rachel Kling will be taking the minutes at the April Authority meeting.

Solicitor's Report

Orchard Business Park – Attorney MacNeal hopes to have the dedication of the additional sewer line in Orchard Business Park ready for next month's meeting.

Talon Energy – An e-mail was received requesting an update to the progress on the abandonment of the effluent line across Talon's property. Attorney MacNeal responded to the e-mail and noted she will be sending Talon quarterly updates on this project.

Canal Road Property – Attorney MacNeal sent a letter to the property owner of the home on Canal Road which will now be required to connect to the sewer. The registered letter she sent was returned to her office unclaimed; however the letter sent by regular mail was not returned.

Property on Board Road – There is a double wide home located behind the Police Department building owned by Talon Energy that is currently on a septic system. The Authority office received a call asking if sewer is available to that property. Talon is attempting to sell the property; but the potential lender is requiring that the property be connected to sewer if available. Stacey suggested Chris and Tom visit the property and determine if it could be connected to sewer.

Engineer's Report

Chapter 94 Report – Chris Toms reported the Chapter 94 reports for both Mt. Wolf and Saginaw are in the mail to DEP.

Orchard Business Park – Chris noted there are plans being reviewed for a smaller warehouse which will not require new sewer lines. This proposed facility will be able to be connected to existing lines in the park.

Outfall Project – DEP has not been responding to Chris's request regarding permitting. This is causing an unfortunate delay in the project.

Treasurer's Report

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

Requisitions – A Good/Fisher motion was made to approve the following requisitions for payment: 2017-3 for payment to Teledyne Instruments totaling \$6,029.00 for a refrigerated sampler; 2017-4 totaling \$2,894.00 to Whel-Tech Inc. for a dialer for Musser Run pump station; 2017-5 for payment to Clear View Excavation, Inc. for repairs to sewer line in the Chestnut Valley Development totaling \$8,270.00; 2017-6 to CS Davidson, Inc. for engineering fees in connection with the Mt. Wolf WWTP improvements totaling \$3,758.34; and 2017-7 for payment to UsedFracTanks.com for the purchase of two used frac tanks totaling \$17,200. Motion passed unanimously.

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Adjourn

At 7:57 PM a Klinedinst/Good motion was made to adjourn. Motion passed unanimously.

NEXT REGULAR MEETING - Monday, April 24, 2017 - 7:00 PM - 200 North Main Street