

NORTHEASTERN YORK COUNTY SEWER AUTHORITY

June 26, 2017

The Northeastern York County Sewer Authority met on Monday, June 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 - Absent  
Joel Klinedinst

**Engineer**

Christopher Toms

**Solicitor**

Stacey MacNeal

**Plant Superintendent**

Tom Prowell

**Recording Secretary**

Pat Poet

Visitors: Rachel Kling and Karen Wilson.

**Minutes**

A Klinedinst/Good motion was made to approve the minutes from the May 22, 2017, meeting. Motion passed unanimously.

**Correspondence/Visitors**

None

### **Operations Report**

Outfall Project Permit – Tom reported the NPDES and WQM permits have been received; however, the General Permit for the outfall has not.

Blowers at Mt. Wolf Plant – Tom noted there are problems in the blowers' electronics. He is in contact with Aeromod to help solve these problems. There are on-going issues with severe vibrations in the second blower. Plant personnel are attempting to find out why the vibrations are occurring.

EDU Purchases – Americold contacted Tom regarding the Authority's request for them to purchase additional EDU's because of their water usage. Tom met with them and they requested a deduct meter for the water they use in their cooling process. Tom inspected the two meters and they appear to be ok. Americold is waiting for a remote reader to read the one meter because it is difficult to get to. Ollie's also contacted Tom regarding the Authority's request for additional EDU purchase. Ollie's currently have two water meters and the totals for those two meters are combined and billing is based upon that number. Ollie's informed Tom the one meter is for fire suppression and should not be included in the calculation of the water they use.

After new flows are calculated for both Americold and Ollie's, a determination will be made on how many additional EDU's the two companies will need to purchase, if any.

Break in at Plant – Tom reported kids apparently got into the Mount Wolf plant. Nothing was stolen however they set off several fire extinguishers inside the garages and the agator. This incident was reported to the Police.

Security Cameras at Plant – Security cameras were discussed at previous meetings, and since the break in, Tom has met with both Kleppers and BFPE to obtain prices for security cameras to be placed at the administration building and both the Mt. Wolf and Saginaw plants. Kleppers' price is \$4,507.00 each at the administration building and Mt. Wolf plant and an additional \$2,500.00 for the Saginaw Plant. He is waiting for prices from BFPE. These cameras have night vision along with a thirty day recording period. There would be no monthly maintenance fees for the camera system. A Klinedinst/Good motion was made to authorize Tom to purchase security cameras for the Administration building and both plants at a cost not to exceed \$12,000. Motion passed unanimously.

Dauberton Sewer Lines – The sewer lines that are within Dauberton Mobile Home Park are privately owned. Attorney MacNeal suggested at some point the Authority should begin talks with the park's owner regarding the possibility of adopting those lines. Tom noted they have found several problem spots in the system and one manhole is buried under four feet of ground. The Authority agreed to have Attorney MacNeal contact the owner of the park and begin discussions on the possibility of the Authority adopting the lines and what work would need to be done before the adoption could occur.

### **Authority Operation/Administration**

Delinquent Accounts – Rachel reported on the outcome of the accounts for the two visitors from last month's meeting. Mr. Stringfellow paid his account in full by the final date he was given. Nothing has been heard or received from Ms. Deenen. Rachel will add Ms. Deenen to the next water termination group and she will need to pay the entire amount due to prevent her water from being shut off.

88 Maple Street, Mt. Wolf – Mt. Wolf Borough Council held a Conditional Use Hearing for this property to change from a one unit to a two unit. The construction to change to a two unit had already been completed a few years ago, but the Authority just found out recently and has begun to charge Mr. Paul Via, the owner, for two units per quarter. Mr. Via resides in Florida. One of the conditions Mt. Wolf Borough placed on Mr. Via was to pay an additional tapping fee of \$2,500.00 to the Authority. Mr. Via told Borough Council he would pay the fee the next day. Pat provided him with contact information for the Authority and the amount owed. Mr. Via did not pay and has not contacted the Authority. Attorney MacNeal will send Mr. Via a letter requesting payment.

Shopping Center Billings – Pat reported some difficulties she and Rachel have been having with the shopping center owners/managers regarding the new way they are now being billed. Attorney MacNeal noted that those problems should clear up as time goes by.

Billing Software – A representative from the software company, Diversified Technology, is going to visit the Authority office on Wednesday morning to discuss any suggestions and/or problems employees may have regarding the billing program.

### **Solicitor's Report**

Employee Handbook – Updated Employee Handbooks were provided to Authority members with revisions made as discussed at the May meeting. A Good/Fisher motion was made to adopt the Employee Handbook as presented. Motion passed unanimously. Each employee will be given a handbook with a signature page verifying they received it.

Credit Card Policies – Attorney MacNeal presented two policies, one on Authority issued credit card usage by Authority personnel and one on accepting credit card payments. The auditors suggested the Authority create policies regarding these two topics. A Klinedinst/Miller motion was made to adopt two policies, one for accepting payments by credit cards and one for the employee usage of Authority issued credit cards. Motion passed unanimously. The policy on Authority issued credit card usage by Authority personnel will be included in with the new employee handbook.

Farm Agreement with Resource Environmental Solutions – Attorney MacNeal has been in discussions with Resource Environmental Solutions regarding a proposed mitigation project for 19.42 acres on Sinking Springs Farm along both sides of the stream. They are proposing a riparian buffer. Approximately one half of those acres are not tillable. After initial discussions, RES came back with a proposal for \$6,179.00 per acre for the easement. They would maintain this area. The proposed agreement would include an initial \$1,000 payment to the Authority which would give RES one year to investigate the area and after that one year they would decide for or against moving ahead with a formal agreement. Tom noted he has been in discussions with Abe Barley and said Abe has no problems with it noting the buffer would have a minimal impact on the crops. If RES would move ahead with the project, they would be working with Tom to improve three utility crossings at the stream that would make it easier to move equipment. The acreage used for farming would then need to be adjusted for rental and billing purposes to Star Rock Farm. A Fisher/Klinedinst motion was made to enter into an agreement regarding a proposed mitigation project with Resource Environmental Solutions, conditioned upon Tom contacting Abe Barley again to review the project. Motion passed unanimously.

**Engineer's Report**

Chris Toms noted the items he was going to report on have already been discussed.

Tiger Trash – Chris reported the Tiger Trash plan on Steamboat Boulevard is the only active plan he is aware of at this time. He has received the plans and they are under review.

**Treasurer's Report**

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

Requisition – A Good/Klinedinst motion was made to approve the following requisition for payment: 2017-12 to CS Davidson, Inc. for engineering fees for the Mt. Wolf WWTP improvements totaling \$7,930.63. Motion passed unanimously.

**Miscellaneous**

Patti Fisher noted she will not be able to attend the July Authority meeting.

**Adjourn**

At 7:56 PM a Klinedinst/Fisher motion was made to adjourn. Motion passed unanimously.

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

