

NORTHEASTERN YORK COUNTY SEWER AUTHORITY

November 27, 2017

The Northeastern York County Sewer Authority met on Monday, November 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

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

Visitors in attendance were: Rachel Kling and Jayne Katherman.

Minutes

A Good/Nace motion was made to approve the minutes from the October 23, 2017, meeting. Motion passed unanimously.

Correspondence/Visitors

Pat reported today was Rachel's first day back at work after six weeks parental leave.

Operations Report

Screening Equipment – A purchase order has been sent to the manufacturer for the screening equipment for the plant project and the shop drawings are now being prepared.

UV Equipment – Because of several personal situations, there has been a delay in ordering the UV equipment. CS Davidson's office is working with the manufacturer.

Timber Harvest – Tom Prowell reported this work is to be completed by the end of the year. He has not seen any activity for the past week; however, some of the pine trees have been removed. The persons doing the harvesting seem to be moving from one area to another; not finishing any particular area before moving to the next.

Sherman Oak Pump Station – A seal had to be replaced in pump #4 at this station.

Blowers at Mt. Wolf Plant – Blower #1 was pulled out for rebuild and it was discovered that it also has bad bearings. They will be pulled out this week for repairs.

Property Lines at Farm – CSD has completed marking all property lines at the farm. They will now be marked with stakes.

Biosolids Hauling – Hauling continues at the farm as needed.

Overflow at Mt. Wolf Plant – A few weekends ago a relay failed in the main influent pump station which caused the pumps to lock out and cause an overflow. Employees were able to contain the flow quickly. An electrician was called in and was able to make the necessary repair. Tom contacted DEP to report the overflow.

Billboard at Farm – Tom received a letter from Lamar Advertising regarding a proposal for payment to the Authority of \$3,500 per year for a ten-year period to lease the land the billboard is sitting on. Lamar intends to rebuild the billboard. After discussion, the Authority decided to allow Attorney MacNeal and Tom Prowell to work up a proposal with Lamar Advertising for a new lease and have it ready for approval by the December meeting.

Talen Access – Joel asked Tom if he made any headway with Talen with regard to accessing the outfall line. Tom noted he was told to report to the guard and he would then be allowed to go through the gate.

Authority Operation/Administration

2018 Draft Budget – Pat presented everyone with a copy of the updated draft budget. The only change from the previous copy is a new line item for propane for the 2nd Street station in the amount of \$800.00. The budget will be voted upon at the December 18th meeting.

Executive Session – Eugene Snell announced he would like to hold an Executive Session at the end of tonight's meeting to discuss personnel salaries.

2018 Meeting Dates – The 2018 meeting dates will remain the 4th Monday of each month with the exception of May and December, which will be held on the third Monday.

Workman's Compensation Insurance Review – Pat was contacted by Mr. Jon Gerhart of East Coast Risk Management which is the Authority's workman's comp insurance provider. During the hour-long telephone conversation, Mr. Gerhart provided suggestions to Pat regarding safety issues and things the Authority should be doing with regard to safety and employees. Pat will provide Attorney MacNeal with a list of items that were discussed, including changing all job descriptions to include wording regarding safety issues.

Unwanted Calls – Joel Klinedinst made a suggestion that Pat contact Comcast to find out if unwanted numbers could be blocked.

Solicitor's Report

Introduction – Attorney MacNeal introduced Jayne Katherman to the Authority. Ms. Katherman is now working in their office and may, on occasion, attend Authority meetings should Attorney MacNeal be unavailable.

Northern Heights – Attorney MacNeal reported the paving has been completed and there is only one clean-out that needs attention. The maintenance bond expires in February.

Rolling Meadows Line Dedication – A proposed Resolution to vote upon at the December meeting to accept the collection system and force main was reviewed. The lines have been televised and necessary repairs were made. Attorney MacNeal hopes to receive the maintenance bond in December so this Resolution may be adopted at the December meeting. The pump station has already been accepted by the Authority.

Resolution Amending Rules and Regulations Regarding Legal Fees Charged in Connection with Collection of Delinquent Accounts – Attorney MacNeal presented a draft Resolution which includes a schedule of attorney fees for services rendered when delinquent account actions are taken. She explained these amounts would be added to the delinquent amounts owed when each action is taken. This Resolution would be effective January 1, 2018, if approved at the December meeting of the Authority. Pat noted the corresponding numbers for this Resolution as well as the previous one discussed would be 2017-5 and 2017-6.

Engineer's Report

Bidding – Chris Toms reported he expects to advertise for bids for the WWTP improvement project after the Christmas holiday with bid award on February 26th.

Chris noted the remaining items on his report were addressed earlier in the meeting.

Treasurer's Report

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

Requisitions – A Klinedinst/Good motion was made to approve payments of the following three requisitions: 2017-20 to Motor Technology, Inc. totaling \$5,554.00 for repairs to the North George Street pump station; 2017-21 to CS Davidson, Inc. for engineering fees for the Mt. Wolf WWTP Improvement Project and 2017-22 to East Manchester Township for paving of an area on Torrey Pines Drive as the result of a sewer repair. Motion passed unanimously.

Executive Session – At 7:45 PM Chairman Eugene Snell called an Executive Session to review salaries.

Ending Executive Session – At 9:05 the regular meeting was called back to order.

Adjourn

At 9:05 PM a Klinedinst/Nace motion was made to adjourn. Motion passed unanimously.

NEXT REGULAR MEETING - Monday, December 18 - 7:00 PM - (3rd Monday) - 200 North Main Street