

# NORTHEASTERN YORK COUNTY SEWER AUTHORITY

February 1, 2016

The Northeastern York County Sewer Authority met on Monday, February 1, beginning at 7:00 PM in the Authority meeting room at 200 North Main Street in Mt. Wolf. The January 25, 2016 meeting was rescheduled for today because of a snow storm last week.

Authority members in attendance were:

## **Mt. Wolf Borough**

George Miller  
Patti Fisher

## **Manchester Borough**

Clair Good  
Gene Snell, Jr.

## **East Manchester Township**

John Nace  
Joel Klinedinst

## **Engineer**

Chris Toms

## **Solicitor**

Stacey MacNeal

## **Plant Superintendent**

Tom Prowell

## **Recording Secretary**

Pat Poet

Visitors present: Rachel Kling and Karen Wilson.

## **REORGANIZATION**

### **Appointment**

George Miller has been reappointed to the Authority to represent Mt. Wolf Borough from January 1, 2016 through December 31, 2020.

### **Nomination for Chairman**

Attorney MacNeal asked for nominations for the position of Chairman of the Authority. A Klinedinst/Miller motion was made to nominate Eugene Snell, Jr. as Chairman. No other nominations made. Motion passed unanimously.

### **Nominations for Remainder of Positions**

Vice Chairman – A Fisher/Miller motion was made to nominate Joel Klinedinst as Vice-Chairman. Hearing no additional nominations, motion passed unanimously.

Secretary – A Fisher/Klindedinst motion was made to nominate Clair Good as Secretary. Hearing no additional nominations, motion passed unanimously.

Treasurer – A Klindedinst/Good motion was made to nominate George Miller as Treasurer. Hearing no additional nominations, motion passed unanimously.

Assistant Secretary – A Good/Miller motion was made to nominate John Nace as Assistant Secretary. Hearing no additional nominations, motion passed unanimously.

Assistant Treasurer – A Good/Klindedinst motion was made to nominate Patti Fisher as Assistant Treasurer. Hearing no additional nominations, motion passed unanimously.

Personnel Committee – Chairman Snell appointed Joel Klindedinst as Chairperson of the Personnel Committee.

Solicitor Appointment – A Klindedinst/Good motion was made to reappoint Attorney Stacey MacNeal of Katherman, Heim and Perry, Solicitor for the Authority for 2016. Motion passed unanimously.

Engineer Appointment – A Klindedinst/Good motion was made to reappoint Chris Toms of C. S. Davidson, Inc. as Engineer for the Authority for 2016. Motion passed unanimously.

### **Minutes**

A Klindedinst/Miller motion was made to approve the minutes from the December 21, 2015, meeting. Motion passed unanimously.

### **Visitors/Correspondence**

None

### **Operations Report**

Blower Repair – Tom reported the blower has been repaired and is now installed and operating well.

Mixer – Motor Technology gave Tom a price of \$6,900 to repair one of the mixers. He investigated prices for a new mixer and located one for \$7,400. Tom ordered a new mixer and it should be delivered in two weeks. The old mixer will be kept for parts.

Biosolids Hauling – The digesters are now empty and there will be sufficient capacity to store biosolids until the weather permits applying at Sinking Springs Farm.

New NPDES Permit – The new permit for the Mt. Wolf plant became effective January 1, 2016. Additional testing is one of the new requirements in this permit. Whole Effluent Toxicity testing (WET), are required quarterly the first year and if all four tests are successful, only one annual test will be required. Tom sampled for the first testing to be done for this quarter, however because of the snow storm, the samples did not arrive in time at the test site. He will be resampling in the near future.

Saginaw Composite Sampler – The composite sampler at Saginaw has not been working property. It is several years old and the last repair cost \$1,500. To have it repaired again would cost at least another \$1,000. Tom ordered a new sampler for approximately \$5,000.

Barn at Farm – An employee has requested use of the top of the barn at Sinking Springs Farm for a wedding reception. The employee will clean out the barn and be responsible for cleaning up after the event. He has provided the information on the insurance he will be obtaining if the event is allowed to happen. Attorney MacNeal will draw up a simple agreement that the employee will have to sign, which will include the requirement to clean up afterwards, number of people allowed, parking regulations and with the understanding that smoking will not be allowed at the event. This event is scheduled in the Fall of this year. A Klinedinst/Good motion was made to allow the barn to be used, one time, for this event for an employee, conditioned upon signing and agreeing to all conditions of the agreement to be drawn up by Attorney MacNeal. Motion passed unanimously.

Snow Damage – Two garage doors were damaged by falling snow from the recent snow storm. Tom contacted Kocman Insurance to report the damage. Joel suggested that snow catchers should be installed on the garage roofs.

Snow Removal – Neil Gingerich assisted the Authority with snow removal at four pumping stations. The transmission went out on the Chevy truck at the beginning of the storm, which left only one truck with a plow available. A hydraulic line broke for the tractor bucket also. Tom rented a skid steer from Manchester Hardware to assist with clearing the snow. The skid steer was very helpful in clearing the sidewalks around the administration building as well as other areas.

Chevy Repair – The Chevy was taken to Thornton Chevrolet for repairs to the transmission. After looking at the truck, Thornton suggested to install a re-built factory transmission rather than repair the one in the truck. The cost to repair the transmission was difficult to determine, but it would most likely be around \$3,000. The cost of a re-built transmission would be \$3,900, which included a three year, 100,000 mile warranty. Tom ordered the re-built transmission.

### **Authority Administration**

Notary Update – Rachel report on the progress she is making to become a Notary. She is currently waiting for her Bond. When that is received, she will take it to the Recorder of Deed's office.

Water Shut Offs – Pat reported that nineteen letters were sent out on January 21<sup>st</sup> informing past due customers that if 50% of their bill is not paid, they will be receiving a Ten Day Shut Off Notice on February 8<sup>th</sup>. Thus far only one person has paid their bill. Discussion was had regarding those customers who were on a payment plan, were making monthly payments but now have stopped making those requirement payments, and their balance is currently under \$600.00. The Authority, along with Attorney MacNeal, noted the Rules and Regulations state that if they were under a payment plan, the payment plan is now void because of non-payment, and they will have to pay the entire amount to avoid water termination.

Electricity Providers – Several electricity providers have been contacting the Authority office regarding purchasing electricity through them. The Authority's current contract with AEP expires on June 21, 2016. The Authority instructed Pat to wait until she hears from AEP with a new rate and then they will make a decision if other providers will be contacted.

Ad for New Rates – Pat asked the Authority if they wished to publish a small ad in the newspapers showing the new quarterly rates effective with the March 1<sup>st</sup> billing, as was done in the past. They authorized the ad to be published.

Website – A link to a documentary on water and wastewater infrastructure was placed on the Sewer Authority's home page. Tom and Pat viewed part of the documentary at a seminar they attended.

Direct Debits – Currently all customers who pay their quarterly bill by direct debits are handling through BB&T Bank. The Authority has not received any charges yet from BB&T indicating what those direct debits will now cost the Authority since the bank switched from Susquehanna Bank. Pat asked if she could check with Diversified Technology, the billing software company, to see what they charge for direct debits through their software, so that costs will be able to be compared. She will report back to the Authority when that information is obtained.

### **Solicitor's Report**

Tanker Truck Bid – One sealed bid was received from Rush Refuse as a result of advertising for a new tanker. Attorney MacNeal reviewed the bid and said all requirements were met with the bid. After discussion, a Klinedinst/Miller motion was made to accept the bid from Rush Refuse for a new 2015 tanker for a total of \$154,804.14. Motion passed unanimously. Tom noted this new truck has an aluminum tank instead of a steel tank.

Old Tanker & Flusher – After the new tanker is received, Tom would like to advertise the old tanker and flusher truck to sell. He will talk with Attorney MacNeal to obtain requirements for the ad to be placed.

Operating Reserve Policy – This policy will be discussed at the next meeting.

Canal Road Property – There is a home located across from the Canal Road pump station that will be required to connect to the sewer when the connection is made to a Kinsley property in Orchard Park. The Township has already sent a letter to the property owner letting them know that they will be required to connect when the line is serviceable. Tom noted the property is for sale. Attorney MacNeal suggested contacting the realtor to be certain they are aware of this situation.

Variable Rate – The latest rate Gordon Walker provided to Attorney MacNeal was 0.91%.  
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Hunting on Sewer Authority Property – After a lengthy discussion regarding hunting at both the Saginaw plant and Sinking Springs Farm, Attorney MacNeal recommended the Authority adopt a policy and guidelines on hunting at the farm, which would include who, what, and where they can hunt, and would also exclude hunting with rifles. The Authority agreed that hunting at the Saginaw Plant should be prohibited. Tom suggested posting additional signs at the farm. Joel suggested that a letter be sent to Carl Dallmeyer regarding the decision to not allow hunting at the Saginaw plant any longer.

Municipal Meeting – Attorney MacNeal reminded everyone that the regular municipal meeting the Authority has with the three municipalities is normally held in February or March.

Brenner Lawsuit – The complaint will be filed this week.

Trustee – David Twaddell has not gotten back to Attorney MacNeal regarding the possible elimination of the Trustee.

Kinsley Capacity Issues – There are three issues regarding capacity. Lot G1B in Orchard Park originally obtained two EDU's, however they need twenty-two. Kinsley has been paying to reserve sixteen EDUs for several years. Attorney MacNeal noted reserving capacity does not lock in tapping fee rates. Rick Fink from Kinsley would like to purchase twenty EDUs and has the check ready to issue to the Authority. At this point, when Kinsley pays for the twenty EDUs, the current reservation agreement for sixteen EDU's they have been paying for should be terminated. A Klinedinst/Nace motion was made to terminate the reservation agreement with Kinsley for sixteen EDUs in Orchard Park. Motion passed unanimously.

Kinsley Reservation Fee Agreements – Kinsley would now like to create three new reservation agreements. One to reserve one EDU for Lot 6 and three EDUs for Lot 9A. The second agreement would reserve two EDUs for Lot 12. The third agreement would reserve nine EDUs for Lot 1 and three EDUs for Lot 3. A Miller/Fisher motion was made to approve setting up three Reservation Fee Agreements with Kinsley. Motion passed unanimously.

Northern Heights – Chris and Tom continue to work to get the punch list completed for this development. Tom had given the developer a price for cleaning and televising the lines, which they thought was high. The developer is obtaining quotes from other developers to do this work.

Resolution 2016-1 – A Klinedinst/Miller motion was made to adopt Resolution 2016-1, which allows the Authority to pass through both engineering and legal costs to the developer. Their respective rates are included with this Resolution. Motion passed unanimously. Attorney MacNeal said a new Resolution regarding these rates should be voted upon annually.

### **Engineer's Report**

Act 537 Special Study – East Manchester Township has adopted the Act 537 Special Study completed by CS Davidson at their January 12<sup>th</sup> meeting.

Chapter 94 Report- Karen Wilson is working on this report.

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Combining Pump Stations – Chris is currently working to determine if combining the Poplar Lane and Sherman Oaks station into one station is feasible. He will keep the Authority updated on the progress.

Dollar General – Chris reported that the developer of this Dollar General proposed location is working on issues with the Township.

Thornton Chevrolet – After reviewing past water usage records, Chris recommended that Thornton's property be "grandfathered" 13 EDUs.. They are looking into the possibility of incorporating a car wash into their new plans.

### **Treasurer's Report**

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

Requisition 2016-1 & 2– A Klinedinst/Nace motion was made to approve Requisition 2016-1 for payment of \$1,058.15 to C.S. Davidson, Inc. for engineering fees for the wastewater plant upgrade and Requisition 2016-2 for payment to Kinsley Construction for repairs made to the sewer main at Musser Run pump station totaling \$7,454.50. Motion passed unanimously. Requisition 2016-2 may have to be reworded because of the Trustee Accounts it will be paid out of.

### **Adjourn**

At 8:30 PM a Miller/Nace motion was made to adjourn. Motion passed unanimously.

**NEXT REGULAR MEETING - Monday, February 22, 2016 - 7:00 PM - 200 North Main Street**

