

NORTHEASTERN YORK COUNTY SEWER AUTHORITY

February 22, 2016

**AMENDED ON 10/23/17**

The Northeastern York County Sewer Authority met on Monday, February 22, 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**

George Miller  
Patti Fisher

**Manchester Borough**

Clair Good  
Gene Snell, Jr.

**East Manchester Township**

John Nace  
Joel Klinedinst

**Engineer**

Chris Toms

**Solicitor**

Stacey MacNeal (entered at 7:10 PM)

**Plant Superintendent**

Tom Prowell

**Recording Secretary**

Pat Poet

Visitors present: Rachel Kling, Karen Wilson and Thomas Leese.

**Minutes**

A Miller/Nace motion was made to approve the minutes from the February 1, 2016, meeting. Motion passed unanimously.

**Operations Report**

Sewer Line Repair -115 Hickory Drive – Tom reported that the sewer line in front of this property, along with the lateral, had sunk and was in need of repairs. Clearview Excavation repaired the line and lateral and placed a temporary patch in the street. East Manchester Township will complete the final patching when the weather becomes warmer.

Lateral Camera Repair – Necessary repairs were made to the lateral camera. Tom inquired about what a new satellite camera would cost and obtained a price of \$12,000, if the old camera was traded in. Tom feels there is still quite a bit of life left in the current camera and there is no need to replace it at this time. Rausch Electronics will provide Tom with a price for a complete upgrade to the camera system. The TV truck, itself, is in great condition and should be able to provide many years of service to the Authority.

Repairs of Sewer Lines – While televising various lines in the system, a break in the line was found in Poplar Estates. Tom will wait until the weather dries out prior to having the repair made. Tom will be meeting with Chris Toms regarding other areas of the system that need attention.

Columbia Gas – A representative, Jerry Contino, from NiSource (Columbia Gas) visited the office to let the Authority know they plan to begin televising lines for cross-bores, beginning in Mt. Wolf Borough, in April. Any cross-bores they would locate would be repaired by their contractor. All the videos taken of the Sewer Authority lines will be provided to the Authority for their use.

New Tanker – Tom is working on finalizing all the necessary paperwork prior to delivery of the new tanker. He hopes it will be delivered with a week or so. The 1991 tanker and the old flusher unit will be advertised for sale to the highest bidder. Joel Klinedinst suggested any funds received from the sale of those vehicles be earmarked toward the purchase of a Bobcat, perhaps in the next year or so. Attorney MacNeal noted those funds will go into the Capital Improvement Fund.

### *Visitors/Correspondence*

Delinquent Account – Mr. Leese of Board Road in Manchester has received the three required water shut off notices prior to having his water shut off on Wednesday, the 24th. He requested leniency from paying fifty percent of his balance to avoid water shut off. After discussion a Klinedinst/Good motion was made to give Mr. Leese thirty extra days to pay 50% of his current balance, which would make the due date March 24<sup>th</sup>. Motion passed unanimously. Mr. Leese was made aware that when the 50% balance is paid, he will be put on a monthly payment plan and also be required to make his current quarterly payments by their respective due dates. If the 50% is not paid by March 24<sup>th</sup>, his water will be shut off.

### *Authority Administration*

Credit Card Receipts – Pat reported that in 2015, nearly \$275,000.00 was received from customers paying their quarterly sewer bills with credit or debit cards.

Credit Card Machine – TeleCom, our telephone system provider, moved the credit card machine from Pat's office to Rachel's office, since Rachel is taking care of the majority of payments received and delinquent accounts.

Water Shut Off Notices – Three customers will have their water shut off this Wednesday, the 24<sup>th</sup>, if the required payment is not made by that morning.

### **Solicitor's Report**

**Operating Reserve Policy** – Attorney MacNeal presented this policy and explained its purpose is to maintain an adequate level of unrestricted net assets to support the Authority's day-to-day operations in the event of unforeseen shortfalls. These funds could be a part of the Capital Improvement Fund while keeping a cushion in the Operating Fund. This policy should be reviewed at a minimum of every two years. After discussion, a Klinedinst/Fisher motion was made to approve the Operating Reserve Policy as presented. Motion passed unanimously.

**Trustee** – Attorney MacNeal has been in contact with David Twaddell regarding the possibility of eliminating the Trustee. Unfortunately, because of bond insurance, Attorney Twaddell does not recommend eliminating the Trustee. Changing the Trustee at this point would also cause additional expenses. However, Wells Fargo is Del Val's Trustee and it may be advantageous to change to Wells Fargo as Trustee down the road. BNY Mellon's fees are included in the invoices to be approved this evening, which is the period from February of this year through February of 2017. Joel suggested the possible change to Wells Fargo continue to be investigated and perhaps it could happen before the Trustee fees are due again in February of 2017. Attorney MacNeal noted Trustee Fees are non-refundable. The current fees are \$1,500.00 each for Series A and B.

**Executive Session** – Attorney MacNeal would like an Executive Session at the end of the meeting to discuss litigation.

### **Engineer's Report**

**Act 537 Special Study** – East Manchester Township adopted a Resolution at their January 12<sup>th</sup> meeting to approve the completed Act 537 Special Study regarding the 2016 WWTP improvements.

**Chapter 94 Reports** – The completed Chapter 94 Reports will be available next month.

**Thornton Chevrolet** – Chris Toms ask Gene Snell if he has any updates on the Thornton Chevrolet project. The Manchester Borough Planning Commission did not meet last month, therefore there were no updates to provide.

**Salon-Centric – 75 Steamboat Blvd.** – Chris explained that Salon-Centric is planning an addition to their facility which will provide 45 new jobs. They are requesting three additional EDU's.

**Dollar General** – Joel said it appeared the Dollar General store project is getting on track with the Township. Chris has not received any updates on this project.

### **Treasurer's Report**

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

**Requisition 2016-3 & 4** – A Good/Klinedinst motion was made to approve Requisition 2016-3 for payment of \$5,082.19 to C.S. Davidson, Inc. for engineering fees for the wastewater plant upgrade and Requisition 2016-4 for payment to Teledyne Instruments, Inc. for the purchase of a new refrigerated sampler for the Saginaw Plant totaling \$5,226.00. Motion passed unanimously.

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Executive Session – At 7:45 PM, Chairman Snell called for an Executive Session to discuss litigation.

End Executive Session – At 7:50 PM, Chairman Snell called the regular meeting back in order.

**Adjourn**

At 7:52 PM a Good/Nace motion was made to adjourn. Motion passed unanimously.

**NEXT REGULAR MEETING - Monday, March 28, 2016 - 7:00 PM - 200 North Main Street**