

NORTHEASTERN YORK COUNTY SEWER AUTHORITY

June 27, 2016

The Northeastern York County Sewer Authority met on Monday, June 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**

Chris Toms

**Solicitor**

Stacey MacNeal

**Plant Superintendent**

Tom Prowell

**Recording Secretary**

Pat Poet

Visitor present: Rachel Kling

**Minutes**

A Miller/Nace motion was made to approve the minutes from the May 23, 2016, meeting. Motion passed unanimously.

**Correspondence/Visitors**

No visitors or correspondence.

### **Operations Report**

Northern Heights – Tom Prowell reported that Attorney MacNeal had sent a letter to the developer of Northern Heights informing them that five or six laterals need to be repaired. The builder contacted Tom to ask him why and Tom explained that they need to be repaired prior to the Authority accepting the sewer lines in this development. The builder and Tom both obtained prices for the lateral repairs. Nothing has been heard from the developer since the prices were received.

Automatic Dialers – Swam Electric has rewired all the Mission automatic dialers at the stations. Tom explained when the dialers were installed each was wired a different way. Now they are all wired the same and will be able to be used to their full potential, unlike in the past.

Trucks to Sell – As discussed at previous meetings, the White tanker and the Aqua-Tech Jetter are going to be sold. Tom placed the Jetter on Municibid and two bids have been received thus far. An ad for the tanker was placed in a trade magazine. Tom has received calls regarding both vehicles. The ads run through September and Tom hopes the Authority will be able to award the high bids at the September Authority meeting. Joel asked where in the budget the money from the trucks would be entered. Tom was not certain, but it will probably go into the maintenance account.

DEP Inspection – The DEP inspection of the Mt. Wolf plant went well. There were a few administrative items to clear up, including writing a PPC plan. Karen Wilson and Tom are currently working on the plan.

Biosolids Violation – Tom reminded the Authority about a problem discussed a few months ago with the lab the Authority uses calculating numbers incorrectly. The problem was discovered by DEP in an audit of the lab. Several WWTP's were affected by these numbers being calculated incorrectly. As a result of this "violation", the Authority, along with other entities, were penalized \$1,584.00 by DEP. A Klinedinst/Fisher motion was made to authorize payment of \$1,584.00 to DEP along with authorizing Chairman Snell to sign the Consent Order Agreement. Motion passed unanimously.

### **Authority Administration**

2015 Audit – The 2015 audit is now complete and a copy has been provided to BNY Mellon. Kochenour, Earnest, Smyser and Burg will be printing copies of the audit for each Authority member. They should be available by the next Authority meeting.

Delinquent Accounts – Rachel Kling continues to work on collection of delinquent accounts. She reported that a new batch of water shut off letters has gone out. Chairman Snell reported on a few of the telephone calls he received from delinquent customers this past month.

### **Solicitor's Report**

Variable Rate – Attorney MacNeal reported the variable rate is currently 1.3%. She noted at the end of July or August more discussions will be held regarding switching a portion of the loan from variable to fixed.

Commercial/Industrial Billings – Attorney MacNeal held a meeting with Chris, Tom and Pat regarding the way the Authority bills Commercial and Industrial customers. She explained two different ways that could be done, both different than what is being done currently. She feels the way the bills are calculated needs to be changed because of an inequity to some customers. More information will be provided so that a decision can be made later in the year. She also shared that the \$4.40 per 1,000 gallons used over 25,000 gallons per quarter for schools and parks (institutional rates) is not even covering the treatment costs. These rates will need to be addressed at some point this year. Pat will provide numbers for an increase to \$4.75 through \$5.25 per 1,000 gallons for the next regular meeting.

Trust Indenture – Attorney MacNeal continues to be in contact with Attorney David Twaddell regarding the possibility of an agreement that would allow Del Val to automatically debit their monthly payments directly out of the Authority's account.

Northern Heights – If there is no movement by the developer of Northern Heights to repair the laterals in that development by August, Attorney MacNeal suggests the option of potentially pulling from their security and have the Authority contract out to do the work.

### **Engineer's Report**

Chapter 94 Report – Chris Toms presented the Authority with the Chapter 94 Reports for both the Mt. Wolf and Saginaw plants.

Annual Report of the Consulting Engineer – Chris also provided copies of the Annual Report of the Consulting Engineer and an extra copy to be forwarded to the Authority's Trustee, BNY Mellon.

Dollar General/CAR Contracting – Chris reported no new plans have been provided for either of the projects, however the most revised plans have addressed all of the Engineer's comments. He was notified that both entities will put up cash for their security since it is a small amount.

Increase Insurance Values – One of the suggestions by the Engineers in their Annual Report is to increase coverage of the values of all equipment, including pump stations and buildings, by 1%. Pat will contact Kocman Insurance Agency to see if that increase can be done now; although the new policy recently went into effect June 1<sup>st</sup>.

Plant Upgrades at Mt. Wolf – Chris explained that Lakeside, who is designing the screening process and equipment for the upgrade, is currently working on new drawings. When the new plant was built, an "emergency" pipe was installed, but never used. This pipe will be used for the new upgrade and should eliminate the need for bypass pumping during construction.

June 27, 2016

Page 4

**Treasurer's Report**

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

Requisition – Gene Snell presented the following requisition for approval: **2016-14** to CS Davidson, Inc. for \$10,785.87 for payment of two invoices for the Mt. Wolf treatment plant upgrades. Motion passed unanimously.

**Adjourn**

At 7:41 PM a Klinedinst/Nace motion was made to adjourn. Motion passed unanimously.

**NEXT REGULAR MEETING - Monday, July 25, 2016 - 7:00 PM - 200 North Main Street**