

NORTHEASTERN YORK COUNTY SEWER AUTHORITY

October 24, 2016

The Northeastern York County Sewer Authority met on Monday, October 24, 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

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/Fisher motion was made to approve the minutes from the September 26, and October 3, 2016, meetings. Motion passed unanimously.

Correspondence/Visitors

None

Operations Report

Blower Motor – The blower motor was repaired and returned by Heim and is now back in service.

Agator Repair – A bearing had to be replaced on the Agator.

IH Tractor at Farm – The hydraulic pump on this tractor had to be repaired. Tom reported there have been many repairs on this tractor over the past two years. This tractor is only used to mow the waterways at the farm. Tom had checked with Abe Barley to see if Star Rock Farms would be interested in mowing the waterways. They are mowed four to five times a year. Abe gave Tom a price of \$85.00 per hour and each mowing would take approximate four to five hours. Since the tractor has been repaired, Authority personnel will continue to mow the waterways for now. When another problem occurs with the tractor, contracting out the mowing will be discussed at that time.

Aqua Tech Truck – The hydraulic cylinder on this truck had to be replaced.

White Tanker for Sale – Tom stated there were approximately five bids on the white tanker that was advertised on Municibid. The reserve on the truck was \$18,000. The highest bid received was \$13,000. The Authority would not accept the \$13,000 and suggested Tom contact the person who bid \$13,000 to see if they were interested in increasing their bid. The Authority will hold onto the truck for now, which can still be used to haul biosolids. It could also be used as a backup truck should one of the other tankers break down.

Trees along Locust Lane – Tom has arranged to have three trees along Locust Lane removed for safety reasons and the remaining trees trimmed. Manchester Township will assist with their loaders in hauling away the trees. This work will be done within two weeks.

Wood Lot at Farm – Tom met with Dana Dowling at this wood lot to take a look at it. To obtain a second opinion, Tom also met with Bob Bingham to see if he was interested in logging the lot. Mr. Bingham visited the lot and said he has no interest in it. Mr. Dowling is interested in contracting with the Authority to clean up the lot and eventually cut some of the trees down. The plan is to spray the underbrush, mark the trees and then Mr. Dowling will advertise for bids for logging. The only upfront costs to the Authority would be for the chemical to spray, which will prevent invasive brush to spread, and the marking of the trees. This could have potential to generate a small income for the Authority. The work would begin in the Spring. No harvesting could be done from April through June. A contract would need to be agreed upon by both Mr. Dowling and the Authority. Tom will bring additional information and the contract to the November Authority meeting with more specific upfront costs. Attorney MacNeal suggested Tom contact Natural Lands Trust before having the trees removed. The lot is approximately twenty acres.

Kelvion (Previous GEA) – This business, which is located in Orchard Business Park, is beginning to use a new process. They have provided Tom with lab analysis of their effluent along with projected water usage. They were required to purchase fourteen additional EDUs because of the increase in their water usage. Kelvion decided to purchase fifteen additional EDU's, which they have already paid for.

Additional EDU's – Discussion was held regarding commercial and industrial customers who are using more EDU's than they originally purchased. It was decided to send letters to those commercial/industrial customers who need to purchase additional EDU's and give them sixty days to respond to the Authority. These letters will only be sent to those customers who connected to the sewer system after the Sewer Authority was created in

1987. An additional letter will be sent to those industrial/commercial customers who were connected to the sewer system prior to the creation of the Northeastern York County Sewer Authority letting them know how many EDU's they are currently using. There are no records indicating how many EDU's these companies initially purchased prior to 1987. The current number of EDU's they are using will be grandfathered to them; however if their usage increases, they will be required to purchase additional EDU's from the Sewer Authority at whatever the current rate is at the time of purchase.

Any funds received for purchasing additional EDU's will be placed in the Capital Improvements Fund.

Authority Operation/Administration

Delinquent Customers – Rachel Kling presented information on two delinquent customers who were asking the Board to reinstate their payment plans. These customers were on the water shut off listing previously and had to pay 50% of their balance and then make monthly payments. Their monthly payments were not made as agreed to, therefore causing them to have to pay their entire balance to prevent water shut off. After reviewing their information, the Board agreed not to deviate from the Rules and Regulations; therefore the customers cannot have their payment plans reinstated. They will have to pay their entire amount due or have their water shut off. If in the event either of these customers use hot water heat, the shut off will have to be delayed until the Spring of 2017.

2017 Budget – An updated 2017 budget was presented to the Board with changes included that were decided upon at the previous budget committee meeting held on October 3rd. An additional budget meeting will be held on Monday, November 7th beginning at 7 PM. Pat will advertise this meeting.

Health Insurance Quotes – Only one quote was received for health insurance in addition to the original quote received from Capital Blue Cross. Both health insurance quotes were exactly the same for the same coverage. An additional quote was received for vision, dental and life insurance. The Authority's decision was to keep the health, vision, dental and life insurance the Authority's employees currently have.

Solicitor's Report

Supplemental Indenture – Attorney MacNeal was happy to report that the wording for this Indenture has now been approved by all parties; and the document should be available for signature in a few weeks. This document will allow DelVal to debit the monthly debt service payments directly out of the Authority's account and eliminate the middle step of sending a check to BNY Mellon Bank and then have BNY pay DelVal.

Parental Leave Policy – After discussing different options, a Klinedinst/Fisher motion was made to approve the Parental Leave Policy as amended, which allows for up to a six week unpaid leave period. Motion passed unanimously.

Attendance and Punctuality Policy – A Klinedinst/Miller motion was made to approve the Tardiness Policy as presented along with Resolution 2016-8 which adopts both the Parental Leave Policy and the Attendance and Punctuality Policy. Motion passed unanimously.

Engineer's Report

WWTP Upgrades – Chris Toms reported that the application for the DEP permit for the upgrades at the Mt. Wolf Plant has been submitted to DEP.

CFA Small Sewer and Water Grant – The application for this grant has been changed to include only the abandonment of the effluent line. The other projects planned are too large to be included in this grant.

Resolution 2016-5 – Miller/Klinedinst motion was made to approve the revised Resolution 2016-5, granting authorization to Chairman Snell and Thomas Prowell to execute all documents and agreements regarding the Commonwealth Financing Authority. Motion passed unanimously.

Sewer Rates – Chris offered several options the Authority could take with regard to the industrial and commercial surcharge rates. His recommendation was to lower the amount of gallons industrial and commercial customers use before their surcharges are calculated to 15,000 gallons per quarter. Currently the number of gallons allowed is 25,000 gallons per quarter.

The quarterly base rates for commercial and industrial customers was discussed, with a possibility of keeping the base rate at \$138.00 per quarter for commercial and industrial customers in district 3 or possibly creating a new district for all commercial and industrial customers who would all pay the same quarterly base rate along with any surcharges that may apply.

The way shopping centers are billed was again discussed, with the possibility of billing each building as one customer instead of sending a bill for each individual space or store in each building.

Newberry Township Charges – Chris completed the calculation on the updated charges for Newberry Township for next year.

Urgent Care Facility – The plans for this facility which will be located in the East Manchester Village Center have been revised and all comments have been addressed. The developer will need to install a manhole. The \$10,000 security has been received and the plans were signed.

Orchard Business Park Phase II – The sewer is now under construction for lots 1 and 3 at the east end of Orchard Business Park.

Treasurer's Report

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

Requisitions – Gene Snell presented the following requisitions for approval: 2016-23 to Binkley & Hurst totaling \$1,305.57 for a hydraulic pump for the farm tractor; 2016-24 to Heim Company to repair a blower motor at the Mt. Wolf Plant totaling \$4,550.00 and 2016-25 to CS Davidson for payment of engineering fees for the Mt. Wolf plant upgrades totaling \$8,706.07. A Miller/Klinedinst motion was made to approve payment of requisitions 2016-23, 2016-24 and 2016-25. Motion passed unanimously.

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Executive Session

Chairman Snell called an Executive Session at 9:05 PM to discuss personnel wages.

At 9:30 PM the regular meeting was called back to order.

Adjourn

At 9:30 PM a Miller/Klinedinst motion was made to adjourn. Motion passed unanimously.

BUDGET MEETING - Monday, November 7, 2016 - 7:00 PM

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