

NORTHEASTERN YORK COUNTY SEWER AUTHORITY

September 28, 2015

The Northeastern York County Sewer Authority met on Monday, September 28, 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

Plant Superintendent

Tom Prowell

Recording Secretary

Pat Poet

Visitors present were Rachel Kling, Karen Wilson from CS Davidson and the following customers: Vilma Goldman, Michelle Richardson, Shelby Ahmed, George Helwig, Harry Crump, Dreama Miller, Kelvin Parker, Elizabeth Silva, Victor/Norraine Harper and Teresa Anderson.

Minutes

A Klinedinst/Good motion was made to approve the minutes from the August 24, 2015, meeting. Motion passed unanimously.

Visitors/Correspondence

Customers Addressing the Board Regarding Water Shut-Off Notices – The customers listed under the visitors section above addressed the Authority Board regarding each of their financial situations and problems they were having paying their sewer bills. A 48 Hour Shut Off Notice had been posted earlier today on their properties for an October 1st shut off date. The requirement is that they must pay one half of their balance prior to October 1st

September 28, 2015

Page 2

to prevent their water from being shut off. A Klinedinst/Good motion was made not to deviate from the Authority's Rules and Regulations and require the 50% of their bill to be paid by October 1st. Discussion ensued and Joel Klinedinst rescinded his motion. After additional discussion, a Klinedinst/Miller motion was made to extend the due date for customers to pay 50% of their bill by thirty days, or October 28, 2015. Motion passed unanimously. After the 50% is paid, a monthly payment plan will be set up. Attorney MacNeal warned that if the monthly payments are not made in a timely manner, the customers would then have to pay the entire amount due to prevent their water from being shut off.

It was also noted if 50% is not paid by the October 28th deadline, a 48 Hour Shut Off Notice will again be posted on their property.

Operations Report

Musser Run Pump Station – Tom reported that the gate valve at the Musser Run station had to be reinstalled.

Asset Management Seminar – Tom attended this seminar and reported it very worthwhile. He was able to acquire a spreadsheet that could assist him in keeping track of all equipment. He will be reviewing this with Attorney MacNeal and Chris as they continue to work on tracking assets of the Authority.

Golf Outing – The golf outing was a success with a total of over \$2,600 donated to two local charities.

Authority Administration

Notary – Pat suggested the Authority allow Rachel Kling to become a Notary for the Authority. A Good/Nace motion was made to authorize Rachel Kling to go through the necessary steps to become a Notary. Motion passed unanimously. Attorney MacNeal's office will provide the information necessary to get Rachel started in this process.

Health Insurance – Pat reported receiving Blue Cross's annual contract for employee health insurance. Because of the new way rates are calculated, by age of each employee and each family member covered, the majority of employees' rates saw a small decrease and two employees' rates increased.

Solicitor's Report

Refunding – Attorney MacNeal reported the refunding went through after many glitches along the way. Many documents needed to be changed at the last minute, causing additional trips for signatures for both the municipalities and the Authority, along with extra mailings. Although stressful, Attorney MacNeal said the savings certainly made the procedure worthwhile to the Authority and estimates the fixed rate ended up being 2.07%.

Home Office Payment Agreement – A Klinedinst/Fisher motion was made to authorize signature of the Home Office Payment Agreement between the Authority, The Bank of New York Mellon and Del Val. Motion passed unanimously. This agreement allows DelVal to be paid directly by the Authority and relieves the Trustee from any liability related to payment in this manner.

Arbitrage – The Arbitrage payment will be due in December. Wells Fargo paid the Authority \$80,000 as a termination payment of an old Guaranteed Investment Contract; however the Authority will most likely have to turn that money over to the IRS as part of the Arbitrage payment.

Bond Indenture – Attorney MacNeal discussed the possibility of eliminating the Trustee since she sees no reason to have a bond indenture any longer. She will report on this at next month's meeting.

License Agreement with Hasty's – The Hasty's have returned the signed copy of the License Agreement with the Authority regarding the Chestnut Valley pump station land. Stipulations in the agreement include that the Hasty's may store their utility trailer on the lot; however the Authority can require them to move the trailer with a thirty day notice. A Nace/Miller motion was made to approve signature of the License Agreement with the Hasty's. Motion passed unanimously.

Multi-Color Corporation – There have been some problems with the monthly deduct meter readings Multi-Color provides to the Authority. Attorney MacNeal suggests the Authority approve giving Multi-Color a credit for the past three quarters, but not to go any further back than that. The credit could be given on their December 1st billing. Chris Toms updated a spreadsheet that Pat uses for the calculations and was able to determine what the credit should be. Any credit should only be as part of an agreement that there will be no future credits for similar meter reading issues. A Klinedinst/Miller motion was made to authorize Attorney MacNeal and Chris Toms to draft an agreement with Multi-Color Corporation and after it is signed, credit or refund the amount from the past three billings. Motion passed unanimously.

Variable Rate – Attorney MacNeal reported the variable rate remains low at 0.92%, therefore there is no need to fix the rate at this time.

Employee Benefits – As was discussed previously, an update to the employee benefits was presented, which added vision insurance and explained the cell phone and mileage policies currently in place. A Klinedinst/Nace motion was made to approve the updated employee benefit pamphlet. Motion passed unanimously.

Employee Policies – Attorney MacNeal suggested adding a 30 day probationary period to the Employee Policies. She noted adding this will clear up any questions in regard to the probationary period. A Nace/Fisher motion was made to approve adding the 30 day probationary period section to the Employee Policies. Motion passed unanimously.

Engineer's Report

EDU's – Chris is gathering information to calculate the EDU's that should have been obtained by Kinsley for 625 Willow Springs Lane. Pat will provide water consumption for the past twelve quarters for this property.

Screen Grit Removal System Project – This will be the first phase of the new outfall project, along with the Glasco UV system for disinfection. The pre-application meeting will be held on October 9th with DEP to review this project.

Additional Sampling – DEP had required additional sampling for the Mt. Wolf NPDES Permit. Tom completed the sampling and the results were forwarded to DEP on September 22nd.

September 28, 2015

Page 4

Saginaw Influent Organic Overload – Samples have been taken at the pump stations that flow into the Saginaw plant. Chris also provided influent organic loading graphs for BOD from the time the Saginaw Plant went into operation. At this point there have been no patterns in the organic loading spikes. After all information is gathered, a meeting will be set up with DEP to discuss a solution for this organic overload.

Saginaw Connections – At this time DEP will require planning modules for all connections to the Saginaw Plant. Attorney MacNeal noted the Authority may have to consider requiring Reservation Agreements for all future plans to connect to the Saginaw system until the influent organic overload problem is resolved.

Security Reduction for North York Development – Chris has received a request for security reduction for this project. He will review the project and make recommendations at the October meeting.

Treasurer's Report

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

Requisitions 2015-6 and 2015-7 – A Klinedinst/Miller motion was made to approve requisition 2015-6 totaling \$780.00 to Susquehanna Fire Equipment Company for a new gas detector and 2015-7 totaling \$1,903.09 to CS Davidson, Inc. for engineering fees for the effluent line project. Motion passed unanimously.

Budget Meeting – Gene Snell noted the budget meeting will be held on Monday, October 5th at 1 PM. He, Clair Good and Joel Klinedinst will be in attendance.

Adjourn

At 9:00 PM a Good/Miller motion was made to adjourn. Motion passed unanimously.

NEXT REGULAR MEETING - Monday, October 26, 2015 - 7:00 PM - 200 North Main Street

