

Stewartstown Borough Sewer & Water Authority Meeting Minutes
Wednesday, April 17th, 2024

Members present: Jason Roberts, Nathan Cook, Dave O’Neill, Tom Casteel, Kevin Brunicke

Others present: Solicitor John Baranski, Engineer Jason Brenneman, Engineer Jason Lytle, Sewer & Water Supervisor Ira Walker, Jr., Recording Secretary Stacy Myers

Visitors

Tony Hoare

Pam Almony

1. The meeting was called to order @ 7:00p.m.
2. **Public Comment/Visitors**—Tony Hoare from Breakthrough Concepts, LLC was present to discuss his OneMark system, which he started 15 years ago to aid his brother who operates a water authority. Ira had read about OneMark in a magazine & thought it would be a great asset in identifying not only lead and copper in the system, but also for PA One Calls. Ira contacted Tony, who conducted a webinar with Ira, Felicia & Jonny and gave them a 90-day free trial. The staff found it very easy & convenient to use, being that it’s accessed on their cell phone. Staff starts with what data needs and can be collected in the field. With the DEP requirement of identifying lead & copper in water systems, pictures need to be associated with the data. The pictures can be categorized and loaded into a spreadsheet very quickly & effortlessly. This data can then be sent to DEP. After the October deadline to send the water line inventory to DEP, the requirements won’t stop there. Notifications & modifications will need to be made and more data gathered, long after the October inventory is submitted. Some new requirements may involve the material of pipe joints, connectors, etc. Tony can print customer notification cards, if staff wishes, or if we want to print in-house, Tony will provide the file to do so.
The program costs \$450/month with a simple agreement that can be cancelled any time. It also includes any updates, as they may come available. All of the data is backed up on Google Cloud, but it can also be downloaded to a travel drive & kept onsite, if desired. If cancelled, the data can be sent to Stewartstown (pictures incl.) to keep.
The Board & Ira thanked Tony for attending tonight to explain the product.
3. **General Business**
 - **Approval of Meeting Minutes**—Mr. O’Neill made a motion to approve the March 20th, 2024 Meeting Minutes; Mr. Cook seconded. All were in favor; motion carried.
 - **Consent Agenda**—it was the consensus of the Board to approve the following expenses:
 - **Water Fund**—water bills & payroll dated March 20th thru April 17th, 2024, totaling \$93,492.04 (of which, payroll makes up \$8,822.98 of total).
 - **Sewer Fund**—sewer bills & payroll dated March 20th thru April 17th, 2024, totaling \$90,400.70 (of which, payroll makes up \$8,772.42 of total).
4. **Engineer’s Report**—Jason Brenneman reported:
 - **N. Barrens Rd. Sewer Extension & Dollar General Sanitary Sewer Replacement**—bids for this project were opened yesterday. Four bids were received, ranging from \$267,610 (Barrasso Excavation) to \$296,820 (Wexcon). Jason’s estimate was approx. \$110,000 which was just for the sewer line and the two laterals on Barrens Rd. Adding other items onto it, his updated estimate was \$200,000.
Jason stated the biggest concern of all contractors was boring under Barrens Rd, which is a PENNDOT requirement and cannot be removed from the scope of work. Jason doesn’t foresee any issues with awarding the project to Barrasso, as some of their previous job problems involved water lines & testing.

Mr. O'Neill made a motion to accept all four bids and award the project to Barrasso Excavation for a cost of \$267,610, pending receipt of all necessary paperwork being received. Mr. Cook seconded. All were in favor; motion carried.

- **Borough Inlet Assessment**—Jason's office is working on a review of all inlets/related piping for the Borough in order to assess where the priorities are for replacement. Borough Council is requesting to use the Authority's equipment (backhoe, possibly the Wachs trailer) to assist in pulling grates, cleaning inlets, etc. Once the grate is pulled, Jason said a Pencam would be used to see the condition of the pipe (in the first 5'-10'). With approx. 350 inlets in the Borough, the project will need to be broken up into segments, due to sewer and water staff being tied up with their other duties. Jason and Ira believe Council would be agreeable to compensation for both man hours and equipment use. An invoice would be created for this time/equipment and sent to the Borough for payment.

Mr. Casteel made a motion to allow the Borough to use Authority resources with reimbursement for their stormwater assessment. Mr. O'Neill seconded. All were in favor; motion carried.

- **Forest Road Subdivision**—Site Design Concepts met with Hopewell Township regarding this subdivision which includes 48 units, both single homes & duplexes. Jason had forwarded the plan via email to the Authority Board prior to tonight's meeting.

Ira & Jason met with the engineer earlier this year to discuss their concerns, mainly about pump station calculations. A lot of the concerns have been addressed and a revised plan submitted. Jason said some discrepancies remain, but nothing serious. As with other projects involving a pump station, a Water Quality Permit needs to be submitted to DEP. The design engineer submits the application & permit, but it must be in the Authority's name.

Mr. Cook made a motion to authorize signing the application contingent on Jason & Ira being satisfied with it before it's signed; Mr. Casteel seconded. All were in favor; motion carried.

- **Information Items/no action required:**

- **High Street Water Line Replacement**—all paperwork has been signed & Notice of Award & Proceed was sent to the contractor. They're getting their shop drawings together & will be in touch with a tentative schedule and to set up a pre-con meeting.
- **New well**—Jason contacted J.A. Myers while they still have ownership of the Mayberry site/HOA. They said digging the well may not be out of the question, but they need more time to think about it; however, they also stated they're fairly close to losing control of the HOA.
- **York Water Agreement**—the letter with the increased water request was sent. They contacted Jason after receiving it and stated their biggest concern was typing up capacity for emergency situations. They're not against the idea but are still calculating options & will report back.

5. **Solicitor's Report**—John Baranski reported:

- Letter to the property owner at 13 Chantleir Court was drafted advising him to stop discharging his sump pump into the sanitary sewer system. Mr. O'Neill made a motion to authorize Atty. Baranski to mail the letter; Mr. Casteel seconded. All were in favor; motion carried.
- Revised Management Agreement between the Borough & Authority has been drafted, per the suggestion of the auditor. There was one correction needed which John will make for the May meeting.

Mr. O'Neill made a motion to approve the Management Agreement with revisions; Mr. Casteel seconded. All were in favor; motion carried.

6. **Sewer & Water Supervisor Report**—Ira Walker, Jr. submitted his report & the following expenses for action:

- While conducting the lead/copper inventory, staff found a handful of homes (approx. 10) with galvanized pipes. According to DEP/EPA, galvanized pipes were lined with lead years ago, so they would have a significance related to the lead/copper rule; however, Ira isn't certain that's the case with all of these homes. As done a few years ago, the Authority shared the cost of a lead line replacement with a resident, and Ira wondered if they would do so again with these other 10 or so properties. Discussion was held regarding how to handle this—
 - As a project, completing all at the same time?
 - Water/Sewer staff complete the work, then enter into a repayment arrangement with the homeowner, i.e., 5 years to payback w/no or low interest. Low interest rate loans could be available through the County or possibly CDBG grant funds.
 - Cost-sharing with the homeowners to replace the lines.

Ira said staff can help, although he doesn't want staff to be responsible for the entire job. His estimate for the work is \$10,000, but he can reach out to Manifold Excavating to get a firmer cost. In the meantime, Jason B. could possibly research whether or not grant money would be available for this type of work. The Board agreed to this.

- A meg meter was purchased from Amazon at a cost of \$172.82.
- A new fuel injection pump for the backhoe was purchased from Kirchner Mobile Repair in the amount of \$2,392.50.
- Control Systems 21 installed a new VFD on the thickener controls at the WWTP for a cost of \$4,383.31.
- Miller & Son hauled 4 loads of liquid solids to the Springetts WWTP at a cost of \$1,780.
- Springetts WWTP treatment fees were billed at \$748.80.
- Gettle serviced pump #2 at Sewer #8 & once back in service, they will service pump #1. Cost for both is approximately \$4,000.
- A 30-gallon drum of cleaner for the belt press was purchased from MTEK at a cost of \$1,009.23.
- A new waste pump for Well House #7 was purchased from Preferred Pump at a cost of \$340.24.
- A new arm for the tarp system on the dump truck was ordered from Bortek at a cost of \$344.
- Control Systems 21 invoiced us for a new contactor and for troubleshooting issues at Sewer #9. Total cost \$1,075.63.
- Control Systems 21 investigated electrical issues at Well #5 J2 for a cost of \$508.66.
- Annual inspection, oil change, tire rotation was completed on Truck #4 (water) at Gordon's Service Center for \$183.50.
- Truck #3 (sewer) was taken to Gordon's Service Center for a misfire issue & two new front tires for a cost of \$669.32.
- Miscellaneous parts for the chemical feed pumps were ordered from LRM at a cost of \$960.
- Zahn Contracting Corp invoiced \$300 for a heavy duty roller used for landscaping the grassy ROW leading to Well #5 R2.
- A box of long shank master locks was purchased from Henry's Lock & Key at a cost of \$108.
- Lab supplies were purchased from Hach at a cost of \$600.98.
- Items to note:
 - May 7th @ 11am—vendor will once again bring a trailer-mounted pipe inspection camera to conduct a demonstration. Any Board members are welcome to attend.
 - 2023 Plant Performance Award—every year since 2010, the WWTP has met and/or exceeded treatment performance to win this award. Thanks to the hard work of our staff, the Authority & our Engineers!

- Per the OneMark presentation earlier tonight, the Board is amenable to enter into a one year agreement with Breakthrough Concepts, LLC, beginning immediately with a review to be conducted after that year.
7. **GMB Engineering Report**—Jason Lytle reported:
- **Task 003/006—Operational Support**—in progress
 - **Control Building/Garage Roof**—warranty expires 9/14/2024. Will schedule a maintenance inspection in Spring.
 - **Pumpstation Odor/H2S mitigation**—aeration units were switched between PS #11 & PS #3—neighbor reports significant improvement in odor. Staff will continue to observe. Researched options/costs for a Carbon Filter, which can range from \$6,000-\$30,000 depending on the unit. The H2S concentration determines how big the vessel needs to be. Jason provided brochures on an H2S data logger if odor continues to be an issue. There are options available for purchase or monthly rental.
 - **Task 04B—Control Building & Dewatering System Construction**—in progress
 - **Screw Press**—not a lot of progress here; still waiting on the equipment.
 - Revised Change Order #1 & Change Order #2 were submitted from Contractor AIS.
 - Change Order #1—originally submitted for \$40,554 that was revised to \$34,622.67. AIS included VFD’s in this submittal, which adds to the total cost. Jason has a hold on VFD’s that may be available through Schwing; however, the cost through AIS appears to be cheaper. Schwing’s unit cost is \$5,900/VFD w/o markups. He can work to get the cheaper option.
The Board tabled this CO pending Jason’s research.
 - Change Order #2—originally submitted for \$38,312 that was revised to \$35,583.93. Mr. O’Neill made a motion to approve Change Order #2 in the amount of \$35,583.93; Mr. Cook seconded. All were in favor; motion carried.
 - **Task 005—Treatment Improvements Design**—still working through this, i.e., SCADA design, layout of instrumentation of SCADA, etc.
8. **Chairman’s Report**—Jason Roberts reported:
- April 25th, 2024 is Take Your Child to Work Day—the Personnel Committee has extended this invitation to Borough staff, if anyone is interested. This was discussed with the Borough Solicitor beforehand & safety precautions were discussed with the employees and will be observed for the children.
 - Most of the issues with meter reading have been resolved and the process should go much smoother, going forward.
 - Employee recognition—he plans to convey the idea (to Borough Council) of recognizing those employees who go above & beyond in their duties. Authority Board members support this idea.
9. **Treasurer’s Report**—Stacy Myers reported:
- Connections Report—6 new connections since March (4—Mayberry, 2—Cloverfield)
 - Year-to-date budgets are in everyone’s mailbox. If there are any questions/concerns, email or call her or Missy.
10. **Adjournment**—With no further business before the Board, Mr. O’Neill made a motion to adjourn the meeting @ 8:45pm. Mr. Cook seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary