

Stewartstown Borough Sewer & Water Authority Meeting Minutes
Wednesday, April 15th, 2026

Members present: Jason Roberts, Linda Miller, Kevin Brunicke, Jack Cunning, Joyce Ryer

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

Visitors: Jake Ryer

1. The meeting was called to order @ 6:30pm.
2. **Engineer's Report**—Jason Brenneman reported:
 - **Chapter 94 Report**—submitted
 - **Bailey Pump Station/Force Main Replacement**—Jason B & Jason L are working together on this.
 - **Water Tank Rehab**—Maintenance is planned for early 2027. Ira recently ran two tests by closing the valve to the larger tank (the tank to be shut down for maintenance) and there was no issue with keeping the tank level above 85' (or higher), and there was no need to open the York Water valve. Jason will continue to work on the paperwork to get submitted to DEP.
As discussion was previously held on additional storage in the tank, an additional tank, and/or additional water from YW, Ira & Jason had a recent phone conversation with DEP who confirmed no additional storage is required & no additional tank would be necessary.
The wells currently supplement York Water rather than the other way around as in years prior. In drier conditions, will the wells be sustainable? Can/will we find new wells? Purchase more from YW? And who should pay for that?
Discussion was held on the number of EDUs being billed and calculating the cost to possibly charge future developers. Jason submitted a rough estimation of usage, allocation from YW, etc. While researching, Jason found that the authority can possibly charge developers for additional capacity & sources. He & Atty. Baranski will work together to discuss specifics.
 - **Bridgeview Lot 3**—The only spot for a possible new well will not be feasible due to the isolation distance that is required. Developer has looped the water line & is working to address other minor comments.
 - **Scarborough Fare/Cedar Lane/Harmony Ct. Water Replacement Project**—There is some settlement on Scarborough Fare @ Harmony Ct. There was a patch on the water main & the contractor had later dug further behind the water main & patched the area. Being close to the sanitary sewer, that line was televised & it was confirmed that nothing is wrong with the sewer line. Jason said the settlement is occurring off to the side of the patches (not the patches themselves, just the existing road). The contractor (DeTraglia) gave a quote of \$6,800 to dig up the area, repair it & pave again, if Ira, Jason & Craig (DeTraglia) find it's NOT related to the water project. Jason believes the poor road condition and spider cracking of the road surface is allowing water to travel underneath & cause the settlement. Ira disagrees and believes the settlement is directly related to the water line replacement project. He said the settlement is occurring on the patch itself.
Hopewell Township requires inspectors to be onsite during backfill of trenches, and Ira said this was a backfill situation. Jason said the patch isn't settling, but unfortunately, we can't see outside of the patch whether or not there's cave-in of the trench & there were no notes of a cave in. The inspector is watching the compaction of the trench & if the trench itself settles, then we'd know there was an issue, but the patch itself didn't settle. Jason maintains the settlement extends several feet in either direction of the patch; Ira disagrees. The Authority pushed to get this water line replacement completed this year thinking the Township was going to repave the road this year, but a definite timeline for road repair is unknown, but possibly 2027 now.
Some Authority members want to see the area before taking action. The Performance Bond is still in place for this project & a warranty on the work should be good for one year. The Authority, in good faith, worked with DeTraglia on the Change Orders that arose during this project, and the Board believes the repair should be his responsibility. An onsite meeting will be scheduled with Craig

DeTraglia, Ira, Jason B., Township reps, & a few Authority members as the trench is opened. Then discussion can be held regarding responsibility for the repair.

- **Grants**—Grant applications are due by November 2026, but we wouldn't know if ours is awarded until November 2027, so the app shouldn't be for any high-priority items. Several applications can be submitted at one time, so one could be for Poplar Springs sewer and another for a hydro-excavator. The Board/staff should let Jason know by July whether or not we want to pursue any grants this year.

3. **General Business**

- **Approval of Meeting Minutes**—Mrs. Miller made a motion to approve the March 18th, 2026 Meeting Minutes. Mr. Brunicke seconded. All were in favor; motion carried.
- **Consent Agenda**—It was the consensus of the Board to approve the following:
 - **Water**—Water bills & payroll (\$23,057.67) dated March 18th thru April 13th, 2026, totaling \$72,611.96.
 - **Sewer**—Sewer bills & payroll (\$17,411.11) dated March 18th thru April 13th, 2026, totaling \$144,220.47.

4. **Public Comment/Visitors**—No one was present to address the Board.

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

- **USALCO**—As discussed last month, an agreement offering \$9,828.72 to resolve the chemical spill/cleanup issue was sent to USALCO's solicitor, but it was denied. Atty. Baranski then sent the agreement offering \$19,659 (the original invoice of \$25,969.13 minus our current credit on account of \$6,310.13) but a response hasn't been received to date. More will be reported as known.
- **62 Mill Street (Emenheiser)**—A Municipal Claim in the amount of \$2,403.50 was filed on 3/24/2026 for the default Repayment Agreement for the replacement of the water service line.
- **Properties using their private wells**—Letters were sent to 19153 Barrens Rd. South (Gable) and 4594 Bridgeview Rd. (Wood) that outlined enforcements steps the Authority will take if the illegal water connection is discovered again.
- **Enforcement Hearings for not connecting to public water** are scheduled for May 22nd, 2026 for 19045 Barrens Rd. South (Crislip) & 4614 Bridgeview Rd. (Engel).
- **Saubel's/Kinsley Properties**—Counsel for Stewartstown Station Shop/Kinsley Properties has requested all correspondence mailed to them regarding the requirement for Saubel's Markets (8 Ballast Lane) to purchase additional water EDUs due to high usage. Atty. Baranski will respond to the request.

6. **Sewer & Water Supervisor Report**—Ira Walker, Jr. reported the following:

- We purchased two mini refrigerators from Home Depot for use at the WWTP to keep our wastewater samples refrigerated at the appropriate temperature. Cost of both units was \$358
- We hauled 144 tons (16 loads) of Class A biosolids to the Dehoff Farm at a cost of \$4,320
- We purchased two 3-gallon air compressors from Grainger at a cost of \$625.72
- We ordered lab supplies (water/sewer) from USA Blue Book for a total cost of \$1,319.57
- Johnston Construction assisted staff with replacing bad couplings (with SS couplings) at Sewer Stations 2, 4, 7, 8, 9, 10 & 11. The job took one week to complete at a cost of \$13,951.30. Miller's Septic hauled wastewater from Sewer #2 & #10 as our tank truck was being used at other sites. Their invoice has not been received yet.
- Miscellaneous supplies were purchased from Tractor Supply/Home Depot at a cost of \$295.29
- Witmer Public Safety calibrated our gas detection meters & found a bad oxygen sensor that needed to be replaced at a cost of \$358.29
- We purchased 24 curb boxes, one 4" water main valve and miscellaneous couplings/adaptors from L/B Water Service at a cost of \$6,086.03
- We purchased 12 tons of stone from York Building Products for the driveway at Sewer #2. Cost was \$259.08

Mrs. Miller made a motion to approve the above expenses. Mr. Brunicke seconded. All were in favor; motion carried.

7. **GMB Engineering Report**—Jason Lytle reported:

- **Task 009—Operational Support**

- Landfill Pretreatment—Waiting on the DEP permit review to come back to see if any revisions are necessary.
- Pumping Station Odor/H₂S mitigation—Jason didn't receive Quorum's monthly report until late. He will forward to Stacy for distribution.
- Bioset Operation/Service—Acid Feeder—the new unit was approved last month, and staff will coordinate the receipt with Schwing
- Ozone Disinfection Pilot—Resubmittal that addressed DEP's comments was sent back to them & staff is waiting for any additional comments.

- **Task 04B—Control Building & Dewatering System Construction**

- We've received everything from Schwing
- AIS/Heisey has a few punchlist items to complete. Once complete, the last Payment App will be released.

- **Task 005—Treatment Improvements Design**

- Jason is coordinating with DEP on the procurement contracts & documents to submit to PENNVEST. To move this forward, Jason said a Draft Cover Letter & a Draft Public Notice are necessary per the Categorical Exclusion & must be sent with the other documents to DEP & the Notice to be advertised in the newspaper.

Mr. Roberts made a motion to approve the submittal to DEP for the Categorical Exclusion and Public Notice. Mrs. Miller seconded. All were in favor; motion carried.

- Township Building Permit Submittal—Will coordinate with architectural, structural & electrical to complete the building plans and then submit the Building Permit application to Hopewell Township.
- **Task 007—PFAS Preliminary Planning & Design**—This task is on hold right now, but Jason will verify when EPA requirements take effect.
- **Task 010—Bailey Springs PSP Upgrades**—As Jason B mentioned, the force main layout has been completed. The Site layout, Wet Well concrete rehabbing & lining, Bypass pumping and Electrical System upgrades are all in progress.
Shop Drawings were submitted for review. Smith & Loveless proposed an alternate pump based on the modified design point with the new force main, but the pump they originally submitted gives more options for future uses, so Jason will go with that one.
- **Possible grant opportunity**—When looking at the Bailey Springs Pumpstation submittal, it was noted there's a capacity bottleneck within the collections system where the discharge currently goes. There are two options to reroute that force main, either 1) via Cemetery Avenue or 2) down Stewartstown Road to the Sewer Plant. Both options are about the same hydraulic condition for the pumps. They would need a different impeller, but that could be done at a later time. This could also serve a couple other properties if this route is taken. More discussion can be held on this.

8. **Treasurer's Report**—Stacy Myers

- **Delinquent accounts**—Notices were mailed for unpaid February sewer bills totaling \$22,414. If not paid by 4/21/26, notices that include an additional \$50 fee will be posted at residences. Water shut off for these unpaid bills will be 4/30/26.
- **49 Mill Street/Displaced resident due to recent fire**—Resident requested the water & sewer bills be suspended while they are out of the home. Ira said the water is currently on at the home & it may be needed for those who will be doing the repairs/cleanup. Even if we turn it off at the curb, minimum bills will still generate unless the meter is actually pulled, in which case, the homeowner will be required to pay for reconnection, when they're ready. After more discussion, the Board denied the request for the bill suspension, stating that, while no one is in the home, the water & sewer bills would both just be minimum with no usage.
- **Update on monthly billing**—A quote was received from Arista Information Systems for our monthly bill printing. The price would be \$662/month to print the bills (\$500 of which is a minimum

monthly fee & \$162 is for the actual bill printing). Postage would be extra which typically runs \$500-600 for each water & sewer mailing. Approximate monthly cost thru Arista would be \$1,200. The folder/sealer machine, discussed last month, would be cheaper within 3 months' time at \$3,500. The postage rate for a folded letter will be researched and whether we could get a bulk rate for each mailing. There are things that our billing software, MuniLink, should be able to help us with, such as different service periods (from quarterly to monthly), delinquent notices and shutoff notices and shutoff dates, as all of this would change.

To avoid our customers paying a double service fee (for a water AND a sewer payment) we will need to open another bank account where the water/sewer payments would get deposited. But a monthly (or bi-monthly) transfer would need to be done so invoices could be paid from the separate water and sewer checking accounts.

Doxopay (a current bill pay platform used by some customers) has a link that can be added to our website that offers a supplemental option for customers to pay their bills. E-check payments (using a checking or savings account) would be free to the customer, and credit card payments could be made at a lower fee than currently charged through Invoice Cloud. Both options are free to the Borough. Stacy & Jillian have a meeting tomorrow to learn more about this.

9. **Chairman's Report**—Mr. Roberts reported:

- **Meter Replacement/Lost Revenue spreadsheet**—As discussed in previous meetings, there were six (6) properties where the water meter was installed backwards since the time of the home build. Three of the following were reported last month:
 - 500 Log House Rd—since September 2024
 - 520 Log House Rd—since March 2024
 - 17997 Dave Anne Circle—since July 2024
 - 4315 Blackburn Dr—since October 2020
 - 4294 Forbes Dr.—since October 2020
 - 4290 Forbes Dr.—since October 2020
 - 19153 Barrens Rd. South—used private well off & on since March 2020
 - 4594 Bridgeview Rd.—used private well off & on since September 2025

During the noted time periods, minimum water & sewer bills were generated to these residents, resulting in 1,596,000 gallons not being billed. The lost revenue was calculated based on 2026 rates: Water revenue totaled \$21,997.24; sewer revenue totaled \$9,747.04.

Calculations were also done at the 2025 rates which totaled \$16,838.24 in lost water revenue and \$8,445.12 in lost sewer revenue.

All the meters were corrected in March, and a new report in the billing software will ensure this doesn't occur again as the report will pick up properties with high usage as well as those with low/zero usage.

Atty. Baranski has sent letters to the two property owners stating that, per our Water Rules & Regulations, once a property is connected to public water, they are NOT to use their private well unless ONLY for outdoor use (washing cars, watering flowers, etc.). Staff can continue to monitor the usage at these residences.

Because it poses a public safety issue due to well water contaminating the public water system, discussion was held requiring ALL private wells to be capped so no usage from them can continue.

Atty. Baranski will research the legal aspect of capping private wells & report back next month.

10. **Adjournment**—With no more business before the Authority, Mrs. Miller made a motion to adjourn the meeting @ 8:20pm. Mrs. Ryer seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary