

Stewartstown Borough Sewer & Water Authority
Meeting Minutes
Wednesday, December 21st, 2022

Members present: Kenton Kurtz, Lisa Mohan, Nathan Cook, Gordon Wisnom, Sr. Dave O’Neill, Jason Roberts

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

1. The meeting was called to order @ 7:00p.m.
2. **General Business**
 - **Approval of Meeting Minutes**—Mr. Wisnom, Sr. made a motion to approve the November 16th, 2022 Meeting Minutes; Mr. O’Neill seconded. All were in favor; motion carried.
 - **Consent Agenda**—it was the consensus of the Board to approve the following expenses:
 - **Water**—Water bills & payroll dated November 16th thru December 19th, 2022, totaling \$84,979.33
 - **Sewer**—Sewer bills & payroll dated November 16th thru December 19th, 2022, totaling \$170,831.75
3. **Public Comment/Visitors**—none
4. **Solicitor’s Report**—John Baranski reported:
 - Jason Brenneman & Ira were made aware of an on-lot septic system that has failed on the property next to the water towers (Barrens Rd. North property) & in turn, they notified Atty. Baranski to research whether or not a public water connection would be required if public sewer was supplied to that property. Ira & Aaron Manifold met with a Camelback Ct. property owner to the rear of the failed septic residence because that would be the closest area to access public sewer. That homeowner was agreeable to a right-of-way or easement through their yard in order to connect the Barrens Rd. homeowner & Aaron is working on a price to do so. Ira estimates the water main has been in front of the Barrens Rd. property since approx. 1984; however, no water service line has ever been extended to the property, and the homeowner said their private well is functioning fine. After researching the exceptions to the Second-Class Township Code (passed in 2008), Atty. Baranski said the Barrens Rd. property would **not** need to connect to public water if the public sewer connection is made. The Board thought it best to send a letter to Hopewell Township making them aware of this property’s failed septic. It’s up to them to enforce what needs to be done. It’s unclear what exactly is the problem with the septic. Can the current system be repaired? Does the septic tank need to be replaced?
Mrs. Mohan made a motion to authorize Atty. Baranski to send a letter to Hopewell Township of a possible septic problem at this residence that needs to be addressed; Mr. O’Neill seconded. All were in favor; motion carried.
 - Atty. Baranski sent a letter to 25 High Street that the Borough staff is unable to access the curb stop because it was covered when the sidewalk was repaired/replaced. Per Section 605.d of the Authority’s Rules & Regs, the curb stop must be kept in good repair at all times at the customer’s expense. The current owners of 25 High Street have sold the home & settlement is approaching. The deadline for the repair is tomorrow, 12/22. Staff will confirm whether or not it has been done. Atty. Baranski said, regardless who the homeowner is, the curb stop still needs to be fixed.
5. **GMB Engineering Report**—Jason Lytle gave the following updates:
 - **Task 001—WWTP Assessment**
 - The DCED Local Shares Program grant application for SBR & UV Improvements was submitted last month.

- The DCED COVID-19 ARPA H2O Program grant application was submitted this month.
 - **Task 002—SBR Retrieval units**
 - All punchlist items have been completed so the final invoice (Invoice #3) will be released for payment. (approved last meeting)
 - **Task 003—Operational Support**
 - Skids for Chemical Feed Pumps—expected January 2023 for installation thereafter
 - Pumping Station Odor/H2S mitigation—Little John unit was installed on 11/22/2022 at Pumpstation #10—reports have been encouraging on the ragging & grease issues. Pursuing a 2nd Little John unit for Pumpstation #11, as previously approved.
 - Entry Gates/Fencing—estimates of approx. \$5,500 were received for permitting & installation, including electrical relocation. A COSTARS proposal of \$16,245 had been received by Security Fence for the fencing itself.
Mr. O’Neill made a motion to approve the \$5,500 for permitting & installation and also the \$16,245 for the Security Fence proposal; Mrs. Mohan seconded. All were in favor; motion carried.
 - **Task 004—Control Building/Dewatering System Improvements**
 - Requested an updated proposal from COSTARS/Schwing Bioset—should be prepared for approval at January’s meeting. We’re excluding the improvements to the Bioset system based on the operational adjustments to be done once the Screw Press is in.
 - Permitting—Hopewell Township’s building permit application is prepared for signature tonight + a \$250 fee (required)—Mr. Wisnom made a motion to submit the building permit application & the \$250 fee to Hopewell Township; Mr. O’Neill seconded. All were in favor; motion carried.
 - PENNEST submission
 - Categorical Exclusion letter was approved pending advertisement. The proposed sewer & water rate increase will be included.
Mr. O’Neill made a motion to authorize the advertisement; Mr. Wisnom seconded. All were in favor; motion carried.
 - Additional documentation for PENNEST submission
 - Land Use Concurrence Letters—in progress
 - Letter of Responsibility, Resolution from Legal Authority (Borough), & the 147C letter from IRS is all complete
 - Spec Certification & Cost Effectiveness Analysis are both pending
 - A site visit to Upper Moreland was on 12/14/22 to see the system in action, which is a similar size to Stewartstown’s system. After talking to their staff, a few operational improvements were added to Stewartstown’s plan.
 - Construction Phase Services—does the Board recommend engineering services during construction like during the SBR retrieval process? Part time? Full time? Jason will prepare a proposal for the Board’s review at the January meeting, but construction wouldn’t begin until after the bid process.
6. **Engineer’s Report**—Jason Brenneman reported:
- **Bridgeview Sewer/Water System**—this is complete other than the line under Rt. 851. The Board asked Jason to review the remaining bond of \$78,203.11 to ensure that would be sufficient to cover the cost of running that line. Jason obtained some prices & believes, even worst-case scenario, that that amount would be sufficient for the pipe & manholes. Ira & Jason met with the developer a month or so ago, who said he is working on outstanding conditions, & Ira stated the two water lines have been aligned. The developer still needs to post a 15% maintenance bond (\$109,889.38) on the original bond amount, but the Board

could adopt the sewer & water system (including the Pumpstation) on the condition that maintenance bond be submitted.

Jason said 8 units need to be built yet, but York County Conservation stopped progress because of the winter season approaching. Hopewell Township had some issues regarding the stormwater for the project & Jason's office is now addressing that with YCCD.

Bridgeview wants to give up the water & sewer system, so they can then address the sewer line running under Rt. 851 with Hopewell Township.

Mr. Wisnom made a motion to deny this request to adopt the water & sewer system until all units are complete & the development is complete; Mr. Roberts seconded. All were in favor; motion carried.

Mr. Wisnom made a motion to authorize Jason Brenneman to work with Atty. Baranski to create a response to the developer regarding the Board's denial; Mr. Cook seconded. All were in favor; motion carried.

- **13 & 15 Chantlear Court & Bronson Avenue**—Jason & Ira met with Clearview

Excavating regarding the settlement issues in these areas.

- Chantlear Court—quote for repair \$8,700
- Bronson Avenue—quote for repair \$2,800
- 8" water main locate & install new fire hydrant near Westminster Place—quote for this work \$3,500 (Borough has a hydrant & can assist with the installation).

Mr. Wisnom made a motion to approve all 3 projects; Mr. Roberts seconded. All were in favor; motion carried.

- **The DCED COVID-19 ARPA H2O Program** grant application for the new water tank was submitted last week.
- **SRBC Consumptive Use Grant**—Jason is working with Ira to get this submitted by the due date, 1/31/2023. This will be for the leak detection meters.
- **PRWA/Diamondmaps**—completed today.

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

- Parts for the composite sampler were ordered from Teledyn at a cost of \$499.
- Six (6) new air filters were ordered from Excelsior Blower Systems at a cost of \$403.02
- Annual inspection of the Western Star dump truck cost \$1,319.62 at Truck Specialties (inspection + necessary parts)
- Felicia Markline & Nate McCloskey are attending a mandatory class on Securing Water/Wastewater Facilities; cost is \$550
- Invoice for \$3,556.80 was received from Springettsbury Township WWTP for liquid sludge hauled there by Miller & Son.
- Ordered sewer/water markers from USA Bluebook for a cost of \$765.37
- Two boxes of chem keys were ordered from USA Bluebook for a cost of \$261.00
- Miscellaneous supplies were ordered from Grainger for a cost of \$909.70
- Received a shipment of heating oil from Tevis Energy at a cost of \$3,149.01
- Invoice for \$2,901.31 from Control Systems 21 was received for the installation of the Little John digester/aeration unit at Sewer #10
- Gettle refurbished the old pumps/motors from Sewer #3 to keep as spares. The 1st one was completed at a cost of \$3,699.44
- Lab supplies (for water/sewer) were ordered from Hach at a cost of \$1,091.70
- A High Lift was rented from Paules Property Management for a cost of \$500
- New work hats for the employees were ordered from Image 360 at a cost of \$406.75
- An order for miscellaneous supplies were ordered from L/B Water at a cost of \$561.36
- Six (6) transmitters for the front gate were ordered from Security Fence at a cost of \$147.78

- Tubing & a pH sensor were ordered from LRM for a cost of \$631
- Our 4-gas air monitoring meter recently failed its monthly calibration. Cost for a new 4-gas meter is \$965 from Witmer Public Safety Group.
- 11 loads of biosolids were hauled to Greg Wilt at a cost of \$2,475
- Truck #4 (2008 Chevrolet Utility) recently failed its PA State Inspection (at Gordon's Service). The tools/equipment have been transferred to the new truck & the old truck is now out of service. Does the Board want to sell it on sealed bid? Post it on MunicBid?
Mr. O'Neill made a motion authorizing Ira to sell the 2008 truck via the best way; Mr. Wisnom seconded. All were in favor; motion carried.
- Of note, Nate McCloskey passed his Sewer license exam on 11/15/2022 & just barely missed passing his water license (by 5 points).

Mr. O'Neill made a motion to approve the above expenses; Mrs. Mohan seconded. All were in favor; motion carried.

8. **Treasurer's Report**—Stacy Myers reported:

- **Connections**—0 since last meeting
- **Grant update**—
 - COVID-19 ARPA H2O Grant for new water tank—submitted on 12/12/22
 - COVID-19 ARPA H2O Grant for WWTP upgrades—submitted on 12/15/22
- **Resolution 2022-01**—to adopt new water rates of the Stewartstown Borough Authority—Mr. Wisnom made a motion to adopt Resolution 2022-01; Mr. O'Neill seconded. All were in favor; motion carried.
- **Resolution 2022-02**—to adopt new sewer rates of the Stewartstown Borough Authority—Mr. O'Neill made a motion to adopt Resolution 2022-02; Mr. Wisnom seconded. All were in favor; motion carried.
- **Letter to Taylor Haus Restaurant regarding mandatory connection by 6/30/2023**—letter was sent on 11/8/22 via certified mail & U.S. Mail. The certified letter was returned this week marked "Unclaimed". Can we assume they received the U.S. copy? Atty. Baranski said the general rule is, that if a letter is sent both certified & regular mail & the certified comes back "unclaimed", you can assume the regular mail was delivered. The Board suggested mailing another letter closer to their connection deadline. This will be on the April meeting agenda for authorization.

9. **Adjournment**—With no further business before the Authority, Mr. Wisnom made a motion to adjourn the meeting @ 8:10p.m. Mr. O'Neill seconded. All were in favor; motion carried.

Respectfully submitted by:

Stacy Myers, Recording Secretary