

Stewartstown Borough Sewer & Water Authority Meeting Minutes
Wednesday, January 15th, 2025

Members present: Jason Roberts (via cell phone), Lisa Mohan, Linda Miller, Dave O’Neill, Kevin Brunicke

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

Visitors: none

1. The meeting was called to order @ 7:00pm.

2. **General Business**

- **Approval of Meeting Minutes**—Mr. O’Neill made a motion to approve the December 18th, 2024 Meeting Minutes; Mr. Brunicke 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 Dec 18th, 2024 thru Jan 14th, 2025, totaling \$89,617.73.
 - **Sewer**—Sewer bills & payroll dated Dec 18th, 2024 thru Jan 14th, 2025, totaling \$74,222.06.

3. **Public Comment/Visitors**—none

4. **Solicitor’s Report**—Atty. Baranski reported the following:

- **Dollar General**—proof of our \$1,750 payment for the damage to our sewer force main (caused by DG fence post) was sent to them, per their request to John. After sending that, no response has been received from them.
- **Underground Line Utility Protection Act Violation**—Reported by Ira last month, this was a result of a PA One Call in April 2024 when a contractor hit a gas main while installing sewer/water in the Kurtz School Villas development. PA One Call said Stewartstown didn’t respond properly to the emergency notification. Staff had responded, but not to PA One Call’s guidelines, according to them. Stewartstown Authority hasn’t adopted the sewer & water system in this development yet, and this was relayed to PA One Call, but they felt Stewartstown’s response should’ve been “no utilities are there”; however, staff didn’t feel that was right because we didn’t want any water/sewer lines getting hit.

A violation & fine of \$2,000 from the State resulted. Authorized by the Authority Board last month, Ira sent the appropriate notice of denial from liability, and shortly after, received notice of a hearing date of February 11, 2025 in which to appear regarding this violation. Ira reached out to a contact who offered to coach the staff on how to handle themselves at the hearing. One or two Board members will also plan to attend the hearing with Stewartstown staff.

- **Inspections of water services in Hopewell Township properties**—Ira explained, for newly constructed homes, Stewartstown inspects from the street right-of-way to the outside valve of the house. Plumbers would then do the inside, and Stewartstown would verify the meter assembly was ready for a water meter to be installed. For the Cloverfield development (in the Borough), our Zoning Officer, Wade Portner would conduct those inside inspections. It was thought that for newly constructed homes in Hopewell Township, the township inspector was inspecting the same, but that was found not to be the case during the Mayberry development construction. Between the street valve & house valve (basically a 4’ section) was not being inspected, as he thought that was Stewartstown’s responsibility. Discussions took place to see if Wade Portner could inspect Hopewell Township homes (new builds) on our water/sewer system, the same as he’s doing in the Borough. As an employee of New Freedom Borough, New Freedom & Stewartstown have a mutual aid agreement so he can issue building & zoning permits in the Borough. Atty. Baranski reviewed that agreement and said we could expand on that to permit Wade to conduct those township inspections, but all parties must be in agreement. Both John and Ira said Township Supervisors didn’t seem to have a problem with Wade doing so, and Township reps were invited to tonight’s meeting for more discussion but were not in attendance. These inspections would only be necessary for new construction, not properties already built and already having water meters. So, it only involves approx. a dozen homes and, if a proposed development off of Forest Rd. moves forward, it would be a total of close to 60 homes. Jason B. said the Authority doesn’t own the water line in the yard, nor do we maintain it. If we were to inspect it, we don’t want the homeowner (or the township) to believe we would continue to maintain it, although this is a gray area of whether or not it would appear to be Stewartstown’s.

If Wade inspects for the township, that cost should be passed on to them for payment, as the building permit would be handled & issued by them. Fees were discussed, as well as the requirement for a plumbing license, inspections, etc. Since there are only a handful of homes yet to be built in Mayberry, Ira suggested completing those & going forward, instilling an inspection fee for future township developments.

Mr. O'Neill made a motion authorizing Jason Roberts to execute the revised Mutual Aid Agreement, when completed, that will allow Wade Portner to conduct inspections in Hopewell Township properties with fee/costs based off the current agreement between New Freedom & Stewartstown; Mrs. Mohan seconded. All were in favor; motion carried.

Mr. O'Neill made a motion authorizing Atty. Baranski to draft a resolution to adopt a \$200 fee for a water meter assembly inspection. Mrs. Mohan seconded. All were in favor; motion carried.

The Board agreed that, after the Mayberry development is done, a discussion should be held between the township & borough for inspections of future developments.

- **M & T Bank Funding Proposal for Scarborough/Cedar Water Line Replacement**—Stacy has obtained the terms & paperwork for the \$500,000 loan, but some of the items involve legal verbiage and will require John's assistance. Mr. O'Neill made a motion authorizing Atty. Baranski to assist Stacy with & prepare whatever loan documents are necessary for settlement of this note. Mrs. Mohan seconded. All were in favor; motion carried.

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

- Oil & filters for the Bioset system were purchased from Schwing Bioset at a cost of \$5,206.19.
- Control Systems 21 completed work on the cyber security project/consultation for a cost of \$1,121.70.
- Truck #3 (Sewer) was at Gordon's Service for PA State inspection & oil change; cost \$165.50.
- Nerd 911 performed IT work at the WWTP & Borough Office; cost \$4,215.
- Dorn Electric performed minor telephone/electric line work at the WWTP for a cost of \$504.
- Excelsior Blower Systems sent a field tech to evaluate our 3 blowers (motors) at a cost of \$640.04.
- Two sanitary sewer manhole covers were purchased from EJ USA at a cost of \$343.02.
- Gettle picked up, evaluated & repaired a motor at Sewer #3 for a cost of \$842.70.
- Truck #5 (Sewer) was at Gordon's Service for PA State inspection & oil change; cost \$147.50.
- Kirchner Mobile Repair performed miscellaneous work (ignition/starting the engine) on the John Deere backhoe for a cost of \$4,555.28.
- Tubing for the composite sampler & lab supplies were purchased from Aqua Phoenix at a cost of \$206.65.
- Control Systems 21 performed some minor work at the WWTP for a cost of \$328.
- Road diesel (250 gallons) was purchased from Tevis Energy at a cost of \$686.15.
- Annual inspection/fluid changes on the heavy duty truck was performed at Truck Specialties; cost \$2,008.34.
- Control Systems 21 performed work on the SCADA system (chlorine alarm) at Well #7; cost \$240.

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

6. **GMB Engineering**—Jason Lytle wasn't present tonight, but submitted the following report:

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

- Application for Payment #4 in the amount of \$453,938.96 was received from AIS. Work includes floor replacement, steel reinforcement, pump & piping installation, continued work on restrooms/locker room & ventilation.

Mr. O'Neill made a motion to approve the payment to Advanced Industrial Services in the amount of \$453,938.96 contingent on all supporting documentation being received; Mrs. Miller seconded. All were in favor; motion carried.

- Ira reported the temporary sludge removal unit is to be delivered Monday, January 20th, & the conveyor is to be delivered later that week. The unit cannot be installed until the conveyor arrives. Gordon's is on standby to help with this heavy equipment. Ira is hopeful that by end of January, beginning of February, we'll be using the temporary unit.

7. **Engineer's Report**—Jason Brenneman reported:

- **Sinkhole at Hershey Lane Pump Station**—met 3 contractors onsite to discuss the work involved to repair/replace the rusted corrugated metal pipe. Three phone quotes were received:

- Manifold Excavating--\$22,656.50
- Zahn Contracting--\$44,701
- Clearview Excavation--\$23,800

Jason reported that Hopewell Township is willing to assist with equipment & labor for this project.

Mr. O'Neill made a motion to accept Manifold Excavating's quote of \$22,656.50; Mrs. Mohan seconded. All were in favor; motion carried.

- **Kurtz School Villas**—the developer is working on a punchlist for acceptance of the water/sewer lines.

- **Cedar/Scarborough Water Services**—Jason plans to have documents for bid approval at the February 19th meeting.
 - **Well #5 Control Building Upgrade**—work is starting on Monday, January 20th & is expected to take approx. a month to complete.
8. **Treasurer’s Report**—Stacy Myers reported:
- **Resolution 2025-01**—Increasing Water Rates as of January 1st, 2025—Mrs. Mohan made a motion to adopt Resolution 2025-01; Mr. Brunicke seconded. All were in favor; motion carried.
 - **Connections Report**—two new connections since last month (1—Mayberry, 1—17845 Barrens Rd. North). Also, two other Mayberry connections took place in November 2024, but weren’t reported until tonight.
 - **Delinquent bills**—Outstanding November sewer bills to date total \$35,067
9. **Chairman’s Report**—Jason Roberts had no report.
10. **Adjournment**—With no further business before the Authority, Mr. O’Neill made a motion to adjourn the meeting @ 7:57pm. Mrs. Miller seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary