

**Stewartstown Borough Sewer & Water Authority Meeting Minutes**  
**Wednesday, July 19<sup>th</sup>, 2023**

**Members present:** Kenton Kurtz, Nathan Cook, Lisa Mohan, Gordon Wisnom, Sr., Jason Roberts, Tom Casteel

**Others present:** Engineer Jason Lytle, Solicitor John Baranski, Recording Secretary Stacy Myers

1. The meeting was called to order @ 7:00p.m.
2. **General Business**
  - **Approval of Meeting Minutes**—Mr. Wisnom made a motion to approve the June 21<sup>st</sup>, 2023 Meeting Minutes; Mr. Roberts 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 June 21<sup>st</sup> thru July 18<sup>th</sup>, 2023, totaling \$102,354.50.
    - **Sewer**—sewer bills & payroll dated June 21<sup>st</sup> thru July 18<sup>th</sup>, 2023, totaling \$119,823.47.
3. **Public Comment/Visitors**—no one was present to address the Board.
4. **Solicitor's Report**—Atty. Baranski reported:
  - Approval of necessary letters/resolutions for the PENNVEST loan application—under GMB's report.
  - Mandatory water & sewer connection letters were sent to both 17845 & 17855 Barrens Rd. North. 17855 Barrens Rd. are the homeowners who have experienced a failed septic system resulting in a large sinkhole in their front yard. If the Authority pays to extend the public sewer to the front of their properties, both residents will be required to connect, per the 2<sup>nd</sup> class Township Ordinance. To date, staff has not received any response from either resident.
  - Going along with the requirement of the 2<sup>nd</sup> class Township Ordinance, Stacy distributed a list of six (6) properties where water was available, but who were not required to connect when they connected to public sewer. Stacy will review these properties with Ira.
5. **Sewer & Water Supervisor Report**—Ira Walker, Jr. wasn't present tonight but presented the following expenses for action:
  - Control Systems 21 completed updating/upgrading the SCADA systems at all water/sewer sites for a cost of \$7,596.73.
  - Parts for the UV system (at the WWTP) were ordered from DeNora at a cost of \$11,981.94 (previously approved by the Authority).
  - Electrical supplies & a battery-operated impact wrench were purchased from Home Depot in the amount of \$1,071.76.
  - Parts for the sewer stations were purchased from Hydra-Numatics for a cost of \$2,301.49.
  - Johnston Construction completed garage door repair (at the WWTP) for \$713.48 and work at Sewer Station #11 for a cost of \$2,700.94.
  - Purchased two cases of locks from True Value at a cost of \$197.88.
  - Wierman's Plumbing fixed a leak at Well #5 J2 for a cost of \$145.
  - Core & Main fixed a water line for a cost of \$1,996.66.
  - Lab supplies were purchased from Hach at a cost of \$674.54.
  - A hydrant adaptor/extension kit for the valve boss were purchased from Pollard Water at a cost of \$815.99.
  - Rigdon's Tire Service replaced the two front tires on the skid steer for a cost of \$865.
  - Two annual operator certification fees for \$100 each were paid to PA DEP.
  - Gaskets for the fire hydrant caps were purchased from Core & Main at a cost of \$430.24.
  - Core & Main completed software updates on the new leak detection meters for a cost of \$1,353.60.

- A new gas cylinder (for the door on the backhoe) was purchased from Groff's at a cost of \$122.28.
- Parts for the line maintenance items (water) were purchased from L/B Water at a cost of \$612.18.
- 8 float switches (used at the sewer stations) were purchased from Control Systems 21 at a cost of \$550.
- Gettle (motor vendor) refurbished both pumps/motors at Sewer #11 for a cost of \$6,725.14.
- Hydra-Numatics installed the mixer/aeration unit at Sewer #3 (as a trial). Cost of the unit is \$3,999. Additional parts are necessary to install the unit permanently inside the dog box at a cost of \$250.

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

6. **Engineer's Report**—Jason Brenneman wasn't present tonight, but submitted the following informational items:
  - **Bailey Hotel**—construction continues, and the sewer replacement started July 12<sup>th</sup>.
  - **N. Barrens Rd. Sewer Extension**—Jason's office completed the survey work the week of July 10<sup>th</sup>. Design & PENNDOT permit submission work has begun. Once the design is completed, Jason will work with Atty. Baranski on an easement.
7. **GMB Engineering Report**—Jason Lytle reported the following:
  - **Task 001—WWTP—proposal for treatment improvements**—submitted to Board for their review. These improvements include:
    - Replace/upgrade SBR Process Equipment
    - Replace/upgrade SBR Instrument & Controls
    - Replace/upgrade Aeration Blowers
    - Replace/upgrade UV Disinfection
    - Replace/upgrade Aerated Grit System
    - Upgrade Sludge Thickener
    - New SCADA Controls
    - Modifications to the lab/office inside existing building
    - New Headworks Building/Paving modifications
  - **Task 003**
    - **Pumping Station Odor/H2S mitigation**—an early morning investigation will be scheduled to track the odor sources.
    - **Industrial WW Discharge Ordinance**—this is in progress, as the previous Ordinance was dated 1973, then the Authority adopted the Sewer Service Rules & Regulations in 1994 which addressed the majority of previous comments, such as:
      - Definition updates (EDU=230 gpd)
      - Rates to be updated/increased by Resolution
      - Grease traps
      - Applies to all users (not only industrial)
      - Pass-through restrictions
      - Substances that cause NPDES violations
      - Slug loading restrictions
      - pH range adjusted (6.0 to 9.0)
      - Adopted Rules & Regs occurred prior to the 2008 nutrient removal upgrades to the WWTP, so there were no maximum concentrations for BOD, TSS, TKN, TP. This can be added into revised copy.
      - TKN will also be added to the slug loading paragraph.
  - **Task 04A—Control Building & Dewatering System Bidding**

- PENNVEST coordination—Jason, Atty. Baranski & Stacy participated in the 2<sup>nd</sup> conference call. A document signing/loan settlement is scheduled for August 29<sup>th</sup> @ 10am. Necessary documents include:
  - **Evidence of Equity Letter**—letter from the Authority to PENNVEST stating the Authority will contribute \$280,000 towards the project, along with proof of those funds. Mrs. Mohan made a motion authorizing Chairman Kurtz to sign the letter; Mr. Wisnom seconded. All were in favor; motion carried.
  - **Resolution 2023-003**—Reimbursement Resolution—to reimburse PLGIT Sewer Funds used for construction improvements to the WWTP with funds received from PENNVEST. Mr. Casteel made a motion to authorize Stacy Myers to add the appropriate title of Secretary to the document and to adopt Resolution 2023-003; Mr. Roberts seconded. All were in favor; motion carried.
  - **Resolution 2023-004**—Resolution to Borrow—to authorize the securing of funding from PENNVEST in the maximum principal amount of \$2,700,000. Mrs. Mohan made a motion to authorize Stacy Myers to add the appropriate title of Secretary to the document and to adopt Resolution 2023-004; Mr. Roberts seconded. All were in favor; motion carried.
  - **Resolution to make Stacy Myers Assistant Secretary of the Authority**—Mrs. Mohan made a motion authorizing Atty. Baranski to create such a Resolution for next month’s meeting; Mr. Cook seconded. All were in favor; motion carried.
- Bid results for WWTP upgrades—two bidders submitted bids--
  - Heisey Mechanical was the low bidder with a bid of \$1,029,603.
  - Johnston Construction had a bid of \$1,029,859.
  - Both contractors have experience with Stewartstown system & staff.
  - Mrs. Mohan made a motion to issue the Notice of Intent to Award to Heisey Mechanical; Mr. Casteel seconded. All were in favor; motion carried.
- **Task 04B—Control Building & Dewatering System Construction**
  - Schwing Screw Press System—waiting on the COSTARS submittal
  - Boerger Rotary Lobe Pumps—waiting on the COSTARS submittal
- 8. **Chairman’s Report**—Mr. Kurtz had nothing to report.
- 9. **Treasurer’s Report**—Stacy Myers reported:
  - **Connections report**—0 new connections since last month.
  - **List of Commercial properties/additional EDU’s needed**—revised list of sewer AND water EDU’s for these properties was submitted to the Board, along with a few highlighted accounts which habitually use more than 1 EDU’s allowance of 230 gpd. This can be reviewed until next month when the Board can determine which customers may need to be billed for additional EDU’s.
  - **Informational items--**
    - **Sewer & Water Rules & Regulations**—a copy of each will be available for each Board member at next month’s meeting.
    - **Insurance Response for lost mapping tool**—they responded that if we can ensure the unit was stolen (not misplaced), insurance would cover a replacement (minus deductible). Of note, Jason Brenneman was able to locate some of the data captured on the tool, so that will be entered into Diamondmaps.
- 10. **Adjournment**—With no further business before the Board, Mr. Wisnom made a motion to adjourn the meeting @ 7:56p.m. Mr. Roberts seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary