

Stewartstown Borough Sewer & Water Authority Meeting Minutes
Wednesday, March 20th, 2024

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

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

Visitors

Felicia Markline
Rosemary McCloskey
Cindy Crislip
Jay Quinn
Pam Almony

1. The meeting was called to order @ 7:00p.m.
2. **General Business**
 - **Introduction of newest Board Member**—Chairman Jason Roberts introduced Kevin Brunicke (5 Ecker Avenue). Mr. Brunicke is a longtime resident of Stewartstown, moving to the Borough in 2017. He’s nearly the Head of Operations at the York Fairgrounds and was a contractor before that.
 - **Approval of Meeting Minutes**—Mr. O’Neill made a motion to approve the February 21st, 2024 Meeting Minutes; Mr. Casteel 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 Feb. 21st thru Mar. 19th, 2024, totaling \$124,439.78.
 - **Sewer**—sewer bills & payroll dated Feb. 21st thru Mar. 19th, 2024, totaling \$109,800.84.
3. **Visitors/Public Comment**—
 - **Rosemary McCloskey, 18998 Rosewood Dr., Stewartstown** was present to request a water meter for installation on her private well in order for her sewer usage to be metered. She believes her usage is minimal, much lower than the flat quarterly sewer rate she currently is charged. She understands she would need to purchase the water meter from the Authority at the cost of \$308. Once the meter is purchased, it must be installed by a professional plumber, after which, a meter reading would be obtained each quarter before the sewer billing is done. This would, most likely, be a cheaper sewer bill than Mrs. McCloskey is currently paying because it would be based off of usage & not a flat quarterly rate. Mr. O’Neill made a motion to authorize Mrs. McCloskey to purchase a water meter for \$308 to be installed on her private well at 18998 Rosewood Drive. Mrs. Mohan seconded. All were in favor; motion carried.
 - **Cindy Crislip, 19045 Barrens Rd. South, Stewartstown** was present to discuss the mandatory water connection at her property, stating she likes her well water & wants to remain on that. Atty. Baranski explained Hopewell Township has a Mandatory Connection Ordinance (per their Act 537 Plan & PADEP) that requires a principal structure (home) within 150’ of public water & sewer to connect. Ms. Crislip was surprised, as she was never made aware of this & nothing had been said in the past. Mrs. Mohan explained that, during a recent inventory of the water/sewer system and the properties connected to it (both residential AND commercial), approx. 8-9 township properties were found within that distance, requiring them to connect. A payment plan for the Authority’s tapping fees has been offered to all those residents if they want to take advantage of it. Atty. Baranski will email a copy of the Mandatory Ordinance to Ms. Crislip, which offers more explanation of its mandates.

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

- He distributed a draft copy of the revised Sewer Service Rules & Regulations for the Board's review. He will have a resolution prepared for the April meeting so the Board can adopt the new Rules and Regulations. In the meantime, if anyone has any comments/revisions, let him know.
- 33 College Avenue (Vanover) letter requiring their mandatory connection to public water has been mailed, with a June 1st, 2024 connection deadline (same as the other township residents).
- During the 2023 Audit, the auditors found a 1984 Management Agreement between the Authority and the Borough, regarding water. There had been an agreement regarding sewer, but it expired in 2013. The agreement requires the Borough to submit requisitions of all Authority expenses to the Authority Board each month for approval. Although the Board approves sewer & water expenses each month already, written approval on these requisitions were to be submitted, unbeknownst to current office staff. At the auditor's suggestion, Atty. Baranski stated he will draft an updated Management Agreement that includes both water and sewer, but that does not require written requisitions, as the monthly expenses & payroll are already approved at each meeting and are listed in the meeting minutes.

Mr. O'Neill made a motion authorizing Atty. Baranski to draft an updated Management Agreement between the Authority & Borough for the April meeting. Mrs. Mohan seconded. All were in favor; motion carried.

The updated agreement will be used going forward, but for the 2023 Audit, a 2023 Payroll Summary Report, showing the breakdown of water, sewer, & general (Borough) payroll, as well as all 2023 Sewer & Water expenses was printed & submitted to the Board for review & Chairman's signature. This will bring the Authority into compliance for the 2023 Audit.

Mr. O'Neill made a motion to approve the Payroll Summary Report and 2023 Sewer/Water Expense Report and to authorize Chairman Roberts to sign both. Mr. Casteel seconded. All were in favor; motion carried.

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

- Some supplies were purchased at Home Depot at a cost of \$134.85.
- Miscellaneous parts for line maintenance (water) were purchased from Core & Main at a cost of \$1,086.78.
- Control Systems 21 evaluated/repairs an issue with the control panel for the belt press at the WWTP, cost of visit \$876.60.
- Dorn Electric replaced a disconnect switch for Tank #1B at a cost of \$1,910.
- Wierman's Plumbing & Zahn Contractors assisted to get the pit less adaptor for Well #5 R2 back in service. Cost from Wierman's was \$1,102.48.
- Wierman's Plumbing replaced a bad float/wiring harness at Well #4 at a cost of \$345.10.
- Suction tubing was ordered from ISCO at a cost of \$371.22.
- Lab supplies (sewer) were purchased from Hach at a cost of \$690.47.
- A new pH meter (for the WWTP) was purchased from Hach at a cost of \$2,069.98.
- Training on health & safety topics is scheduled for April 18th; cost \$750.
- Rain gear/work gloves were purchased from G & S Safety Products for \$146.03.
- Minor fabrication was done to a dump body (used for biosolids) by Harry's Mobile Repair & Fab at a cost of \$819.29.
- Control Systems 21 charged \$340 for monthly SCADA maintenance.
- Gettle replaced seals in a pump at a cost of \$170.
- Gordon's Service billed \$240 for ice removal/salt spreading at the WWTP.

- Kudos to Felicia Markline and her job as water meter coordinator. Since 1/1/2024, we've replaced over 175 meters. During the water meter change outs, inspection of the water lines is conducted, per the 10/16/24 deadline from PADEP & EPA. Staff also conduct checks for illegal connections at this time, as well as gather phone numbers for the robocall notification system.

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

Ira reported on the 1 Mark system that's being used to log the service line data for the PADEP/EPA requirement. The system can also be used to mark utilities for PA One Call. This tool is currently being used on a 90-day free trial basis. Once the trial period ends, the 1 Mark system would cost \$450/month. Board members wondered if there were similar, possibly cheaper systems available. The Borough's IT guy (Nerd 911) can mirror this system using Share Point, but it would require additional steps & would not be nearly as fast.

The Board had other questions such as who owns the data collected by the system? Where is the data kept? How long would the system last? Are there updates that would come available?

Ira will forward the contract to the Board for their review and will invite Tony from 1 Mark to come to the April Authority meeting so questions can be answered. In the meantime, some Board members can research to see if there are similar, less expensive options.

Jason Brenneman stated Hopewell Township was interested in a similar system; maybe the cost of a system could be split with the Borough.

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

- **High Street Water Main Replacement Project**—9 bids were received with Barrasso Excavation, Inc. being the low bidder with a bid of \$136,250. There had been a 2019 incident with Barrasso falsifying water testing results on a job. Borough staff, as well as Jason, had heard good workmanship reviews about Barrasso & their crew from other municipalities. The Authority must award the contract to the lowest bidder unless there's proof of irresponsible behavior/work. Atty. Baranski said he would be willing to write a letter to defend the argument of irresponsibility in Barrasso's case. Barrasso had also expressed interest in the sewer line extension on Barrens Rd. North & the sewer line replacement near Dollar General. That project will soon be advertised for bids.

Jason estimates the High Street project taking approx. two weeks, going from Springwood Avenue to Scarborough Fare. More discussion was held.

Barrasso would have to provide 100% performance bonds, and if he couldn't provide that, he wouldn't be awarded the contract. They have already provided the 5% bid bond. The water sampling could be performed by a 3rd-party, at Barrasso's expense, with the results sent to Stewartstown, not Barrasso. Stewartstown staff can witness the sampling, in addition to conducting random site inspections during the job. Jason's office does spot inspections, but the Board can decide how frequently they want his office to visit the site.

Provided Barrasso agrees to Stewartstown observing & monitoring the sampling, and send the results to Stewartstown, Mr. O'Neill made a motion to award the contract to Barrasso Excavation, Inc. for a proposal of \$136,250 providing they can provide all the necessary paperwork & documents. Mrs. Mohan seconded. All were in favor; motion carried.

- **N. Barrens Sewer Extension & Dollar General Sewer Replacement**—bid paperwork has been advertised.
- **York Water Agreement/new well site**—Jason, Ira & Mr. O'Neill met with York Water on 3/6/24 to discuss additional flow, gallons per minute & volume (gallons). Currently, the agreement allows the Authority 12million gallons/month with a maximum rate of 300 gallons/minute. Stewartstown currently uses 6million gallons/month, and 130-180 gallons/minute.

It's been discussed about increasing the gallons per month we're getting from York Water, in case of emergency. York Water is open to it and requested a letter be sent with Stewartstown's request. Staff, Jason & the Board believe 18million gallons/month and 600 gallons/minute is a good starting point.

- **Landfill Agreement**—Jason B., Jason L. & Ira have reviewed/updated the old agreement. Once sent to Atty. Baranski for his review, a meeting will be scheduled with the landfill personnel.
- **Well # 7 SRBC Renewal**—the well renewal is due September 2024. Dennis Sarpen will work with Ira & SRBC to get this submitted.
- **Chapter 94 Report**—the draft has been submitted to the Board for review. Any suggestions/revisions can be sent to Jason B. If none, Chairman Roberts can sign.

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

- **Task 001—WWTP Assessment**—completed
- **Task 003/006—Operational Support**—in progress
 - Control Building/Garage Roof—will try to schedule a maintenance inspection before next meeting.
 - Pumpstation Odor/H2S mitigation—staff is still observing, as there is still some odor at Sewer PS #3. Will explore the usage of a carbon-based odor filter & should have a cost comparison between that & the Little John Digester w/Ozone by next meeting. Hopewell Township has received some complaints from residents about the odor, but Ira reported we're not violating any Ordinances.
- **Task 04B—Control Building & Dewatering System Construction**—in progress
 - Application for Payment #2 has been received from AIS in the amount of \$29,448.90. Jason also distributed a copy of the minutes from the 2/8/2024 construction progress meeting.
 - Progress from the last meeting included the boiler demolition, electric unit heater installation, fuel tank removal, below slab piping has been installed & are working toward restroom & locker room completion.
 - Schwing COSTARS proposal was received (for control upgrades)--\$10,470.
 - Borger COSTARS proposal was received (for pump for WWTP)--\$6,036.70 (approved at the December Authority meeting).
 - Existing Gasoline Tank Conversion to Diesel has been completed—PWI submitted an invoice in the amount of \$13,477.17.

Mr. Casteel made a motion to approve Application for Payment #2 (AIS) for \$29,448.90, the Schwing COSTARS proposal for \$10,470, and the PWI invoice for \$13,477.17. Mr. O'Neill seconded. All were in favor; motion carried.

- **Task 005—Treatment Improvements Design**—in progress. Working through the various pieces of equipment involved & have received proposals from the various vendors. Reviewing a building modification to expand/renovate the office & lab area, in addition to a new Headworks Building.

We're looking to include related equipment, design, etc. of this Task in the 2025 budget & anticipate a submission to PENNVEST around July 2024, (with the exception of the Post Aeration Blowers & UV Disinfection, to be 2024). More information should be reported at next month's meeting.

8. **Chairman's Report**—Jason Roberts had nothing to report.

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

- **Connections Report**—7 new connections since February's meeting (1 water @ 5 Park Street, 5-KSV, 1-MB).
- 45 Mill Street—customer consistently exceeds the allowed 230/gpd per EDU, due to running an in-house laundering service. Does the Board want Atty. Baranski to send a letter requiring

them to purchase another EDU? Usage history from 2022 & 2023 was distributed. The Board asked staff to continue to monitor the usage & keep them informed.

10. **Other Authority business**—

- With previous discussions held about digging another well, Mr. O'Neill said that while we have the opportunity to, we should pursue the active spring near the Mayberry development. We could test the spring water as a starting point, then we could check out existing wells. J.A. Myers (builder at Mayberry) has expressed the possibility of providing an easement to the Authority, as they currently have the HOA but are getting very close to losing that (within 1-2 months) as Ryan Homes is now also involved in that development. Mr. O'Neill made a motion for Jason Brenneman to create a plan of potential easements & have Atty. Baranski write a letter requesting an easement. Mrs. Mohan seconded. All were in favor; motion carried.
- Obtain details of the security of our operating system until the April meeting. Ira will work with Nerd 911 for that.

11. **Executive Session**—At this time, the Board recessed to Executive Session @ 8:50pm to discuss personnel issues. The Board reconvened @ 9:07pm. No motions were needed. No action taken..

12. **Adjournment**—With no further business before the Authority, Mr. Cook made a motion to adjourn the meeting @ 9:07pm. Mrs. Mohan seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary