

Stewartstown Borough Sewer & Water Authority Meeting Minutes
Wednesday, March 18th, 2026

Members present: Jason Roberts, Linda Miller, Kevin Brunicke, Nathan Cook, 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, Kenton Kurtz, Katie Snyder, Scott Heil

1. The meeting was called to order @ 6:30pm.
2. **Engineer's Report**—Jason Brenneman reported:
 - **Bridgeview Lot 3**—A revised plan has been received from the developer & has been reviewed. A few minor comments are still outstanding for them to address. The developer plans to loop the water line out to Rt. 851. Jason & Ira discussed a potential well site for this area, but since there is a stormwater easement upslope in the only decent location for a well & the deed requires 100' isolation distance, there's no space for a new well.
 - **Terra Nova Capital Hopewell Springs development**—This is located on Kurtz School Road & the developer reached out regarding water & sewer capacity. Discussion was held with York Water who stated the minimum purchase requirement would need to be increased. A new well site was also discussed for this area. Jason said the two current water towers store 600,000 gallons of water (top to bottom). Due to the high point of Cedar Lane & the Mayberry development, there's approx. 30' of storage available (from top of tank, down) until those Cedar Lane/Mayberry residents begin to experience lower water pressure. Jason said this leaves approx. 120,000 gallons of "usable storage". DEP requires one day's worth of storage for the entire system and we're averaging approx. 320,000 gallons per day, so we meet DEP's requirement, but it's not "usable storage". DEP, however, is only looking at total capacity for their requirement. Options are still being reviewed as this development is in its early stages. Atty. Baranski is also researching what we're legally able to request from the developer regarding contributing in order to meet DEP requirements. More information will be reported, once known.

This also plays into the Water Allocation Permit Renewal (for DEP), due this week. This comes due every 25 years, so population & usage must be projected to the year 2050 for the renewal. Jason said the average population/usage will require 400 gallons per minute, and currently between York Water and our wells, we can supply 450 gallons per minute, so there are no concerns of needing additional flow from York Water. YW said they could increase the rate from 300/gpm to 400/gpm but that would require the Authority to buy a minimum of 4million gallons per month which would require one of their booster pumps to be upgraded (approx. \$1million cost). This is what Atty. Baranski is researching as far as requirements that can be requested from the developer. Jason said a similar situation is occurring with a new development in Hanover Borough. He will try & get more information related to that & report back.
3. **Public Comment/Visitors**—The following were present to address the Board.
 - **Scott Heil, 3 Redspire Lane**, attended a meeting two months ago regarding a sewer trap issue at his home in December (2025). His plumber, W.W. Gemmill attended also and stated the trap was installed too deep at the time the house was built (early 2000's), and thought the Authority, having inspected the trap at that time, should be financially responsible for the repair bill. Mr. Heil has lived at the residence since 2016, but no other problems related to this issue are known from him or the previous owners. Gemmill's invoice totaled \$6,594.30, \$4,396.88 was "street cost" (the portion Gemmill thought was the Authority's responsibility) and \$2,197.42 was "house cost" (Heil's responsibility). The Authority had no problem paying their portion, but the excavation & yard restoration costs for the Authority seemed elevated. Mr. Roberts is prepared to offer \$2,500. Mr. Cook & Mr. Brunicke were willing to offer a 50/50 split of \$3,282.15. After more discussion, Mrs. Ryer made a motion to pay \$3,250 towards the repair. Mr. Brunicke seconded. All were in favor; motion carried. The payment will be sent directly to W.W. Gemmill Plumbing.
 - **Katie Snyder** was present to ask about water & sewer connection at a vacant lot on Mill Street that's currently for sale. Sewer & water tapping fees were paid at the time this property was subdivided from the Falkler property on W. Pennsylvania Avenue. Ira explained, sewer and water is available at the intersection of Cemetery Avenue & Mill Street, not directly at the vacant lot. If someone wanted to connect to public water/sewer, they would need to install a pump system in order to pump the sewage to the top of the hill (into the manhole). Water would also be available at that intersection, but a service line would need to be extended to get water to the property. Since the lot is within 200' from public services, it would be required to connect per Ordinance. On-lot well & septic would not be allowed, and at .36acre, space may be really tight for a well & septic system.

4. **General Business**

- **Approval of Meeting Minutes**—Mrs. Miller made a motion to approve the February 18th, 2026 Meeting Minutes. Mr. Cook 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 (\$23,232.42) dated February 18th thru March 17th, 2026, totaling \$104,534.10.
 - **Sewer**—Sewer bills & payroll (\$17,456.22) dated February 18th thru March 17th, 2026, totaling \$79,773.84.

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

- **USALCO**—At last month's meeting, the Board authorized John to offer USALCO 50% of the owed amount after our credit on account was deducted. That amount was \$9,828.72. John drafted an agreement with this amount noted, but before John sent this to them, USALCO sent notice that they wanted the full amount of \$25,969.13 & were willing to deduct the credit on account leaving a balance due of \$19,659. John also drafted an agreement stating this amount would be paid.
If USALCO does not agree to the \$9,828.72, is the Board willing to pay the \$19,659 to settle this matter? Being that this issue has been going on nearly two years, Mr. Roberts will sign both agreements tonight. Mr. Roberts made a motion authorizing Atty. Baranski to act on the Authority's behalf to submit the agreement offering \$9,828.72, or if not accepted, the agreement offering \$19,659 (or another amount in between, if proposed). Mr. Cook seconded. All were in favor; motion carried.
- **Schwing Proposal**—John & Jason Lytle worked together to memorialize the offer extended by Schwing to settle the expenses incurred from the Temporary Press. Those 3 items included: 1) extra service call, 2) extended warranty on the Belt Press, and 3) parts. Schwing accepted the offer and the letter with the original signatures will be forwarded, once received.
- **Emenheiser/Mill Street**—Property owner is in default of the repayment agreement for the water service line replacement. John will file a claim this week for the outstanding amount.

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

- We hauled two (2) loads (16.7 tons) of Class B biosolids to Modern Landfill at a cost of \$1,918.20
- We purchased six (6) roto floats (sewer stations) from Control Systems 21 at a cost of \$616.40
- We purchased miscellaneous supplies from Home Depot at a cost of \$182.74
- We received the annual PA DEP Water fee for an amount of \$10,000
- Control Systems 21 helped troubleshoot an issue with the spiral screw screen at the WWTP for a cost of \$2,861.20
- Shrewsbury Borough brought their jetter (high pressure water) and camera trailer to remove some tree roots on Trout Lane. Total cost was \$1,520
- In October 2025, we purchased parts from Envirep to repair our water utility pump at the WWTP; cost was \$8,787.12
- Miscellaneous parts were purchased from Hydra-Numatic Sales for use at our sewer collection system; cost was \$497.63
- Exeter Supply's quote of \$8,355.60 for data loggers was presented to the Board. Ira would eventually like to purchase more loggers to install throughout the system, but we can hold off & discuss again in a few months.
- Of note:
 - Jonny Perry received a nice compliment from our Council President's daughter while collecting a water sample at their home. She stated Jonny was very professional & friendly.
 - On March 20th, Keith Trahan & Jonny Perry will be participating in Career Day at South Eastern Intermediate School (5th & 6th grade). This is our 4th year participating in the program.
 - Felicia Markline had a successful surgery on 3/16/26 and is home recovering. She's expected to be off work for at least another 4-6 weeks.
- 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**—In progress; next steps
 - Review the leachate flows/concentrations with the Landfill reps

- Waiting on DEP’s review of the NPDES Permit renewal to see if there are any potential changes in loading/testing
 - **Pumping Station Odor/H2S mitigation**
 - Quorum—Pilot for odor management at pumpstations
 - Monthly report distributed to Board that includes the tracking spreadsheet for observation of sites/tabs & FOG score. The odor has been reported as improved. With warmer weather approaching, this will be monitored as that’s when odors tend to increase.
 - **Bioset Operation/Service**
 - Follow up with Synagro regarding hauling & spreading sludge, storage onsite, etc.
 - Acid Feeder—Replacement parts quote (from last month) was approx. \$8,000 (parts only). A quote for a new Acid Feeder & Auger was obtained for \$23,485.49. The current unit is from 2007 & replacement parts have become a challenge to find/receive and at some point, will become obsolete. Staff has experienced some issues with its operation in the past few years. Per our agreement with Schwing, we can apply \$6,000 in parts to the purchase of the new unit OR the repair of the current one. We can also apply the service visits towards repair/replacement. Lead time for a new unit is approx. 10-12 weeks. The current unit is operating fine right now, but acid is needed more in the coming summer/warmer months. After more discussion, Mr. Brunicke made a motion to order the Acid Feeder from Schwing at a cost of \$23,485.49 & use the \$6,000 parts credit and one service call (per the agreement) towards the new one; Mr. Cook seconded. All were in favor; motion carried.
 - **Water Booster Pump**—Jason still working on this to obtain COSTARS pricing
 - **Ozone Disinfection Pilot**—Ira & Jason had a call with DEP today to discuss this plan. DEP will review & send a response letter which should be received by the April Authority meeting.
 - **Task 04B—Control Building & Dewatering System Construction**
 - **Schwing Concession Proposal**—As reported by Atty. Baranski, Schwing agreed to the proposal of a one-year extended warranty, two service calls and spare parts up to \$6,000. A letter had been sent to them for signature. Jason concurs with the release payment to Schwing that was being held in the amount of \$45,053.53
 - **Final Schwing invoice in the amount of \$42,105 is in Board packets.** Staff is just waiting for the receipt of the O & M manuals which are to arrive within the next week. Jason concurs with this payment after receipt of the manuals.
 - **Sum of both of the above, \$87,158.53**—Mrs. Ryer made a motion to release the payment of \$87,158.53 contingent on receiving the Operating & Maintenance Manuals. Mr. Brunicke seconded. All were in favor; motion carried.
 - **AIS/Heisey** will be requesting a Final Payment App in the amount of \$43,405.19 once their punchlist items are completed.
 - **Task 005—Treatment Improvements Design**—In progress; no action needed right now.
 - **Task 007—PFAS Preliminary Planning & Design**—On hold, but Jason reported the quarterly sampling has been updated and the results were much better than previous results.
 - **Task 010—Bailey Spring Pumpstation**—Shop drawing was submitted for review & compared to the upgrades that were done for the Mayberry development. Design elements include: 1) Force main layout (& field stakeout), 2) Site layout, 3) Wet well concrete rehab & lining, 4) Bypass pumping, 5) Electrical system upgrade/replacement
8. **Treasurer’s Report**—Stacy Myers reported:
 - **Delinquent Accounts**—Outstanding January water bills total \$6,431.41. Shutoff notices were posted on 3/17/26 with a shutoff date of 3/26/26 if not paid.
 - **Update on monthly billing**—Stacy visited New Freedom Borough to see the folder/sealer machine they use for in-house billing. She called 2 office machine places, but because it’s a specialized piece of equipment, neither one carries it. A Google search found one for just over \$5,000, but Kyocera dealer suggested another website that offered the machine for approx. \$3,500. Red Lion Borough outsources their monthly water/sewer billing to Arista Information Systems and Stacy reached out to them for a price. Red Lion’s (and New Freedom’s) customer base is approx. 3 times the size of Stewartstown’s. More will be reported once pricing is received from Arista. Our billing software, Muni-Link said it’s no problem to go from quarterly billing to monthly and will take 1-2 months for the development team to update our program.

- **Rizer Properties, 1 North Main apartment building**—Casey Rizer sent a letter requesting a sewer billing audit of the building, stating that some of the units are smaller than others and she didn't think the sewer billing was accurate. Each apartment unit (there are 6) must get billed 1 EDU cost + usage. The square footage of the unit doesn't matter. Each residence and apartment on the system gets billed 1 water & 1 sewer EDU (Equivalent Dwelling Unit), some businesses/properties discharging more than the 230gallons per day for an EDU are billed for additional EDU's, where necessary. The Board agreed with how 1 N. Main is getting billed and Stacy will follow up with Casey on this.
9. **Chairman's Report**—Jason Roberts reported:
- During a recent review of meter readings, three properties in the Bridgeview townhome development were found to have had the water meter installed backwards at the time of building (approx. 2020-2021). This resulted in approx. 800,000 gallons of water not getting billed to the customers over a 5–6-year period. A call to the billing software company to find a possible way to audit meter reading reports and to pick up on, not only high usage, but also low-to-no usage, a new reading report was added that can be ran after every meter reading so that this doesn't happen again. Transitioning from quarterly meter readings to monthly will also help.
Being impossible to retroactively bill these residents now, Mr. Roberts made a motion not to do so at this time. Mr. Cook seconded. All were in favor; motion carried. The 3 addresses affected were 4315 Blackburn Drive, 4290 Forbes Drive & 4294 Forbes Drive.
 - A recent check on Jonny Perry & Kerry Baum found them doing their jobs seamlessly even though water & sewer staff is shorthanded. Great job, guys!
 - Thank You to all who donated to the gift basket & goodies that were collected for Felicia Markline!
10. **Adjournment**—With no further business before the Board, Mr. Cook made a motion to adjourn the meeting @ 8:40pm. Mr. Brunicke seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary