

Stewartstown Borough Sewer & Water Authority Meeting Minutes
Wednesday, October 16th, 2024

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

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

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 September 18th, 2024 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 dated Sept. 18th thru Oct. 15th, 2024, totaling \$177,476.93.
 - **Sewer**—Sewer bills & payroll dated Sept. 18th thru Oct. 15th, 2024, totaling \$73,617.33.
3. **Public Comment/Visitors**—none
4. **Solicitor’s Report**—Atty. Baranski distributed his report:
 - **A Demand Letter was sent to Dollar General** for the repair of the storm sewer pipe that was damaged. Barrasso made the repair at a cost of \$1,750. The letter stated Dollar General has until 11/4/24 to reimburse the Authority for that repair.
 - **Resolution 2024-05** updating the Sewer Rules & Regulations regarding Industrial Discharge will be before the Board for adoption in November.
 - **On Oct. 8th, 2024, a letter was mailed to Matthew Cadden**, resident of 17855 Barrens Rd. North, directing him to connect to public water & sewer due to the illegal discharge of gray water (& failing septic system) at his property. The deadline to connect is 10/18/2024 before the Authority gets PADEP involved & takes further action.
 - **Bridgeview Lot 107/Lot 111**—received an Easement Agreement/Dedication Agreement with Tri Corner Bridgeview, LLC regarding the Authority’s Chlorine Booster Station on Rt. 851 and Tri Corner’s lots. Originally, the Authority requested the sewer be extended under Rt. 851 in order to connect Lot 107 to public sewer. Hopewell Township deed restricted the lot so that any future buyer must extend the sewer under Rt. 851 to connect, but Tri Corner does not need to make that connection at this time. Tri Corner did extend the Sanitary Sewer and Water System Dedication Agreement to the Authority that offers additional easement on their property to allow a seepage pit to be installed next to the existing Booster Station, along with \$5,000 in exchange for the Authority taking over the system, releasing Tri Corner from their Bond, and they will agree to a Maintenance Bond for 18 months.
Of note, the Easement Exhibit notes this as “Lot 107”; however, after confirming, John said this should be listed as “Lot 111”. Jason Brenneman has corrected the Easement Exhibit. John concurs with the proposed agreements and said Lot 111 will not be connected unless it’s developed.
Mr. O’Neill made a motion to approve the Sanitary Sewer & Water System Dedication Agreement; Mr. Casteel seconded. All were in favor; motion carried.
Mr. O’Neill made a motion to approve the Easement Agreement for the Chlorine Booster Station; Mr. Casteel seconded. All were in favor; motion carried.
 - **Screw Press/Schwing contract review**—Jason Lytle had sent an email to Schwing reps regarding the shipping delays for the Screw Press. He received a response from the equipment rep who said they forwarded it to others in the company. John said the contracts say 33-48 months is their deadline (from submission to delivery), but they’re past that date now; however, the contract also includes several waivers regarding delays & not holding them responsible or not taking legal action for various things such as delivery delays. Jason Lytle will review the COSTARS proposal to see if there is anything through the State regarding this. We can always hold final payment until everything is received & the contract is fulfilled.
 - **USALCO Chemical spill**—John received another email from USALCO’s attorney stating they’re still waiting on a response from their client. We have some costs for damages, but John doesn’t believe they’re enough (along with the staff hours, etc.) to file a lawsuit. Ira said USALCO is the main distributor in the region, and we didn’t receive any invoice from them for the cleanup. The Board agrees to not pursue reimbursement.
 - **19045 Barrens Rd. South (Crislip)**—Ms. Crislip’s attorney maintains that she does not need to connect to public water & that she will not. Per the Authority’s Rules & Regulations, Mr. O’Neill made a motion to file with the District Justice; Mr. Casteel seconded. All were in favor; motion carried.

Unfinished Business

- **300 Bailey Drive & Saubel's Markets**—letters were sent requiring them to purchase additional EDU's for their excessive water/sewer usage, along with a request for District Justice Manifold to schedule a hearing; awaiting date. John resent the letters to the property owners on 9/29/24.
 - **4614 Bridgeview Rd (Engel)**—researched & found no obituary for the owner, so he's presumed still living & has not responded to John's 8/8/24 letter about connecting to public water & sewer. He will continue to push for Engel's response.
 - **4603 Bridgeview Rd (Wilkerson)**—payment was made to satisfy the lien & he is to connect to public water & sewer next week.
 - **33 College Ave. & 31 College Ave.**—both properties are now connected to public water.
 - **Cloverfield**—easements needed for access to the cleanouts & curb boxes. The Authority has not accepted ownership of the lines, so we can hold out until the easements are obtained. In addition, the Borough hasn't adopted the streets either, so no snowplowing or maintenance will be done. John may notify the developer letting him know of these consequences.
 - **Magnolia Groves**—developer's attorney has inquired about getting an easement over the Homeowner's Association for the common area. Ira said this easement was requested because we wanted to loop a water line in the area; however, the HOA never received a deed (for the property) from the developer so they can't grant the easement if they don't own the property. More on this as it's learned.
5. **Sewer & Water Supervisor Report**—Ira Walker, Jr. submitted the following expenses for action:
- Miscellaneous parts for the chemical feed pumps were purchased from LRM at a cost of \$1,197.
 - Lab supplies were purchased from Hach at a cost of \$737.95.
 - Two part kits for the chemical feed pumps were purchased from LRM at a cost of \$390.
 - Miscellaneous parts were purchased from L/B Water at a cost of \$1,363.72.
 - Openshaw Plumbing invoiced us for water service line replacements done at 28, 60 & 62 Mill Street, totaling \$6,800.
 - Employees have been registered for training through PRWA, cost was \$630.
 - Parts for the GIS System were ordered from Print-O-Stat at a cost of \$896.99.
 - Control Systems 21 resolved a communication issue at the WWTP & a SCADA issue at Sewer #13 for a total cost of \$704.
 - Sewer manhole inserts (24 of them) were purchased from EJ USA at a cost of \$1,351.92.
 - Small items were purchased from Home Depot at a cost of \$175.94.
 - Small maintenance items for the WWTP were purchased from Share Corp at a cost of \$210.67.
 - 13 loads of biosolids (97.5 tons) were hauled to the Dehoff Farm at a cost of \$2,925.
 - Ken Greer Excavating assisted in tapping the water main at 19045 Barrens Rd. South at a cost of \$300.
 - Miscellaneous parts were ordered from L/B Water at a cost of \$3,795.35.
 - Parts for the chemical feed pumps were purchased from LRM at a cost of \$1,212.
 - Openshaw Plumbing invoiced us for water service line replacements done at 87 Cemetery & 2 S. Main at a cost of \$6,041.14.
 - C.H. Reed completed annual preventative maintenance on the air systems at the WWTP; cost was \$2,616.66.
 - We purchased a box of red chart pens (for the flow chart recorder at the WWTP) from Control Systems 21 at a cost of \$205.72.
 - Belts for the belt press (WWTP) were purchased from Micronics at a cost of \$5,703.83.
- 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 reported:
- **Task 003/006—Operational Support**
 - Bioset Operation/Service—will follow up with Synagro later, if a problem arises with Class A disposal.
 - Acid feeder—will order a spare hopper at some point.
 - SBR #2 Aeration Diffuser Lifting Cable—Hook retrieval unit was borrowed from Town of Perryville & we plan to complete the retrieval next week.

- PFAS Monitoring & Reporting—will schedule meeting with PADEP & PENNVEST regarding funding for testing, etc. A project plan will be developed before this discussion is held. There is an old nitrate system at Well #7 so those reactors will be suggested for a pilot program.
 - **Task 04B—Control Building & Dewatering System Construction**
 - Meeting Minutes from Meeting #10 were distributed.
 - Next Progress Meeting is scheduled for October 24 @10am via Teams.
 - The next meeting is tentatively scheduled for Nov 21st at the Borough Office.
 - Schwing Screw Press—assuming we’re still looking at a January delivery, the demo & floor work will be started.
 - Proposed modifications—
 - AIS researched full floor replacement (replacing the steel beams too) rather than a repair. For the 1,170sq.ft. the cost would be approx. \$7,400. Full replacement would be less timely than repairing. The Board concurs with this. Jason will bring a proposal to the November meeting.
 - Discharge cone replacement for a 12” discharge—cost \$15,000
 - **Task 005—Treatment Improvements**
 - PENNVEST Planning Meeting is scheduled for October 24th @ 1:30pm at the Borough Office. PADEP will also be present via phone.
7. **Engineer’s Report**—Jason Brennehan was absent tonight but submitted the following report:
- **Barrens Rd. North/Dollar General Sewer**—work has been completed.
 - Change Order # 2 for additional soft yield (soil that needed to be removed)—Barrasso Excavating in the amount of \$2,151.70.
 - Change Order #3 for resident who tore up construction area—Barrasso Excavating in the amount of \$1,000. (follow-up will be done with SRPD regarding restitution for damages).
 - Pay Application #3—Barrasso Excavating in the amount of \$233,272.92.

Mr. O’Neill made a motion to approve the above 3 payments to Barrasso Excavating for a total of \$236,424.62. Mr. Casteel seconded. All were in favor; motion carried.
 - **Pump Station Leaks**—USG completed the work on the wet well leaks.
 - Mr. Cook made a motion to approve payment to USG in the amount of \$4,857; Mr. O’Neill seconded. All were in favor; motion carried.
8. **Treasurer’s Report**—Stacy Myers reported:
- **Connections Report**—1 new since last month, 19074 Barrens Rd. South (Nathewitch) connected 9/24/2024.
 - **Delinquency Report**—To date, August sewer delinquency totals \$35,795.61.
 - **Wilkerson, 4603 Bridgeview Rd.**—He has satisfied his lien for the water/sewer tapping fees and is due to connect next week.
 - **Hopewell Station Family Restaurant (formerly Taylor Haus)**—new owner took possession on 10/4/2024. They understand additional EDU’s may be necessary, should their usage exceed the permitted amount. The Board agrees that their usage should be monitored for 3 consecutive billing periods, at which time, we’ll determine whether or not additional EDU’s are needed.
 - **45 Mill Street’s continued high usage**—continued high usage, even though it did decrease a bit this last quarter. Borough staff has seen signs still advertising the owner’s in-home laundry business, which she claimed to have stopped. The Board suggested sending a letter to the property owner regarding the continued high usage, and stating staff wants to verify there is no leak. This way, they know we’re still watching their usage. A letter, along with the Rules & Regs, will be sent requesting they schedule an inspection by water staff.
9. **Chairman’s Report**—Mr. Roberts reported:
- **NDA Columbia Gas**—this is a nondisclosure agreement with Columbia Gas to allow their contractor, HydromaxUSA to conduct a cross-boring project on our sewer system. They have a certain target area where they will work. While checking for cross borings, they will be televising & videoing the sewer system, as well as the laterals. This agreement will entitle the Authority to a copy of the videos of the mains, not the laterals as those are on private property. Should they find a problem with the laterals, HydromaxUSA will let us know so we can notify the homeowner.

Mr. O’Neill made a motion to approve the Nondisclosure Agreement between Columbia Gas & the Authority. Mr. Cook seconded. All were in favor; motion carried.
 - **Snowplow equipment use authorization**—the Borough has bid the Snowplow Contract two separate times with no results. There is someone who is interested in doing it; however, he may need to supplement with our equipment and our staff, who have snowplowing experience. He is putting together a proposal & will report

back to Council, but in the event of a larger snowstorm (12" or more), he said he may need the assistance of our staff and equipment, specifically two trucks/plows and possibly the backhoe & skid loader.

Water & sewer staff is well equipped to allow 1-2 employees to help plow, IF needed and still have 3 employees to cover necessary water & sewer job duties.

If the Borough would offer this individual a multi-year contract, he said he would be willing to purchase another plow truck. Office staff will confirm with the insurance company that the employees plus the equipment have ample coverage for this type of work. We will wait for his proposal, but the Board is willing to entertain the idea of staff & equipment usage during a significant snowstorm.

- **Water Meters**—as previously discussed, E.J. Prescott has 700 discontinued 2100 AMR meters at a discounted rate of \$130/each. Mr. O'Neill made a motion to purchase the 700 meters for a total cost of \$91,000; Mr. Cook seconded. All were in favor; motion carried.
- **17855 Barrens Rd. North**—as previously reported, notice has been sent from Atty. Baranski regarding this property's failing septic system. Discussions have also been held with the property owner (Matthew Cadden) about connecting to public water & sewer. Because of the gray discharge that had been seen emitting from his property, this is considered a public (and private) health concern. The owner stated he cannot afford to pay the connection fees, nor a plumber to make the connection. The Board may need to make a determination on how to move forward with this.
- **Leak Detection Equipment**—Discussion was held earlier about Exeter Supply's updated leak detection equipment which will replace our outdated system. Mr. O'Neill made a motion to authorize the purchase of this equipment at a cost of \$19,220; Mr. Brunicke seconded. All were in favor; motion carried.
- **Water & Sewer Budget**—a budget workshop had been held on Oct. 4th & another is scheduled for Friday, Oct. 18th to go over a few things, mainly Borough items. Recently, Sewer & Water employees were given a pay increase, bringing them more in line with the state average for this type of work. Further discussions will be held for Ira & office staff. Stacy Myers suggested recessing tonight's meeting (rather than adjourn) so more discussion & review of the 2025 Sewer & Water Budget can be held before the November 20th meeting since the Authority will need to adopt their budget that night.

Truck/Equipment—staff & some Authority held discussions about a new truck which will replace the current sewer utility truck. Quotes were given for different chassis; a Ford for \$51,987 & a Chevy for \$54,945.89. Truck body/bed cost (through Valley Ridge Supply) is \$35,060.92 with a lead time of 5-6 months to receive it, so staff wants to get it ordered as soon as possible. The chassis could be ordered now.

\$50,000 was built into both the 2025 sewer & water budget each for this expense; however, \$35,000 was in both the 2024 water & sewer budget, but not spent. Once a new truck is on order, the old one can be put on Muncibid for sale (to take possession when the new one arrives).

Mr. O'Neill made a motion to move forward with the Ford chassis purchase at this time; Mr. Casteel seconded. All were in favor; motion carried.

Mr. Cook made a motion to order the truck body through Valley Ridge Supply Company at a cost of \$35,060.92; Mr. O'Neill seconded. All were in favor; motion carried.

- **HR/Employee Update**—As reported previously, the HR consultant that was hired by the Borough has met with each employee individually to discuss their job duties, etc. She & the Personnel Committee finished updating the Employee Handbook. A draft copy will hopefully be presented to Borough Council at their November meeting. Sometime after, a meeting with all staff will be held to review the Handbook & obtain staff signatures that they've received it.

10. **Authority recessed**--Mr. Casteel made a motion to recess tonight's meeting @ 8:52pm until Wednesday, November 20th @ 6pm for further discussion on the 2025 Sewer & Water Budget. Mr. O'Neill seconded. Meeting recessed.

Respectfully submitted by:

Stacy Myers, Recording Secretary