

Stewartstown Borough Sewer & Water Authority
Meeting Minutes
Wednesday, October 18th, 2023

Members present: Lisa Mohan, Jason Roberts, Nathan Cook, Dave O’Neill, Tom Casteel, Gordon Wisnom, Sr.

Others present: Atty. Charlie Rausch, Engineer Jason Brenneman, Engineer Jason Lytle, Sewer & Water Supervisor Ira Walker, Jr., Recording Secretary Stacy Myers

1. The meeting was called to order @ 7:00p.m.
2. **General Business**
 - **Approval of Meeting Minutes**—Mr. Roberts made a motion to approve the September 20th, 2023 Meeting Minutes; Mr. O’Neill seconded. All were in favor; motion carried.
 - **Consent Agenda**—it was consensus of the Board to approve the following expenses:
 - **Water Fund**—Water bills & payroll dated Sept 20th thru Oct 16th, 2023, totaling \$48,275.85.
 - **Sewer Fund**—Sewer bills & payroll dated Sept 20th thru Oct 16th, 2023, totaling \$287,612.84.
3. **Public Comment/Visitors**—none
4. **Solicitor’s Report**—Filling in for Atty. Baranski tonight, Atty. Rausch had no report.
5. **Sewer & Water Supervisor’s Report**—Ira Walker, Jr. submitted the following expenses for action:
 - Quote of \$3,026 + shipping was received from Exeter Supply (COSTARS) to purchase a sewer tree root cutter.
 - Two air compressors were purchased from Grainger for a cost of \$716.30.
 - Tools & a yard hydrant were purchased from Tractor Supply for a cost of \$304.94.
 - Hand tools/new toolbox for the WWTP were purchased from Home Depot for a total of \$539.91.
 - Truck #5 (sewer) was taken to Gordon’s Service for inspection & an oil/coolant leak. A head gasket replacement & some other minor items were also needed. Total cost was \$3,467.47.
 - A brush kit for the spiral screen (headworks at the WWTP) was purchased from SAVECO at a cost of \$555.92.
 - Six Victaulic Coupling gaskets were purchased from Schwing Bioset at a cost of \$1,523.40.
 - Parts for the chemical feed pumps were purchased from LRM at a cost of \$1,386.
 - Conti Testing Laboratories billed us \$255 for lime sample/testing.
 - Control Systems 21 addressed an alarm issue at Sewer #11 & a minor issue with the utility pump at the WWTP. Total cost of the visit was \$525.60.
 - New solids probe was ordered from Fluid Solutions for a cost of \$4,945.
 - A 30-gallon drum of cleaner for the belt (on the belt press) was purchased from Glen Castle Enterprises for a cost of \$976.95.
 - We purchased coolant & 5W30 oil from Gordon’s Service for a total of \$387.
 - JG Environmental came to clean out the lime solo at a cost of \$9,085.
 - Modern Landfill billed us \$2,295.82 for sludge disposal.
 - W.W. Gemmill billed us \$5,779.77 for work done in 2022 & 2023.
 - Control Systems 21 addressed issues at Well #5. Total cost of the visit was \$617.92.
 - Two new water meters were purchased from Core & Main for a total of \$2,564.70. (2” meter was for Bailey Hotel & a 1” meter for Taylor Haus).
 - Two new air compressors were purchased from Grainger at a cost of \$716.30.
 - A new vacuum pump for the WWTP lab was purchased from USA Bluebook at a cost of \$891.90.

- Powerhouse Generator proposal was received for necessary repairs to the generator at Pump Station #3. Total cost for parts & service is \$3,859.09.

Mr. O'Neill made a motion to approve all above expenses. Mr. Casteel seconded. All were in favor; motion carried with Mr. Wisnom abstaining.

Ira discussed some other business:

- The sewer & water staff have parked their vehicles across from the WWTP for well over 25 years. The land belongs to Gordon Wisnom, Jr., who has verbally agreed to them parking there, but he & Ira both feel some type of legal agreement should be put in writing to cover everyone's best interests. Board members agreed this is a good idea.
Mr. O'Neill made a motion to authorize MPL to draft a legal document for both parties to sign. Mr. Roberts seconded. Motion carried with Mr. Wisnom, Sr. abstaining.
- There's an old generator & trash pump at the WWTP that's no longer used and probably not worth much money. One of our staff is interested in purchasing both items & is willing to pay \$300 for them. Board members suggested listing both items for sale on a public forum first (Facebook Marketplace, for example).
Mr. O'Neill made a motion authorizing Ira to list the generator & trash pump on a public site for \$500 OBO, with a minimum offer of \$300 for a period of 3 days. Mr. Roberts seconded. All were in favor; motion carried. If no one buys them during that time, the employee can purchase them for \$300.

6. **GMB Engineering Report**—Jason Lytle reported:

- **Task 001—WWTP Assessment**—complete/no action necessary.
- **Task 003—Operational Support**—in progress
 - **Industrial Wastewater Discharge Ordinance**—the Ordinance is dated 1973. The Authority adopted the Sewer Rules & Regulations in 1994. Jason distributed his proposed modifications to the Sewer Rules/Regs, which include:
 - Section 702.b.(6)—adding TKN & changing from Total Phosphate to Total Phosphorous.
 - Section 702.b.(8)—a format item of the “degrees” symbol.
 - Section 702.b.(10)—adding maximum concentrations to the table underneath the rules.

Jason will work with Atty. Baranski to create a draft for the November meeting. Jason notes grease traps were previously discussed, but he's not proposing any changes for that. There are rules requiring them, but they don't reference any design standard of what needs to be built/installed. Ira said, currently the Authority is to verify grease is disposed of properly. Restaurants, etc. are to supply us with manifests, which Ira said staff has been receiving; however, the Authority doesn't conduct inspections of those properties.
 - **Bioset Operation/Service**—in progress
 - Parts have arrived & a service call is scheduled for the 1st week of November.
 - Staff had a conference call with Synagro about sludge disposal. It was a good discussion, as they have a network of farms they work with, mostly with Class A disposal.
 - Coordinated with the lime supplier to get a 30-day supply; however, we're holding off on the delivery until the service call gets scheduled. Staff is coordinating access to testing equipment so lime quality testing can be done at the plant.
- **Task 04A—Control Building & Dewatering System Bidding**—complete

- **Task 04B—Control Building & Dewatering System Construction**—in progress
 - Progress Meeting was held 10/1/2023—Jason distributed Meeting Minutes. Some conversation that took place with the contractor:
 - Additional ventilation needed in garage area to create cross-ventilation downstairs.
 - Existing gasoline tank—plan was to remove & dispose of this existing tank. Discussion was held on whether this could be cleaned out & retrofitted to diesel. The contractor (AIS/Heisey) would sub this work out, so Authority can contract this separately. Mr. Wisnom said summer fuel (when temperatures change) will gel in the winter without an additive. It would work if an additive was added to the diesel. Board consensus is for Authority to do this on our own rather than AIS sub it out. Jason can obtain some proposals & report back.
 - Next Progress Meeting is scheduled for 11/9/2023 @ 10am (Borough Office).
- **Task 005—Control Building & Process Improvements**—in progress
 - Initiated tasks on investigations for survey, geotechnical & existing equipment.
 - Under the 2025 Budget, we kept Post Aeration Blowers & UV Disinfection
 - Other items are anticipated to be submitted under PENNVEST:
 - Treatment improvements to include replacement and/or upgrade of:
 - SBR process equipment
 - SBR instrument & controls
 - SBR aeration blowers
 - Aerated grit system
 - Upgrade the Sludge Thickener
 - New SCADA Controls
 - New Headworks Building
 - Existing building modifications/Lab/Office renovation

7. **Treasurer’s Report**—Stacy Myers reported:

- **Connections Report**—4 new connections since September meeting (3-Mayberry, 1-Cloverfield)
- **Audit proposal**—Hamilton & Musser’s 3-year proposal was submitted to the Board for their review prior to tonight’s meeting. Their proposal for the Authority included costs for 2023--\$9,850, 2024--\$10,260 & 2025--\$10,670. Borough Council has already voted to move forward with H & M for the Borough audit, as the cost with the current firm continues to increase, along with experiencing extreme delays receiving necessary reports. Mr. O’Neill made a motion to approve Hamilton & Musser’s 3-year proposal. Mr. Roberts seconded. All were in favor; motion carried.
- **List of Commercial properties/additional EDU**—a spreadsheet was distributed showing those customers who only pay for 1 EDU/quarter but have habitual usage enough for several EDU’s. One EDU handles 230 gallons/day. Based on that, Saubel’s Market should be paying for 6 additional EDU’s, and 300 Bailey Drive Plaza should be paying for 4 additional EDU’s. Mr. O’Neill made a motion authorizing MPL to mail letters to these two customers stating additional EDU’s must be purchased. Mr. Roberts seconded. All were in favor; motion carried.
- **Properties not connected to public water/2nd Class Township Code**—previous discussion was held on whether or not a connection to public water was necessary for 6 Hopewell Township properties who are currently only connected to public sewer. The following 3 exemptions must be met in order for the customer to NOT be required to connect:
 - Have an alternate supply of drinking water safe for human consumption.

- A public water system within 150' of a principle structure must have existed prior to July 4th, 2008.
- At no time, up until July 4th, 2008 was there an Ordinance requiring mandatory connection to the public water system.

More detail & research is needed on when the water mains were installed for the 6 properties in question. Ira, his staff & Jason Brenneman will review the list to determine this.

- **YTD Sewer & Water Budgets**—in packets for Board review prior to the November meeting when the 2024 Budget will need to be adopted. Stacy will email the current water & sewer rates to the Board so they can determine whether they feel a rate increase is necessary for 2024.

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

- **York Water Agreement/New Well site/New Water Tank**—a meeting will be scheduled to discuss the agreement & Stewartstown's usage. The possibility of finding a new wellsite versus purchasing more water from York Water was discussed. Jason said the only other development he knows of being planned is off Forest Road, approx. 40-50 houses.
- **High Street Water Main Replacement**—budgeting this for 2024, from Springwood to Scarborough Fare.
- **PS #1 Bailey**—budgeting this for 2024 also, from Bailey Pumpstation to Mill Street.
- **Diamond Maps**—all water information is in the system now except for the water mains.
- **Septage & Landfill Fees**—Jason & Ira are researching estimated costs of treatment of sewer to ensure fees for the landfill & Miller's septage dumping are accurate. Hard costs of the WWTP are also being reviewed, i.e., electric, chemicals, what we're billing, etc. Many discussions were held regarding a meeting with landfill staff, even before COVID. Was Atty. Baranski supposed to send a letter about a meeting? This will be researched.
- **Sewer/Water rate increases**—they were increased January 1st, 2023, but with discussion on the budget, the Board is considering an increase for 2024, so a larger increase isn't necessary in 2025. Spreadsheets that Jason created on specific budget numbers with increases will be reviewed.
- **E. Pennsylvania Ave. Reconstruction**—an LSA grant was submitted which includes replacement of sanitary & storm sewer lines. Both Countywide & Statewide applications were submitted.
- **N. Barrens Road Sewer Extension**—this was put on hold until we receive word from Hopewell Township. The Township's SEO said the system will indeed fail for the Barrens Rd. North property discussed previously, and a letter is to be sent stating this.

9. **Chairman's Report**—Chairman Kurtz was not present tonight, no report.

10. **Adjournment**—With no further business before the Board, Mr. Wisnom made a motion to adjourn the meeting @ 8:35p.m. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary