

Stewartstown Borough Sewer & Water Authority Meeting Minutes
Wednesday, August 21st, 2024

Members present: Jason Roberts, Lisa Mohan, Linda Miller, Nathan Cook, Kevin Brunicke

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

1. The meeting was called to order @ 7:00pm followed by the pledge to the flag.
2. **General Business**
 - **Approval of Meeting Minutes**—Mrs. Mohan made a motion to approve the July 17th, 2024 Meeting Minutes; Mrs. Miller 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 July 17th thru August 19th, 2024, totaling \$68,281.98.
 - **Sewer**—Sewer bills & payroll dated July 17th thru August 19th, 2024, totaling \$53,233.37.
3. **Visitors/Public Comment**—there was no one present to address the Board.
4. **Solicitor's Report**—Atty. Baranski reported the following:
 - As the Board directed last month, he mailed the letters regarding the mandatory connection to public water to 33 College Avenue (Cook) and 31 College Avenue (Vanover), as well as reminders of the mandatory connection to public water and sewer to 4614 Bridgeview Rd. (Engel) and 4603 Bridgeview Rd. (Wilkerson). He also sent a letter to 45 Mill Street (Bond) about excessive water use due to an in-home laundry business and the need to purchase additional EDU's (equivalent dwelling unit), should the excessive water use continue.
 - Industrial Wastewater Discharge Ordinance—the Board directed this to be advertised; however, the Authority doesn't pass Ordinances, so John spoke to the Borough Solicitor about the Borough passing this revised Ordinance. John also spoke to Hopewell Township's Solicitor about the Township adopting it as well. This should be complete within the next month or so.
 - Cloverfield Easements—Jason B. had contacted him about obtaining the easements.
5. **Sewer & Water Supervisor Report**—Ira Walker, Jr. submitted the following expenses for action:
 - Miscellaneous valve box/curb box items were purchased from L/B Water at a cost of \$2,403.48.
 - Control Systems 21 completed the annual calibration of the various meters, flow meters & instruments for a cost of \$922.
 - Two 5-gallon pails of oil (for the WWTP blowers) were purchased from Excelsior Blower Systems at a cost of \$1,261.26.
 - Minor supplies for the WWTP were purchased from Home Depot at a cost of \$223.72.
 - A 5-gallon bucket of polymer cleaner & one heavy duty pry bar were purchased from Share Corp. for a cost of \$488.64.
 - 228 gallons of off-road diesel fuel (for the WWTP generator) was purchased from Tevis Energy for \$646.42.
 - A brush kit (for spiral screen) was purchased from SAVECO at a cost of \$560.10.
 - New parts for the vacuum pump/solenoid valve (at the sewer pump stations) were purchased from HSN at a cost of \$1,492.13.
 - We had issues with over pressurizing the bioset reactor. Pipe Data View brought a vac truck on 8/2/24 for a cost of \$1,220.
 - Ben Druck Door serviced all the garage doors at the WWTP at a cost of \$1,100.
 - Lab supplies were ordered from Hach at a cost of \$368.83.

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

Other items of note:

- Nate McCloskey resigned from his position as Sewer & Water Operator, effective 8/20/2024.

- Ira stated the most recent delivery of alum from USALCO went off without any issues. He still has not heard anything regarding the cleanup costs, reimbursement for Stewartstown staff's time/labor, and the heater cost reimbursement that resulted from the alum spill (caused by USALCO driver).

Mrs. Mohan made a motion authorizing Atty. Baranski to send a letter to USALCO with a summarized list of expenses and demand for payment as a result of that spill; Mr. Roberts seconded. All were in favor; motion carried.

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

- **Task 003/006—Operational Support—**
 - PFAS Monitoring & Reporting—word was received from DEP that the EPA's UCMR5 data may be eligible to use for the initial monitoring reporting, so follow-up will be done to see how we'll receive the data & what format they want it in.
- **Task 04B—Control Building & Dewatering System Construction**
 - Progress Meetings
 - Minutes from Meeting #8 were distributed
 - Meeting #9 was conducted via Teams on 8/8/2024
 - Next meeting (#10) is scheduled for 9/26/2024 @ 10am at the Borough Office.
 - Contractor continues to work to get plans for mobilization for September. Original equipment delivery was expected in October; however, Jason just got word from Schwing that they're delayed in deliveries. We may have an updated delivery date by end of this week.
 - DEP conducted an inspection on 8/14/24 with no issues. Jason will request a copy of the inspection report.
 - Proposed Modifications
 - Control/Discharge Circulation Modifications for Schwing Bioset
 - Draft submitted to DEP, which they approved. This will be submitted to PENNVEST for approval.
 - Additional Ventilation in Garage Area
 - Draft submitted to DEP, which was approved. This will be submitted to PENNVEST for approval.
 - Gasoline Tank Conversion to Diesel—completed. Heisey may incorporate with the full replacement repair & is working on a price.
 - Discharge modification to include recirculation line on discharge
 - Working with contractor on piping
 - Jason will include the Discharge Cone with the draft for pricing.
- **Task 005—Treatment Improvements Design**
 - Progress continues with the plans
 - A Workshop was held with some Authority members on 7/22/24.
 - While DEP was onsite on 8/14/24, Jason took them on a walkthrough to review the proposed work.
 - Once plans are further together, a PENNVEST planning meeting will be scheduled.

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

- **Barrens Rd/Dollar General Sewer and High Street Water Projects**
 - The Dollar General work was completed August 8th except for some cleanup items. Reinstalling the fence was started today. The contractor encountered soft subsoil below the existing sewer pipe during excavation, which needed to be removed. Ira & Jason authorized this work resulting in two Change Orders:
 - Change Order #1 in the amount of \$5,994.50 for the soft subbase removal. Mrs. Mohan made a motion to approve payment of the Change Order to Barrasso Excavating; Mr. Cook seconded. All were in favor; motion carried.

- Change Order #2 in the amount of \$1,750 is a result of a fence post being driven into the storm sewer line when Dollar General installed their fence. There was also a 2' section of storm sewer piping missing in one area. Jason Roberts authorized Barrasso to complete the work while they were onsite. A separate invoice will be provided for this work, as Atty. Baranski suggested that cost be passed on to Dollar General. Mrs. Mohan made a motion to pay the invoice of \$1,750 once it's received and to request reimbursement from Dollar General; Mr. Cook seconded. All were in favor; motion carried.

- Barrasso submitted Payment Application #1 in the amount of \$42,066, which Jason concurs with, while holding 10% retainage. Mrs. Mohan made a motion to approve the payment to Barrasso for \$42,066; Mr. Cook seconded. All were in favor; motion carried.
- The High Street Water Project was started yesterday. They found a leak in one of the newly installed valves. This was repaired & the line was pressure tested. Bacteria samples were taken and will be two more times. If all samples are satisfactory, work on the services will begin & should be done next week, prior to moving onto Barrens Road sewer extension.
- Sewer line from Scarborough Fare toward the High Street Pump Station—Barrasso agreed on the same unit price for this work as charged for the Dollar General work. This work will total approx. \$24,700. Barrasso also agreed to remove fencing & vegetation (in the easement) at two residences, but they will not reinstall the fencing after the work is completed. The homeowners have been informed, but neither have a problem with it. Jason will continue to be in contact with the residents.

Mrs. Mohan made a motion to authorize Barrasso to move forward with the sewer line replacement at the unit price of \$190/ft. (same as the DG sewer replacement project unit price). Mr. Cook seconded. All were in favor; motion carried.

- **Forest Road Subdivision (Hopewell Township)**—the Developer's attorney called Jason stating they agreed looping the water line made sense & they agreed to complete the work assuming the Authority gets the easement from the Bailey Springs HOA. A preliminary discussion was held with Jason Roberts (HOA President), and the easement agreement has been prepared (by Developer's Atty). An exhibit showing the location of the valves, etc. has not been received yet. Once received, Jason suggested Atty. Baranski review it. With 130 units in Bailey Springs, John believes 80% of the homeowners must approve granting the easement in order for it to move forward. Mrs. Mohan made a motion authorizing Jason Brenneman & Atty. Baranski to work together to try and obtain the easement; Mrs. Miller seconded. All were in favor; motion carried.
 - **Well 5 Building/Control Upgrade**—Jason is working on a budget amount for the September meeting & hopefully will obtain a COSTARS proposal for the October meeting. The Board gave their consensus for Jason to move forward with the pricing & to include security cameras to the cost proposal too.
 - **Information Only**
 - **Cedar Lane/Scarborough Fare Water Services**—this involves replacing 70+ services & street restoration. Barrasso gave a budget number between \$300,000-\$400,000. Based on Barrasso's pricing for High Street work, Jason estimates closer to \$300,000 for them to do this work. In addition, there are 11 valves that are original, so they're old, some are leaking & should be replaced. Jason estimates \$25,000-\$30,000 for that work. This project can be budgeted for 2025. A budget of \$500,000 should cover all the involved work.
8. **Chairman's Report**—Jason Roberts wanted the Board's thoughts on charging a "posting" fee to delinquent customers at the time staff posts notices at their property. It takes staff time, materials, & gas to post these 10-day notices (which gives a delinquent customers another 10 days to pay before water termination). This posting is done **after** a delinquent notice is mailed to residents approx. 3 weeks prior, so by the time the 10-day notice is posted at the property, the bill is 75 days' late. The Board agreed & suggested the fee be an additional \$50, should the bill go unpaid from the mailed notice. Mr. Cook made a motion authorizing Atty. Baranski to draft a Resolution for the September

meeting in order to make this change to the Authority's Rules & Regulations. Mrs. Miller seconded. All were in favor; motion carried.

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

- Connections Report—since the July meeting, there have been 8 new connections (3-Kurtz School Villas, 4-Mayberry, 1-Cloverfield)
- 13 Mill Street—owners made a request to suspend the water & sewer billing until a plan is known & construction is underway since the fire at the property. Jason B. stated the LDP for rebuild has been submitted & scheduled to be reviewed by Planning Commission (probably in October), but a construction start date is TBD. The Board discussed this request; however, the Rules & Regulations require all properties connected to water & sewer to receive a minimum quarterly bill for both, regardless of usage, so their request was denied. Stacy will notify the owners.
- Informational items:
 - Delinquent account update—as of 8/19/24, outstanding water bills total \$32,980.60 (196 accounts)
 - YTD budgets are in the Board's packets—any questions, notify Stacy or Missy.

10. **Adjournment**—With nothing further before the Board, Mr. Cook made a motion to adjourn the meeting @ 8:05pm; Mrs. Mohan seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary