

Stewartstown Borough Sewer & Water Authority Meeting Minutes
Wednesday, September 20th, 2023

Members present: Kenton Kurtz, Lisa Mohan, Jason Roberts, Nathan Cook (via cell phone)

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

Visitors: Alicia Jones

Matthew Cadden

1. The meeting was called to order @ 7:00p.m. Chairman Kurtz noted the Board obtained a quorum to hold tonight's meeting with Nathan Cook attending via cell phone.
2. **General Business**
 - **Approval of Meeting Minutes**—Mrs. Mohan made a motion to approve the July 19th, 2023 Meeting Minutes; Mr. Roberts 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 19th thru September 19th, 2023 totaling \$176,689.76.
 - **Sewer**—Sewer bills & payroll dated July 19th thru September 19th, 2023 totaling \$329,783.30.
3. **Public Comment/Visitors**
 - **Alicia Jones**—owner of the 19 N. Main Street apartment building would like to possibly create a 4th apartment in the building, The 1st floor used to contain two separate apartments & she would like to do that again, but she doesn't want to have to pay another tapping fee since the building is already connected to public water & sewer. Per the Authority's Rules & Regulations (Section 602a) states "*the authority can waive payment of a new tapping fee if there is no separate connection/ownership, such as adding an apartment onto an existing multi-family complex already hooked into the water and sewer system.*" Mrs. Jones understands she would be responsible to install the necessary piping/plumbing for the additional apartment & paying for an additional water meter (an approximate \$250-\$310 cost).
Per the Rules & Regulations noted above, Mr. Roberts made a motion to waive the requirement to pay tapping fees if creating an additional apartment; Mrs. Mohan seconded. All were in favor; motion carried.
 - **Matthew Cadden**, 17855 Barrens Rd. North resident, attended at the request of the Authority, due to quotes being gathered to run public water & sewer along Rt. 24 for them to connect. A sinkhole formed in Mr. Cadden's front yard months ago & his grandmother had spoken to Hopewell Township, believing that the septic was failing. Mr. Cadden said the septic isn't failing & their system continues to work fine. He believes the dirt around the cess pit may have settled, causing the sinkhole. He also had a plumber visit who said everything is fine as well. Aaron Manifold (Township Supervisor) said the property's septic system is due to be inspected early 2024. At that time, the Township would determine whether or not there is a problem with the system and if it will pass inspection. Atty. Baranski said if Mr. Cadden believes he has a functioning system & has a septic inspector willing to state that, it would be wise to get that in writing. The Authority will stop moving forward with any work concerning the main extension until we hear from Hopewell Township.
4. **Solicitor's Report**—Atty. Baranski had no report.
5. **Sewer & Water Supervisor Report**--Ira Walker, Jr. submitted the following expenses for action:
 - Parts for the chemical feed pumps were ordered from LRM at a cost of \$1,410.
 - Water repairs were completed by Manifold Excavating, totaling \$3,029.

- Five employees are enrolled for classes thru PRWA, total cost \$860.
- Parts for the Carter sludge pump at the WWTP were ordered at a cost of \$898.66.
- Lab supplies were ordered from Hach for a cost of \$419.29.
- JG Environmental was at the WWTP to clean out the Bioset reactor/piping at a cost of \$3,756.75.
- 13 loads of Class A biosolids were hauled to Dehoff Farm at a cost of \$2,925.
- Control Systems 21 corrected an issue with the acid feeder (Bioset system) at a cost of \$420.
- Gettle completed pump repairs (Sewer #11) for a cost of \$3,673.57.
- Gordon's Service picked up/returned a scissor lift that we used at the WWTP for a cost of \$120.
- JG Environmental cleaned out the Bioset reactor at a cost of \$3,495.55.
- Miller & Sons hauled 4 loads of liquid sludge to the Springettsbury WWTP for a cost of \$1,560.
- Springettsbury Township WWTP charged \$812.88 for sludge removal.
- Lab supplies were purchased from USA Bluebook at a cost of \$490.14.
- Four cases of disposable gloves were purchased from VL Tracey Sales at a cost of \$654.
- Control Systems 21 completed SCADA work at the York Water pit (previously approved) for a cost of \$13,612.33.
- Lab supplies were purchased from Hach at a cost of \$899.29 & USA Bluebook at a cost of \$369.37.
- 36.5 tons of Class B biosolids & 12 tons of grit/screenings were taken to Modern Landfill for a cost of \$2,913.38.
- A new colorimeter (water) was purchased from Hach at a cost of \$637.29.
- 11.4 tons of crusher stone was purchased from York Building Products for a cost of \$230.85.
- BFPE completed the annual inspection/maintenance on all fire extinguishers for a cost of \$430.65.
- Powerhouse Generators found & corrected oil leaks at Sewer #10 & Sewer #2 for a cost of \$83.75.
- Control Systems 21 replaced a motor starter at Well #5 R2 & also reprogrammed the PLC at the WWTP for a total cost of \$1,753.60.
- Control Systems 21 replaced a bad housing at the WWTP for \$717.97 and completed minor electrical work in the PLC (belt press) at a cost of \$240.
- Four new tires were installed on Truck #5 (sewer) at Gordon's Service Center for a cost of \$1,080. Inspection, brakes & oil change were completed on Truck #3 (sewer) for a cost of \$461.80.
- Curb stop accessories were purchased from Core & Main at a cost of \$230.
- A 30-gallon container of belt cleaner was purchased from MTEK at a cost of \$746.40.
- Parts for the jet pump (thickener tank) were purchased from Landia at a cost of \$1,042.65.
- An order for an AMP meter & insulated screw drivers were ordered from Grainger at a cost of \$499.66.
- Miscellaneous parts for the sludge pump were purchased from Carter Pump at a cost of \$665.89.
- Work coveralls for the employees were purchased from Cintas at a cost of \$265.94.
- Control Systems 21 installed the new droid (SCADA) in the office at a cost of \$1,785.60.
- Control Systems 21 completed the annual renewals (3 of them for the SCADA system) for a total cost of \$1,825.50.
- Control Systems 21 diagnosed & repaired an issue at Well #6 (low chlorine alarm) at a cost of \$391.
- Brass couplings & gaskets were ordered from L/B Water at a cost of \$168.60.

- Annual renewal fees from Susquehanna River Basin Commission were paid in the amount of \$475.
- 9.5 tons of 3/8” stones were purchased from York Building Products at a cost of \$297.50.
- Two 90-AMP breakers and three universal power supply cords were purchased from Control Systems 21 for a cost of \$1,488.12.
- Control Systems 21 completed the annual calibration of the various flow meters, temp probes, etc. at the WWTP for a cost of \$849.
- Control Systems 21 diagnosed/repared electrical issues at Sewer #11, total cost for visit was \$1,362.60.
- Ordered supplies (car wash soap, case of oil & DEF fluid) from Gordon’s Service at a cost of \$395.
- Truck #3 (Sewer) was taken to Gordon’s Service (misfire in the engine/check engine light on), total cost \$352.68.
- 405 gallons of diesel fuel (WWTP generator) was purchased from Tevis Energy at a cost of \$1,381.91.
- Annual service contract with Witmer Fire Protection was paid, \$716 (for our multi-gas meter).

Mrs. Mohan made a motion to approve all above expenses; Mr. Roberts seconded. All were in favor; motion carried. Of note, some of the expenses were for Gordon’s Service Center, but Mr. Wisnom was not present tonight, so there is no conflict of interest.

- Ira also reported that Delta Borough contacted him about possibly renting our valve maintenance trailer w/operator (Jonny Perry). Delta has less valves in their system than Stewartstown has, and it would probably be just a day here or there (week total). The Board agrees with the stipulation that Jonny would operate the machine at all times. Several different hourly rental rates were suggested, but the Board suggested Ira contact Wachs to see what rental fee they suggest/use.

6. **GMB Engineering**—Jason Lytle gave the following status updates:

- **Task 001—WWTP Assessment—complete**
 - Design proposal was submitted at the July meeting for review. Treatment improvements include:
 - Replace/upgrade SBR Process Equipment
 - Replace/upgrade SBR Instrument & Controls
 - Replace/upgrade Aeration Blowers
 - Replace/upgrade UV Disinfection
 - Replace/upgrade Aerated Grit System
 - Upgrade Sludge Thickener
 - New SCADA Controls
 - Existing building modifications—Lab/Office renovation
 - New Headworks building
 - Mrs. Mohan made a motion to approve the design proposal dated July 19th, 2023; Mr. Roberts seconded. All were in favor; motion carried.
- **Task 003—Operational Support**
 - Control Building/Garage Roof—under warranty thru Sept/2024. Jason & Ira will coordinate a maintenance inspection in the Fall.
 - Industrial WW Discharge Ordinance—does the Board still want to move forward with amending this Ordinance for Industrial Wastewater? *Yes*. Jason will work with Atty. Baranski to create a draft on the updates/changes to bring to the Board for review.

- **Bioset Operation/Service—in progress**
 - Continued operational issues with clogging, over pressure, etc. A previous service call from Schwing did not resolve the issues. The quality of the lime was questioned but lab results confirmed it meets specifications. In process of going through 3rd-party testing. Continued observations of pumps without lime addition are being conducted.
 - Field testing continues to improve operations. (increase % of solids in thickened sludge to Belt Press, increase solids loading to Bioset, recirculate sludge flow to thickener tank to avoid high solids slug.)
Consider a handheld TSS meter to monitor thickener solids—the Cerlic Multitracker Handheld TSS probe costs \$4,945. This would help in operations to get a more immediate response of solids concentration.
 - Planning for service call & parts order to have on-hand, if needed. *Approval needed.*
 - Continuing Class B sludge treatment & disposal in the interim.
 - Reviewing sludge disposal options—
 - Liquid hauling is more than \$200/dry ton.
 - Class B to Landfill--\$60/dry ton.
 - Class A for Land Application--\$30/dry ton.
 - **Cerlic Handheld TSS probe**—Mrs. Mohan made a motion to approve the purchase for \$4,945; Mr. Roberts seconded. All were in favor; motion carried.
 - **Bioset service/parts approval**—as noted above, to have the parts on hand + service call. Parts quote--\$9,935.20; service quote--\$9,880 (technician onsite for 3 days). Mrs. Mohan made a motion to approve the parts & service quotes. Mr. Cook seconded. All were in favor; motion carried. (previous Bioset visit was verbally approved by the Board, \$8,110).
 - Conference call scheduled (9/21/23) with Synagro to discuss options for Class B disposal.
 - **Task 04A—Control Building & Dewatering System Bidding—complete**—PENNVEST coordination is complete. Settlement was 8/29/2023.
 - **Task 04B—Control Building & Dewatering System Construction—in progress.**
 - Project was awarded to AIS/Heisey Mechanical
 - COSTARS proposal status—
 - Schwing Screw Press System Submittal—pending submittal
 - Boerger Rotary Lobe Pumps Submittal—pending submittal
 - Pre-construction meeting was held on 9/1/2023.
 - Progress meeting is scheduled for 2nd Thursday of each month (next 10/12/2023, 10am at Borough Office).
7. **Engineer’s Report**—Jason Brenneman was not present tonight, but had submitted the following informational items:
- **N. Barrens Rd. Sewer Extension**—discussed previously that we won’t move forward with this, but let Hopewell Township take the lead until we hear from them.
 - **E. Pennsylvania Avenue Reconstruction**—submitted a grant application for the Borough for street surface, storm sewer & sanitary sewer.
 - **Diamondmaps**—working on getting water information into Diamondmaps as time allows.
 - **Pump Station #1 Bailey**—discussions with Ira about eventually needing to replace the force main. With all the other work currently taking place, we opted to push this until 2025, but will begin a rough schematic in order to obtain any necessary easements from property owners in 2024. Final design, permitting & bidding can then be done in 2025, even late-2024.
 - **High Street Water Main Replacement**—Jason to provide Ira an estimate for water main replacement from Springwood Avenue to Scarborough Fare.

- **York Water Agreement & new Well Site**—discussions with Ira regarding this. The York Water Agreement (still in place) is well over 20 years old. If the Authority wants to schedule a meeting with York Water staff regarding updating & discussing the Agreement, Ira has a contact person. The Board agreed to a meeting.
8. **Chairman's Report**—Mr. Kurtz mentioned the following items:
- September 16th incident where contractor was stealing water from a hydrant in Mayberry. Ira called PSP who really didn't want to press charges because it could become a lengthy, expensive court process. After talking to the Trooper, the contractor was very apologetic & was more than willing to pay the \$500 invoice that Ira suggested. Office staff mailed the invoice.
 - Mrs. Mohan stated the new developments should be made aware of current water restrictions because many are watering new sod.
 - Grease trap requirements—the Authority's Rules & Regulations don't specify size requirements. This came up as an issue with a new coffee shop in town, where the plumber told the owner the grease trap needed to be 300-gallons. Jason Lytle said there are building code requirements/guidelines for how to size & design a grease trap, based on number of meals provided, number of fixtures, etc. The Authority's Rules/Regs leave this up to the Board to approve. The issue with the coffee shop seemed to be resolved.
9. **Treasurer's Report**—Stacy Myers reported:
- October agenda will include discussion on the list of township properties (6 of them) who may need to connect to public water per the 2nd-Class Township rule.
 - October discussion will also be held on commercial customers who have a higher usage than what they're currently being billed.
 - Vendor bills that are not being sent in a timely manner/accumulating for several months (years) until they're all mailed at once. Can we make a rule that says if the invoices aren't received by the end of the fiscal year, we won't pay them? *Atty. Baranski said this would require the Authority adopting a Resolution stating this for all contractors.*
10. **Adjournment**—With no further business before the Board, Mr. Roberts made a motion to adjourn the meeting @ 8:30p.m. Mrs. Mohan seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary