

**NEWVILLE BOROUGH WATER AND SEWER AUTHORITY
REGULAR MONTHLY MEETING
MAY 21, 2018 AT 10:00AM**

The regular monthly meeting of the Newville Borough Water and Sewer Authority was held on May 21, 2018 at 10:00AM in the Newville Wastewater Treatment Plant Office, 4 West Street, Newville, Pennsylvania. The meeting was called to order at 10:00AM by Chairman Roger Hoover. On roll call, the following members were present: William Boldosser, Clarence W. Fry, and Roger Hoover. William Barnhart was absent due to a medical appointment. Also present: Authority Solicitor Joel W. Rimby, Authority Engineer William F. Hill, P.E., Chief Plant Operator Timothy Zeigler, Assistant Plant Operator Joseph Lehman. Representatives of three construction companies were present for the bid opening. Also present: Nicholas Rubunic.

Citizen Comments: There were no citizen comments.

Minutes: The minutes of the April 16, 2018 regular monthly meeting were approved on a motion of Mr. Boldosser, seconded by Mr. Fry. ***Roll Call:*** *Mr. Boldosser, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with three (3) affirmative and zero (0) negative votes.* The minutes of the April 18, 2010 special meeting were approved on a motion by Mr. Boldosser, seconded by Mr. Fry. ***Roll Call:*** *Mr. Boldosser, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with three (3) affirmative and zero (0) negative votes.* The minutes of the May 3, 2018 special meeting were approved on a motion of Mr. Boldosser, seconded by Mr. Fry. ***Roll Call:*** *Mr. Boldosser, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with three (3) affirmative and zero (0) negative votes.*

Reports:

-Borough Manager: The Aged Accounts Receivable Report as of May 18, 2018: monthly accounts total \$35,124.90; quarterly accounts total \$59,255.92. Delinquent account notices will be mailed on May 30, 2018. Joseph Smith and Edmund Strohm have accepted their employment offers and will begin their duties as Plant Operator level three within the next few weeks. Mr. Zeigler has obtained a proposal for an AUMA control valve at the WTP. The valve has been rebuilt several times. A motion was made by Mr. Boldosser, seconded by Mr. Fry to approve the proposal of Apparatus Repair and Engineering, Inc. to furnish and install an Auma Valve Assembly at the cost of \$8,376.32. ***Roll Call:*** *Mr. Boldosser, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with three (3) affirmative and zero (0) negative votes.* Mr. Potzer reported that Mrs. Piper and Mrs. Heberlig have completed their training for the new Munilink utility billing system. The customer billing records will be transferred to the new system on June 1, 2018. The monthly bills will be generated from the new system on June 11, 2018. Quarterly bills will be generated on July 10, 2018. Mr. Potzer commended the administrative staff for their hard work in helping to complete the transition to the new billing system with no difficulties. Lysa Wright of World Wright Web Design is completing the new NWSA website. The site should be live by July 1, 2018. Mr. Potzer requested authorization to update the water system regulations with the assistance of Mr. Hill and Mr. Rimby. A motion was made by Mr. Fry, seconded by Mr. Boldosser to approve the preparation of new water regulation. The report of the Borough Manager was accepted as presented.

-Chief Plants Operator: Mr. Zeigler provided additional information regarding the WTP operation. Despite the bad control valve, both treatment units are in operation. The Operators may work the damaged valve manually. The installation of the new Auma valve should be completed in four weeks. The report of the Chief Plants Operator was accepted as presented.

-Water and Sewer Field Operations: The report of Mr. Lehman was accepted as presented.

Old Business: Mr. Hill opened bids for the rehabilitation of Treatment Unit #1 at the Cool Spring Water Treatment Plant. Bids were received as follows:

Hickes Associates, Inc. 8253 Old Route 22 Alexandria, PA 16611	\$80,516.00
Pumping Solutions, Inc. (PSI) 400 Main Street, Suite A York Springs, PA 17372	\$26,780.00
4-M Construction Services, LLC 2417 William Penn Highway Mifflintown, PA 17059	\$111,393.00

A motion was made by Mr. Fry, seconded by Mr. Boldosser to issue a notice of intent to award the contract for rehabilitation of treatment unit #1 to Pumping Solutions Inc. (PSI) contingent upon the contractor's timely submission of a signed contract, bonds and insurance documents per the project specification manual. **Roll Call:** Mr. Boldosser, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with three (3) affirmative and zero (0) negative votes.

New Business: A motion was made by Mr. Fry, seconded by Mr. Boldosser to authorize a letter to the Big Spring Terrace to advise that the sewer meter located near the Green Ridge Village Pump Station is inoperable due to the termination of the electrical service. Big Spring Terrace must provide the Authority with an operational flow meter for billing purposes, per a 1982 Service Agreement. **Roll Call:** Mr. Boldosser, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with three (3) affirmative and zero (0) negative votes.

Legal Matters: Mr. Rimby is waiting to hear from Attorney Hamlin regarding the First Amendment to the Mains Water Loop Easement. He is working with Clarius Partners LLC to finalize the Escrow Agreement for their project at 3455 Ritner Highway, West Pennsboro Township. Although a meeting was recently conducted with representatives of the Penntex Construction Company in response to additional water and sewer capacity for 801 Centerville Road, Penn Township, a formal request has not been received by the Authority. Mr. Rimby has prepared an amendment to the existing Developer's Agreement, in the event that a formal request is received.

Engineering Matters: Mr. Hill reported that Site Design Concepts has been retained by Verus Partners LLC to prepare construction plans for the Fickes Road water loop. Mr. Hill

reported that Matt Rey will be inspecting the dog-house manhole installation of the Newville Elementary School's new sewer lateral on the north interceptor. Mr. Hill advised the authority in the event that the board should move forward with a new secondary water source utilizing the Big Spring, the PA DEP will require additional water testing.

Customer Account Matters:

A motion was made by Mr. Fry, seconded by Mr. Boldosser to approve sewer forgiveness in the amount of \$1,460.16, and water forgiveness in the amount of \$863.98, and to issue a revised bill in the amount of \$1,669.65 for account #1031, Tonya Heinbaugh, 55 West Big Spring Avenue, Newville, due to a water leak. **Roll Call:** Mr. Boldosser, yes; Mr. Fry, yes; Mr. Hoover, yes. *Motion was passed with three (3) affirmative and zero (0) negative votes.*

A motion was made by Mr. Fry, seconded by Mr. Boldosser to approve sewer forgives in the amount of \$9.36, and to issue a revised bill in the amount of \$146.00 for account #0617, J. Paul Barrick, 43 Fairfield Street, Newville, due to a water leak. **Roll Call:** Mr. Boldosser, yes; Mr. Fry, yes; Mr. Hoover, yes. *Motion was passed with three (3) affirmative and zero (0) negative votes.*

A motion was made by Mr. Fry, seconded by Mr. Boldosser to approve sewer forgiveness in the amount of \$271.44, and to issue a revised bill in the amount of \$560.01 for account #0399, Millrace LLC, 9 North High Street, Newville, due to a water leak. **Roll Call:** Mr. Boldosser, yes; Mr. Fry, yes; Mr. Hoover, yes. *Motion was passed with three (3) affirmative and zero (0) negative votes.*

A motion was made by Mr. Fry, seconded by Mr. Boldosser to approve a request of Eric Detwiler, to have account #1175 at 79 Little League Avenue, made inactive, with the understanding that the customer shall remain responsible for a minimum water and sewer bill. **Roll Call:** Mr. Boldosser, yes; Mr. Fry, yes; Mr. Hoover, yes. *Motion was passed with three (3) affirmative and zero (0) negative votes.*

Correspondence: None.

Finances: A motion was made by Mr. Boldosser, seconded by Mr. Fry to approve the payment of the water fund bills totaling \$13,147.86. **Roll Call:** Mr. Boldosser, yes; Mr. Fry, yes; Mr. Hoover, yes. *Motion was passed with three (3) affirmative and zero (0) negative votes.*

A motion was made by Mr. Fry, seconded by Mr. Boldosser to approve the payment of sewer fund bills totaling \$17,753.18. **Roll Call:** Mr. Boldosser, yes; Mr. Fry, yes; Mr. Hoover, yes. *Motion was passed with three (3) affirmative and zero (0) negative votes.*

A motion was made by Mr. Boldosser, seconded by Mr. Fry to approve the payment of water fund escrow bills in the amount of \$1,402.41. **Roll Call:** Mr. Boldosser, yes; Mr. Fry, yes; Mr. Hoover, yes. *Motion was passed with three (3) affirmative and zero (0) negative votes.*

Adjournment: With no further business to come before the Newville Borough Water and Sewer Authority, the meeting was adjourned at 10:50AM on a motion of Mr. Boldosser, seconded by Mr. Fry. **Roll Call:** Mr. Boldosser, yes; Mr. Fry, yes; Mr. Hoover, yes. *Motion was passed with three (3) affirmative and zero (0) negative votes.*

The next meeting of the Newville Borough Water and Sewer Authority will held on June 18, 2018 at 7:00PM in the Operations Office of the Newville Wastewater Treatment Plant at 99 Cove Avenue, Newville, Pennsylvania.

Minutes recorded by:

A handwritten signature in black ink, appearing to read "Fred A. Potzer", written over a horizontal line.

Fred A. Potzer, Borough Manager/Secretary