

**NEWVILLE BOROUGH WATER AND SEWER AUTHORITY  
REGULAR MONTHLY MEETING  
SEPTEMBER 19, 2022 AT 7:00PM**

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The regular monthly meeting of the Newville Borough Water and Sewer Authority was held on Monday, September 19, 2022 at 7:00PM in the Operations Office of the Newville Wastewater Treatment Plant at 99 Cove Avenue, Newville, Pennsylvania. The meeting was called to order at 7:00PM by Chairman Hoover. On roll call, the following members were present: William Barnhart, Michael Croutch, John Epley, Clarence Fry, Roger Hoover. Mr. Croutch joined the meeting at 7:00PM by telephone. All members participating in the public meeting confirmed they were able to hear and converse with Mr. Croutch via speaker. Also present was Solicitor Zachary M. Rice, Esquire, Salzmann Hughes, P.C. and Brooke Mansfield, Administrative Assistant.

**Citizen Comments:** There were no citizen comments.

**Minutes:** The minutes of the August 15, 2022 regular monthly meeting and the August 30, 2022 special meeting were approved on a motion of Mr. Barnhart, seconded by Mr. Fry, On the question: Mr. Epley noted he was not in attendance for the August 15, 2022 meeting. ***Roll Call: Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with five (5) affirmative and zero (0) negative votes.***

**Reports:**

**-Borough Manager:** Brooke Mansfield was recognized by the Authority Board for her exceptional work in preparing a new rate schedule book for the Authority. The Accounts Receivable report as of September 15, 2022: water accounts total \$41,253.02, sewer accounts total \$23,939.72. Final shut-off notices will be issued on September 27, 2022. A new processor for the filter control panel is needed. Mr. Arnold has purchased a new processor. A motion was made by Mr. Barnhart, seconded by Mr. Epley to approve invoice #2488 of Carlisle Consulting in the amount of \$3,149 for the processor and trouble shooting by Mr. Arnold. ***Roll Call: Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with five (5) affirmative and zero (0) negative votes.*** It was noted the plate tamper will be replaced using Highway Aid Funds. A new plate tamper will be purchased from Tri-Boro Construction in the amount of \$2,385 (COSTARS price). Mr. Hill is working to obtain a price to upgrade the control panel of the Roberts Filter units. This is in addition to the PLC work. Mr. Potzer suggested the Authority should amend the ARPA funding request pending before the Cumberland County Commissioners from \$855,000 to \$300,000 to cover the plant automation and electronics upgrade.

The Authority Board agreed to modify the funding request. During a recent PA DEP inspection of the water plant with Mr. Hankey, the DEP requested the replacement of the filter #2 effluent turbidity meter and controller. The approximate cost will be \$5,000 from Control Systems 21. A motion was made by Mr. Fry, seconded by Mr. Barnhart to approve the replacement of the turbidity meter and controller by Control Systems 21. ***Roll Call: Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with five (5) affirmative and zero (0) negative votes.*** On August 9, 2022, the Authority invoiced Allen Distribution for

inspection and engineering services provided by Keller Engineers in the amount of \$22,000.20. The Authority has received an email from Atty. Hubert Gilroy on behalf of Allen Distribution who has taken exception with the bill and has cited the additional work associated with the relocation of water and sewer lines as a factor of the increased cost of inspection. Mr. Gilroy maintains that his client did not cause the utilities to be relocated, and should not be made to pay for the inspection related to this construction work. The Manager and Solicitor met with Mr. Hill regarding the invoices and believe the invoices are reasonable and fair. They are detailed and adequately reflect the services provided by Keller Engineers. It was noted that there were other construction problems with the Allen project, including the water service line loop that was constructed by Allen Distribution without proper inspection by the Authority Engineer, A motion was made by Mr. Epley, seconded by Mr. Barnhart that the invoices of Keller Engineering will not be adjusted and that the full amount billed reflects appropriate costs for engineering and inspection services which Allen Distribution is required to pay according to the terms of the Developer's Agreement. The Manager shall also be authorized to send a letter to Mr. Gilroy informing him of the Authority Board's final decision in this matter. **Roll Call:** Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with five (5) affirmative and zero (0) negative votes. The Borough Manager requested a brief Executive Session at the close of the meeting to discuss personnel matters. The report of the Borough Manager was accepted as presented,

**Chief Plant Operator:** The report of Mr. Hankey reflected the following: Wastewater average daily flow in July totaled 188,000 gpd; August 201,000 gpd. Total sludge hauled to Harrisburg AWWF for July 24,000 gallon, August 24,000 gallon. Water flow intake for August totaled 326,000 gpd, Maintenance work for the sewer plant: the final effluent sampler was repaired and is back in service. The UV channel and bulbs are scheduled to be cleaned and replaced in September. At the WTP a new processor has been ordered and Don Arnold will install the device to restore filter #2 effluent monitoring. Priority must be given to the PLC upgrade. The SCBA (self contained breathing apparatus) unit is in need of immediate replacement. Filter #2 turbidity meter and controller must be replaced. Reports to the PA DEP for August have been submitted. Alkalinity sampling results need to be updated. Report submittals are needed and SES will handle the compliance. The report of Mr. Hankey was accepted as presented.

**Plant Maintenance Supervisor:** Blower motors were serviced and oil has been changed, spare belts are now in stock. Effluent composite sampler has been repaired repaired. By pass pump hoses will be upgraded and PVC pipe will be added to SB and Pumps Station to improve flow rate of the emergency by-pass pump. A deteriorated wall in the contact chamber will be removed by Clouse Crane Service. Decanter actuators have been lubricated. Painting of exterior stairs and handrails underway at the Operations Building. Pump station wet wells to be scheduled for cleaning by Kline's in October. Both plants and operations office have been thoroughly cleaned and organized. The report of Mr. Strohm was accepted as presented.

**Field Operations Supervisor:** During the month of August there were 15 PA One Calls responded to by the staff. Two water system leaks have been repaired. Air conditioning systems at the operations office, SBR office and booster station have been cleaned and serviced. All work orders from the borough office have been acknowledged and responded to. Omnisite alarm call

at NNT pump station responded to and will be corrected by cleaning the wet well. Mowing operations are underway at Centerville Road fire hydrants. Maintenance is in progress on the exterior grounds of pump stations and will include landscaping, painting and sealing of asphalt. Paving of Laughlin Mill Road at new wall has been completed by Capital Area Paving, Exterior pump station maintenance will be the focus before colder weather sets in. The report of Mr. Mansfield was accepted as presented.

Several board members complimented the clarity and comprehensive nature of the new monthly reports.

**Old Business:** Solicitor Rice reported the water and sewer capacity agreement for the Interstate 81 Rest Area Project has been forwarded to PennDOT to the attention of Scott Longwell, Esquire in the Office of Chief Counsel. The Authority is ready to execute the agreement as soon as it is approved by PennDOT an tapping-fees have been paid.

**New Business:** A motion was made by Mr. Epley, seconded by Mr. Fry to authorize the manager to prepare and issue an RFP for HVAC preventative maintenance at all authority properties. ***Roll Call:*** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with five (5) affirmative and zero (0) negative votes.*

After discussion, the Authority Board decided not to replace the fence along the new wall at the Laughlin Mill.

A motion was made by Mr Barnhart, seconded by Mr. Fry to authorize the Plant Supervisor to hire Kline's Services to use their GAP-VAC to clean the wet wells at all pump stations.

***Roll Call:*** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with five (5) affirmative and zero (0) negative votes.*

A motion was made by Mr. Fry, seconded by Mr. Epley to authorize the Field Operations Supervisor to lock all meter pits at the warehouse distribution centers and to post a sign on each directing that access will be allowed only by the authority staff, with a contact number. ***Roll Call:*** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with five (5) affirmative and zero (0) negative votes.*

A motion was made by Mr. Epley, seconded by Mr. Barnhart to authorize the sale of the 2007 Ford Utility Truck on Municibid with a reserve price of \$10,000. ***Roll Call:*** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with five (5) affirmative and zero (0) negative votes.*

**Legal Matters:** Solicitor Rice reported a meeting was held with Jasper Hankey of Susquehanna Environmental Services, LLC to discuss the plant operations contract. All matters related to indemnification and the rate schedule of services have been clarified to the satisfaction of both parties. Rates for emergency response have been more clearly defined. The final draft of the contract is now ready to be signed. The Authority Board authorized Solicitor Rice to forward the final draft to Mr. Hankey for approval.

**Engineering Matters:** Mr. Hill has been working with Ryan McCarthy to obtain a cost estimate for the process control panel for the Roberts Filters, Units 1& 2. This estimate will be provided for the next meeting.

**Customer Account Matters:** Mike Beidel, Director of Environmental Services at Green Ridge Village has required sewer forgiveness due to a water leak. The leak impacted the billing of Green Ridge Village for two months.. A motion was made by Mr. Barnhart, seconded by Mr. Fry to grant sewer forgives to Presbyterian Homes Inc. in the amount of \$5,425.79, which shall appear as a credit on the September bill, in accordance with the Authority sewer forgiveness policy, ***Roll Call:*** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with five (5) affirmative and zero (0) negative votes.*

**Correspondence:** Ginny English, a resident of Green Ridge Village wrote to the authority requesting more information on the hardness of the water. The manager will respond to the request.

**Financer:** A motion was made by Mr. Fry, seconded by Mr. Barnhart to approve the payment of water fund bills totaling \$4,219.79. ***Roll Call:*** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with five (5) affirmative and zero (0) negative votes.*

A motion was made by Mr. Croutch, seconded by Mr. Fry to approve the payment of sewer fund bills totaling \$7,399,88. ***Roll Call:*** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with five (5) affirmative and zero (0) negative votes.*

A motion was made by Mr. Epley, seconded by Mr. Barnhart to approve the payment of escrow fund bills totaling \$1,309.46. ***Roll Call:*** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with five (5) affirmative and zero (0) negative votes.*

**Executive Session:** Chairman Hoover announced the Authority Board will meet in Executive Session to discuss personnel matters. No votes will be taken following the session. The Authority Board adjourned to Executive Session at 8:02PM and returned to regular session at 8:10PM.

**Adjournment:** With no further business to come before the Authority Board, the meeting was adjourned at 8:10PM on a motion of Mr. Barnhart, seconded by Mr. Fry. ***Roll Call:*** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes; Mr. Hoover, yes. Motion was passed with five (5) affirmative and zero (0) negative votes.*

The next meeting of the Newville Borough Water and Sewer Authority will be held at 10:00AM on October 17, 2022 in the Operations Office of the Newville Wastewater Treatment Plant at 99 Cove Avenue, Newville, Pennsylvania.

Minutes recorded by:

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Fred Potzer, Borough Manager

