

**NEWVILLE BOROUGH WATER AND SEWER AUTHORITY
REGULAR MONTHLY MEETING
OCTOBER 17, 2022 AT 10:00M**

The regular monthly meeting of the Newville Borough Water and Sewer Authority was held on October 17, 2022 at 10AM in the Operations Office of the Newville Borough Wastewater Treatment Plant at 99 Cove Avenue, Newville, Pennsylvania. The meeting was called to order by Chairman Roger Hoover. On roll call, the following members were present: William Barnhart, John Epley, Clarence Fry and Roger Hoover. Also participating by telephone was Michael Croutch. All participants confirmed they were able to hear Mr. Croutch and were able to converse with him. Also present were: Zachary M. Rice, Esquire, Authority Solicitor, Salzmann Hughes, P.C. Visitors included Nate Miller and Gene Roush of LB Water Service, representing Sensus.

Citizens Comments: There were no citizen comments.

Presentation: Gene Roush and Nate Miller of LB Water Service, Chambersburg, were present to demonstrate new meter reading equipment. The Authority's existing meter reading equipment will no longer receive technical support from Sensus. The meter reading equipment must be upgraded within one year. A presentation of the new Sensus radio read technology was demonstrated. A motion was made by Mr. Epley, seconded by Mr. Barnhart to purchase two new Sensus model reading guns with Blue Tooth technology and to trade-in two existing guns at a cost of \$2,500. ***Roll Call:*** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes; Mr. Hoover, yes. The motion was passed with five (5) affirmative and zero (0) negative votes.* It was the consensus of the Authority Board to budget for the purchase of an Android tablet in 2023 to replace the existing Sensus hand-held reader. This will include programming Mr. Roush will provide a proposal for the conversion of touch read meters to new radio read meters.

Reports:

-Borough Manager: The Aged Accounts Receivable Report as of October 14, 2022: water fund \$131,963.25, sewer fund \$92,298.07. These amounts include the monthly and quarterly bills mailed to customers on October 11, 2022. Rambo Communications has installed a new antenna on the Green Ridge water tower for T-Mobile Cellular. The new carrier's contract with Suez will substantially increase the lease-rental income from this location to approximately \$40,000 per year. BBEC will be replacing a surge protector on the Penn Township Standpipe. The surge protector will be replaced under a factory recall at no cost to NWSA. During the fall and winter months the staff will be focusing on additional training. Five PRWA sponsored training sessions will be conducted through December. Mike Nelson Training will offer a seminar for Class E Water Operator Certification in May. Mr. Mansfield has been registered for the training. Many customers are requesting the waiver of the \$25.00 late fee due to delays in mail delivery. A motion was made by Mr. Fry, seconded by Mr. Epley to authorize the billing clerks to waive the late fee only if the post mark proves the letter was mailed prior to the due date. ***Roll Call:*** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes; Mr. Hoover, yes. The motion was passed with five (5) affirmative and zero (0) negative votes.* The Authority Board agreed to meet on November 2, 2022 at 6:00PM for the purpose of reviewing the 2022

budgets. The manager was authorized to advertise this meeting. The manager suggested replacing the door to the operations office with a standard single door, framed and insulated. Chairman Hoover stated he will be replacing the hinges and the threshold on the existing door soon. The manager requested an Executive Session at the end of the meeting to discuss personnel matters. The Plant Supervisor, Field Operations Supervisor and the staff were commended for their work on behalf of the Authority. The report of the Borough Manager was accepted as presented.

-Chief Plant Operator: The report of Mr. Hankey was accepted as presented.

-Plant Supervisor: A new turbidimeter was purchased and Control Systems was paid to install the meter at the WTP. The UV system bulbs will be replaced and a training session will be conducted for the maintenance of the UV system on-site by Trojan. Exterior painting of facilities will continue as weather permits. Permanent PVC piping and flexible hose will be installed on the wastewater by-pass pump system to ensure prompt operation when needed, and to improve flow. Mr. Barnhart suggested any worn connectors on the flexible hose should be replaced. Mr. Barnhart suggested skid resistant paint should be purchased to coat the floor in the operations office. The members agreed the same coating should be used for the steps at Laughlin Mill. The report of Mr. Strohm was accepted as presented.

-Field Operations Supervisor: The exterior facilities of the Water Booster Station have been pressure washed with good results. No painting is needed at this time. All propane tanks were topped off by Suburban Propane. Envirep TLC has repaired and reset the raw sewage pumps at the North Newton Hills Station. A water leak on South High Street has been repaired. Wind River Environmental has thoroughly cleaned the wet wells at all authority pump stations. A strainer has been installed on the 8" inflow pipe at the North Newton Hills Pump Station. Preparations are underway for the winter maintenance of the pump stations and water booster station. PPL is once again monitoring the power at the water booster station at the request of Mr. Mansfield. The 2007 Ford Utility has been readied for sale on Municibid. The report of Mr. Mansfield was accepted as presented.

Old Business: Solicitor Rice reviewed with the Authority Board the *final* draft of the PennDOT Water and Sewer Capacity Agreement for the Interstate 81 Rest Area Project. Mr. Scott Longwell of the PennDOT Office of Chief Counsel has approved the agreement. PennDOT has been reminded that no capacity will be made available by NWSA until all tapping fees and capital contributions have been paid, and a signed agreement is returned to the Authority. A motion was made by Mr. Barnhart, seconded by Mr. Epley to authorize conditional approval of the agreement, subject to the authority receiving two fully executed copies of the agreement from PennDOT along with all tapping fees and capital contributions. ***Roll Call:*** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes, Mr. Hoover, yes. The 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 Chairman and Secretary/Treasurer to execute the capacity agreement on behalf of the NWSA, contingent upon all conditions of approval having been satisfied by the Pennsylvania Department of Transportation. ***Roll Call:*** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes, Mr. Hoover, yes. The motion was passed with five (5) affirmative and zero (0) negative votes.*

New Business: A motion was made by Mr. Fry, seconded by Mr. Epley to approve the following purchases as requested by the NWSA Plant Supervisor:

Proposal #QUO48505, Witmer Public Safety, MSA Emergency Air Respirator for use in the comminutor area, \$899.94.

Proposal #QUO48504, Witmer Public Safety, MSA Gas Meter with charging station and calibration kit, \$1,807.40.

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

A motion was made by Mr. Barnhart, seconded by Mr. Fry to approve the purchase of 20' of 4" kink resistant flexible suction hose from USA Blue Book in the amount of \$579.95 for the SBR by-pass pump. **Roll Call:** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes, Mr. Hoover, yes. The motion was passed with five (5) affirmative and zero (0) negative votes.*

Legal Matters: Solicitor Rice report that all legal matters have been addressed.

Engineering: Mr. Hill commented on the request of Allen Distribution to reduce the existing letter of credit for the new distribution center at 3455 Ritner Highway in West Pennsboro Township. The NWSA was never afforded an opportunity to inspect the water system fire suppression loop. A test of the line may cost up to \$5,000. Mr. Hill recommended that the authority should request the hydrostatic test results of the water line be provided to the Authority Engineer. If no results are available, the Authority should request that the line be tested. In the event of a leak on the line, Allen Distribution must be notified that any repair shall be their responsibility and must be undertaken at their cost, as the water and sewer laterals and service lines *will not be dedicated to NWSA*. The recommendation of Mr. Hill was accepted.

A motion was made by Mr. Epley, seconded by Mr. Barnhart to authorize a reduction of the Irrevocable Letter of Credit (LOC) issued on behalf of Allen Distribution for the facility at 3455 Ritner Highway be reduced in the amount of \$336,025.25, subject to the following conditions: (1.) the owner shall provide the results of hydrostatic testing of the water system fire suppression loop, or if no results presently exist, the owner shall immediately undertake this required testing at its sole cost, (2.) NWSA shall not be responsible for the maintenance or the repair of the water and sewer lines on the property of Allen Distribution nor will the Authority accept the dedication of the utility lines. Any water leak that may occur which is not promptly repaired will result in the temporary termination of the service until repairs are completed. **Roll Call:** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes, Mr. Hoover, yes. The motion was passed with five (5) affirmative and zero (0) negative votes.*

Customer Account Matters: A letter was received from Lonnie Frampton, 20 Heights Road, West Pennsboro Township, seeking sewer forgiveness due to a water leak. The request was tabled until the proper calculations have been completed by the billing staff.

Correspondence: None.

Finances: A motion was made by Mr. Barnhart, seconded by Mr. Epley, to approve the payment of water fund bills totaling \$3,796.09. **Roll Call:** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes, Mr. Hoover, yes. The motion was passed with five (5) affirmative and zero (0) negative votes.*

A motion was made by Mr. Fry, seconded by Mr. Barnhart, to approve the payment of sewer fund bills totaling \$8,339.93. **Roll Call:** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes, Mr. Hoover, yes. The motion was passed with five (5) affirmative and zero (0) negative votes.*

A motion was made by Mr. Epley, seconded by Mr. Fry to approve the payment of escrow fund bills totaling \$1,511.49. **Roll Call:** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes, Mr. Hoover, yes. The 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 recorded. The Authority Board adjourned to Executive Session at 11:25AM and returned to regular session at 12:23PM.

Adjournment: With no further business to come before the Newville Borough Water and Sewer Authority, the meeting was adjourned at 12:25PM on a motion of Mr. Fry, seconded by Mr. Epley. **Roll Call:** *Mr. Barnhart, yes; Mr. Croutch, yes; Mr. Epley, yes; Mr. Fry, yes, Mr. Hoover, yes. The 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 on November 21, 2022 at 10:00AM in the Operations Office of the Newville Borough Water and Sewer Authority at 99 Cove Avenue, Newville, PA 17241.

Minutes recorded by:

Fred Potzer, Borough Manager