

**NEWVILLE BOROUGH WATER AND SEWER AUTHORITY
REGULAR MONTHLY MEETING
FEBRUARY 21, 2022 AT 10:00AM**

The regular monthly meeting of the Newville Borough Water and Sewer Authority was held on Monday, February 21, 2022 at 10:00AM in the Newville Wastewater Treatment Plant Operations Office at 99 Cove Avenue, Newville, Pennsylvania. The meeting was called to order at 10:00AM by Chairman Roger Hoover. On roll call, the following members were present: William Barnhart, Michael Croutch, John Epley, Clarence Fry and Roger Hoover. Also present were: Zachary M. Rice, Esquire, Salzmann Hughes, P.C., William F. Hill, P.E., William F. Hill & Associates, Timothy L. Zeigler, Chief Plants Operator. Visitors: Bob Kough, Municipal Fire Chief, Penn Township, Brad Kent, David H. Martin Excavating, Chambersburg.

Citizen Comments: There were no citizens comments.

Minutes: The minutes of the January 17, 2022 regular monthly meeting were approved on a motion of Mr. Epley, seconded by Mr. Barnhart. ***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.*

Appeals: Bob Kough, Penn Township Municipal Fire requested the approval of the Authority to install a new fire hydrant on the Penn Commerce Center property (FedEx). The hydrant will be metered and will be part of the existing fire suppression system. FedEx has agreed to pay for the hydrant and the installation. Mark Eshelman of PennTex will coordinate the installation work. FedEx will be responsible to exercise the valve. Upon completion, FedEx will own the hydrant. A motion was made by Mr. Barnhart, seconded by Mr. Epley to approve the installation of the hydrant upon the submission of shop drawings and approval by Mr. Hill. ***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.*

Brad Kent of David H. Martin Excavating of Chambersburg requested permission to establish a temporary water connection to fill the fire suppression tank at the Allen Distribution Center located at 3455 Ritner Highway, West Pennsboro Township. Mr. Hill advised that back flow prevention measures must be in place when filling the tank. Mr. Kent reported D.H. Martin will provide the temporary meter and equipment. Backflow devices will be in place. Mr. Zeigler confirmed NWSA will supply water at the rate of 20gpm. It will take several days to fill the tank. Mr. Kent will ensure the meter is secured. A motion was made by Mr. Fry, seconded by Mr. Barnhart to approve the temporary water service connection and to authorize the Authority Solicitor to prepare a temporary service agreement. David H. Martin Excavating shall furnish and install the connection and the meter, and will be responsible for the water bill. ***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: The Aged Accounts Receivable Report as of February 8, 2022: water bills total \$48,898.80, sewer bills total \$35,786.74. The U.S. Office of Homeland Security has issued a warning to anticipate Russian based attacks on critical water and sewer infrastructure, Kirbtech has been consulted and the appropriate response is in place. The staff has done a great job in clearing work orders. Only four remain open and are associated with meter access and replacement. The staff has been experiencing misreads and failed reporting associated with the Sensus Auto-Read program. Staff has coordinated a service call with Sensus to evaluate the program and make the necessary repairs on-line. An employee was injured in a fall on icy steps at the WWTP pump station and will require surgery. He will be off during the month of March. This is a Workers Compensation claim. Kenn Mansfield and Edmund Strohm have been granted view only status on the Munilink system. This will enable them to process work orders more efficiently. There is a memo on the table for consideration of a 5% rate increase effective June 1, 2022 due to a decline in revenue from a major account. Also suggested on June 1, 2022 is the replacement of the declining block rate schedule. The Authority accepted the Manager's request to send the staff to the PRWA Annual Conference in State College on March 21-24, 2022. A motion was made by Mr. Fry, seconded by Mr. Epley to purchase four (4) Panasonic Toughbooks from Amazon at a cost of \$650 each, and to load the revised water and sewer system maps on each. **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 staff will visit Jaymee Lee's Diner to determine if a grease trap is installed and operational at this location. If there is no device, the owner will be provided with specifications and regulations to install a grease trap. A customer on Mt. Rock Road in West Pennsboro Township has parked a junk vehicle over the meter pit at this location. Staff is unable to access and read the meter. The account is being estimated at this time. Mrs. Piper has sent a letter to the customer to request that the vehicle be moved. The report of the Borough Manager was accepted as accepted.

-Chief Plants Operator: Mr. Zeigler advised that Carlisle Borough has contracted lab testing to Labs Inc. of New Oxford. NWSA has used Labs Inc. in the past with positive results. He will request a price quote from Labs Inc. for all NWSA water and sewer lab tests. Mr. Zeigler will also ask for a price with a courier service. A motion was made by Mr. Fry, seconded by Mr. Barnhart to authorize the Chief Plants Operator to obtain a price quotation from Labs Inc. of New Oxford for water and sewer lab testing services. **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.* Mr. Zeigler reported that the cameras used to monitor water storage tank levels at the Cool Spring WTP and the wastewater pump station should be upgraded. The camera ideally should be connected to Wi-fi. Mr. Barnhart offered a solution using a service called Blink Security, an Amazon Company. This service may provide more options to the staff. The Authority Board authorized Mr. Zeigler to purchase and install a new switch to replace a malfunctioning switch on the Roberts Filter control panel. Mr. Zeigler agreed to evaluate the service. The report of Mr. Zeigler was accepted as directed.

-Water and Sewer Field Operations The report of Ms. Horan was accepted as presented.

Old Business: There were no items of old business.

New Business: A motion was made by Mr. Barnhart, seconded by Mr. Epley to authorize Mr. Zeigler to obtain prices for a crane rental with a demolition bucket from Clouse Crane Service and Agar Welding to remove debris from the contact chamber of the old treatment plant. **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. Fry to approve the purchase of a combined authority and borough website using the services of MuniLink Webpresence at a cost of \$180/month, with the authority cost set at \$90/month. **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 will provide NWSA with a \$25,000 grant to automate the Cool Spring WTP. The Authority will match these funds. Additional ARPA grant funds may be provided. In addition, Cumberland County will be opening a grant program for energy conservation. It was suggested that the PRWA energy conservation plan for the water and sewer plants be considered for funding from the county grant. A motion was made by Mr. Barnhart, seconded by Mr. Epley to authorize the Authority Engineer, Borough Manager and Don Arnold to prepare specifications to automate the Cool Spring Water Treatment Plant. **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: Mr. Rice had nothing further to report.

Engineering Matters: Mr. Hill explained that based upon conversations with Don Arnold of Carlisle Consulting, the alarm and operating problems at the water booster station can all be attributed to the PPL power supply. A motion was made by Mr. Fry, seconded by Mr. Barnhart to authorize the Manager to contact PPL to request a meeting to discuss the problems at the water booster station. **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.* Mr. Hill reported that inspection services are underway at the Penn Commerce Center. Mr. Hill is gathering information on the Chapter 95 Report which may be presented at the March 21, 2022 meeting.

Customer Account Matters: There were no customer account matters.

Correspondence: None.

Finances: A motion was made by Mr. Barnhart, seconded by Mr. Epley to approve the payment of water fund bills totaling \$5,262.09. **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 \$7,292.03. **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. Croutch to approve the payment of escrow fund bills totaling \$110.25. **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 reported that an Executive Session will be held for the purpose of discussing personnel matters. Mr. Hill was requested to join the Executive Session. The Authority Board adjourned to Executive Session at 11:25AM and returned to regular session at 12:34 PM. Chairman Hoover stated that no decisions were made during the Executive Session.

Adjournment: With no further business to come before the Newville Borough Water and Sewer Authority the meeting was adjourned at 12:35PM on a motion of Mr. Epley, seconded by Mr. Barnhart. **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 on March 21, 2022 at 7:00PM in the Operations Office at 99 Cove Avenue, Newville, Pennsylvania.

Minutes recorded by:

Fred Potzer, Borough Manager

