

**NEWVILLE BOROUGH WATER AND SEWER AUTHORITY
REGULAR MONTHLY MEETING
MAY 16, 2022 AT 10:00AM**

The regular monthly meeting of the Newville Borough Water and Sewer Authority was held on Monday, May 16, 2022 at 10:00AM in the Operations Officer of the Newville Wastewater Treatment Plant 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 Crouch, John Epley, Clarence Fry and Roger Hoover. Also present: Zachary M. Rice, Esquire, Authority Solicitor, Salzmann Hughes, P.C., William F. Hill, P.E., William F. Hill & Associates, Timothy L. Zeigler, Chief Plants Operator, Lisa Berrell, Assistant Plants Operator, Curtis Miller, Larsen Design Group, Matt Williamson, Larsen Design Group, Eric Proctor, PennDOT Facilities Management.

Citizen Comments: There were no citizen comments.

Minutes: The minutes of the April 18, 2022 regular monthly meeting were approved on a motion of Mr. Epley, seconded by Mr. Croutch. ***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 for May 13, 2022, water accounts total \$45,987.05, sewer accounts total \$31,199.19. A proposal was received from Control Systems 21 for the replacement of the PLC at the Cool Spring Water Treatment Plant. Mr. Zeigler reported the company has thoroughly investigated the existing PLC and is confident in the proposal submitted totaling \$51,665.52 for materials using COSTARS pricing and \$60,729.63 for programming and technical services. A three-installment payment schedule was provided. A motion was made by Mr. Fry, seconded by Mr. Barnhart to accept the proposal of Control Systems 21 for the installation of the new PLC and the payment schedule as outlined. ***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 Cumberland County Commissioners will soon be accepting grant applications for ARPA funding. The authority will be submitting an application to fund a secondary water source, water treatment plant pump motors and VFD's and the upgrade of the WWTP pump station. The staffing of the authority was discussed. The Assistant Plant Operator may be off several weeks taking FMLA to care for a family member. The Chief Plant Operator is working a reduced schedule. The Manager requested permission to advertise for a full-time operator, part-time maintenance workers or a contracted operator. The staff will then compile a recommendation as to the future staffing of the plant and field operations. Mrs. Berrell suggested contacting Thaddeus Stevens School of Technology which provides operator training to see if any recent graduates may be interested in working as an apprentice until they are able to test for operator certification. A motion was made by Mr. Barnhart, seconded by Mr. Croutch to authorize the Manager and the Operators to investigate the various options to ensure the adequate staffing of the Authority. ***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 report of the Borough Manager was accepted as presented.

-Chief Plants Operator: Mr. Zeigler reported the Authority has been awarded a grant for source water monitoring. He will proceed with the purchase of a probe and related equipment for installation at Cool Spring, and will submit the invoices to the SRBC for reimbursement. Kirbtech has installed new monitoring cameras in the WWTP pump station motor control panel and at the Cool Spring WTP control desk. The operators may now access and view these cameras from any location at anytime with the use of their cell phones. Envirep LLC on May 4-5, 2022 serviced the waste water pump station equipment and all pumps have been serviced and set for optimum efficiency. The 2022 Ford Ranger service truck has been delivered and the staff is modifying the work bins on the box to accommodate tools and other equipment. The PA DEP Bureau of Water Quality has requested permission to use the Penn Township water standpipe for a training exercise on June 1, 2022 at 10:00AM. A motion was made by Mr. Croutch, seconded by Mr. Barnhart to authorize the PA DEP to use the Penn Township Water Standpipe for a training exercise. **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.* Professor Feeney of Shippensburg University has offered to investigate the influence of several nearby water sources on the Cool Spring. Dye tracing will be used. The dye is a food-grade based product, not harmful to people or the environment. Professor Feeney and Dr. Todd Hurd have performed similar tests of Cool Spring in the past. A motion was made by Mr. Epley, seconded by Mr. Barnhart to authorize Professor Thomas Feeney to proceed with the testing. **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 report of the Chief Plants Operator was accepted as presented.

-Water and Sewer Field Operations: The report of Mrs. Berrell was accepted as presented.

Old Business: Eric Proctor, Facilities Administration, PA Department of Transportation, Curtis Miller and Matt Williamson, Project Managers for the Larsen Group were in attendance requesting water and sewer capacity for the I-81 Rest Areas. Site conditions at both locations have compromised the ability of these rest facilities to continue in operation, absent the connection to public water and sewer facilities. Solicitor Rice explained the PennDOT proposed a License Agreement which is not the proper legal instrument to authorize the purchase of water or sewer capacity. The Authority uses a standard Developer's Agreement. It is the policy of the Authority that capacity is not reserved until the Developer's Agreement has been signed and payment for the capacity has been received. He further explained the Authority is in a position to accommodate the request, and the Authority Board may be able to act on the request at the June 20, 2022 meeting if PennDOT will accept the Developer's Agreement proposed by NWSA. The Authority Board was concerned that water capacity had not been requested in the past. The Board requested a new letter from PennDOT outlining the specific water and sewer capacity needs. The Authority also requested a final set of construction plans to be reviewed by William F. Hill, P.E. Mr. Williamson provided a complete set of plans before leaving the meeting. Mr. Proctor stated he would contact the PennDOT Office of Chief Counsel to contact Solicitor Rice directly to finalize the necessary agreements.

New Business: A motion was made by Mr. Epley, seconded by Mr. Fry to approve the appointment of Rogele, Inc., 1025 South 21st Street, Harrisburg, as an underground water and sewer repair contractor, with the acceptance of the 2022 Unit Rate Schedule and certificate of insurance. ***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. Barnhart to authorize the Authority Solicitor to prepare Resolution 2022-01, confirming rate increases of five (5%) percent for the town rate district to include the Borough of Newville, including Heim Court in North Newton Township, West Pennsboro Township Heights and SR 0641, Carlisle Road including Green Ridge Village and SR 0233 Centerville Road to the Oak Flat Elementary School, Zone A Centerville Road from the Oak Flat Elementary School to the West Pennsboro/Penn Township line, and Zone B from the West Pennsboro/Penn Township line on US 11 Ritner Highway to the Key Logistics/Penn Commerce logistic centers, and that a new rate system map, color coded and further defined by authority facilities be prepared by the Authority Engineer, along with the abolishment of the declining block rate schedule, all to become effective with the July 10, 2022 monthly and quarterly bills. ***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 Capital Area Paving to restore one (1) utility pave cut at the intersection of South High Street and Main Street. ***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 had nothing further to report.

Engineering Matters: Mr. Hill commented that with the rising costs of materials, chemicals, fuel and labor, most authorities served by his company are adjusting the rates every 2-3 years to keep pace with inflation.

Customer Account Matters:

Customer Account Matters: A request was received from Customer # 0068-056 Carlisle Road, West Pennsboro Township for sewer forgiveness due to a water leak. Consistent with the policy of the Authority, this customer is entitled to sewer forgiveness in the amount of \$97.11, with a revised bill of \$287.75

Correspondence: None.

Finances: A motion was made by Mr. Epley, seconded by Mr. Croutch to approve the payment of water fund bills totaling \$1,327.40. ***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 approve the payment of sewer fund bills totaling \$11,967.14. ***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. Epley to approve the payment of Escrow Fund bills totaling \$12,361.13. **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.*

Adjournment: With no further business to come before the Newville Borough Water and Sewer Authority the meeting was adjourned at 12:01PM on a motion of Mr. Croutch, 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 Monday, June 20, 2022 at 7:00PM in the Operations Office of the Newville Borough Wastewater Treatment Plant at 99 Cove Avenue, Newville, Pennsylvania.

Minutes recorded by:

Fred A. Potzer, Borough Manager