

**Stewartstown Borough Sewer & Water Authority**  
**Meeting Minutes**  
**Wednesday, June 21<sup>st</sup>, 2023**

**Members present**—Kenton Kurtz, Gordon Wisnom, Sr., Jason Robert, Nathan Cook, Tom Casteel

**Other present**—Engineer Jason Brenneman, Engineer Jason Lytle, Solicitor John Baranski, Sewer & Water Supervisor Ira Walker, Jr., Recording Secretary Stacy Myers

**Visitors**—Roy Burkins

1. The meeting was called to order @ 7:00p.m.
2. **General Business**
  - **Approval of Meeting Minutes**—Mr. Wisnom, Sr., made a motion to approve the May 17<sup>th</sup>, 2023 Meeting Minutes; Mr. Roberts seconded. All were in favor; motion carried.
  - **Approval of Financial Statements**—it was the consensus of the Board to approve the following:
    - **Water**—Water bills & payroll dated May 18<sup>th</sup> thru June 20<sup>th</sup>, 2023, totaling \$118,855.67.
    - **Sewer**—Sewer bills & payroll dated May 18<sup>th</sup> thru June 20<sup>th</sup>, 2023, totaling \$70,946.35.
3. **Public Comment**—Roy Burkins asked how many EDU's the Bailey Suites developer applied for, since it was first proposed as a 30-room hotel, but a hotel wouldn't require an EDU for each room. Now with the proposed change of use (as apartments/extended stay suites), one EDU would be required for each unit. It's unknown whether the Variance request (to allow apartments) will be approved by the Zoning Hearing Board. If that happens & more EDU's are required, Atty. Baranski said we could hold the Use & Occupancy Permit until those are paid, if necessary. To date, no EDU's have been purchased or paid for the 100 Bailey Drive property. An agreement is in place between the developer & the Authority that they (Upside) replace the sewer line on that property in lieu of purchasing the required EDU's.  
Of note, Jason Brenneman stated we have close to 600 available EDU's.
4. **Solicitor's Report**—John Baranski had nothing to report tonight.
5. **Sewer/Water Supervisor Report**—Ira Walker, Jr. submitted the following expenses & items:
  - The map of Stewartstown's wastewater collection system has been received from PA Rural Water, along with a laminated book to assist staff when in the field. This information is being loaded into Diamondmaps also.
  - We received the 2022 Aqua-Aerobic Award for Plant Performance. We've received this award each year since 2010!
  - Staff is 80-85% (400 of them) complete with exercising valves.
  - Kudos to Felicia Markline & Nate McCloskey for passing their respective DEP license exams on May 18<sup>th</sup>. Stewartstown Borough now has five fully licensed Sewer & Water Operators!
  - A GPS mapping tool has been misplaced. This was purchased in 2012 for approx. \$10,000 & has been useful while mapping the wastewater collection system for Diamondmaps. The water system mapping was to be next & some of that work had already been done. Staff will contact the insurance company to see if a replacement device would be covered. Updates to be shared at the July meeting.
  - JG Environmental cleaned out the Bioset reactor at the WWTP for a cost of \$3090.55.
  - 8 loads (60 tons) of biosolids were hauled to the Dehoff Farm for a cost of \$1,800.
  - Lab supplies were ordered from Hach at a cost of \$538.33.
  - A new spray pump was purchased from Sprayers Plus at a cost of \$131.99.

- Several Control Systems 21 invoices were received for SCADA work (over the past month), totaling \$5,354.59.
- The battery in Truck #1 was replaced at Gordon's Service at a cost of \$249.95. Mr. Roberts made a motion to approve this expense; Mr. Cook seconded. Motion carried with Mr. Wisnom abstaining.
- A new volute/impeller for Sewer #11 has been purchased from Hydra-Numatic Sales at a cost of \$4,858.18.
- Six cases of marking paint were purchased from L/B Water at a cost of \$432.
- 12.6 tons of crusher stone were purchased from York Building Products at a cost of \$239.02.
- 13.8 tons of crusher stone was purchased from York Building Products at a cost of \$262.96.
- A new 6" hydrant gate valve was purchased from Core & Main at a cost of \$1,294.92.
- Six mini fans for the UV ballast chassis were purchased from DigiKey at a cost of \$169.68.
- Our annual membership fee for American Water Works Association was paid in the amount \$400.
- The new brass saddle at the water tower was tapped by Wierman's Plumbing for a cost of \$225.
- A minor electrical issue at Well #6 was repaired by Control Systems 21 when they replaced the universal power supply unit at a total cost of \$370.50.
- Parts for the broken gate valves on Runningboard Rd. & Mill Street were purchased at a cost of \$2,682.75.
- Three employees were signed up for training (July 11<sup>th</sup>) through PA Rural Water for a cost of \$555.
- 73 engraved plastic ID tags were purchased from Image 360 at a cost of \$380.81. These will be installed at our 14 sewer collection stations.
- Annual fee for our NPDES permit (for the WWTP) was paid to DEP in the amount of \$1,000. Mr. Roberts made a motion to approve all other above expenses; Mr. Wisnom seconded. All were in favor; motion carried.

6. **GMB Engineering Report**—Jason Lytle reported the following:

- **Task 001—WWTP Assessment**
  - The design proposal has been updated & distributed to the Board for their review. Any questions? Let Jason know.
- **Task 003—Operational Support**
  - Pumping Station/Odor/H2S mitigation is still in progress--
    - Reports on PS#10, #11 & #3 regarding ragging & grease are encouraging & odor issues seem to have been reduced, but not entirely eliminated.
    - Early morning investigations are planned to try & track odor sources.
  - Brewery discussions are ongoing & staff continues to observe any changes at the WWTP. If needed, sampling can be done.
  - Industrial Wastewater Discharge Ordinance—
    - Updates & markups have been included in Board's packet for review.
    - Mr. Casteel suggested the entire Industrial Discharge Ordinance be reviewed for necessary updates, being that it's dated 1973. Mr. Casteel made a motion that the engineers, solicitor & staff review & update the water & sewer portions of the Ordinance, as necessary; Mr. Wisnom seconded. All were in favor; motion carried.
  - Discontinued UV Ballasts—this is now complete as the purchase from DeNora was made on Friday, June 16<sup>th</sup>. Because of the time sensitive issue, Authority approval for the purchase was obtained by email & text. Mr. Wisnom made a motion to approve the purchase from DeNora in order to maintain the current UV system for a cost of \$11,930.94; Mr. Casteel seconded. All were in favor; motion carried.

- Jason stated we're nearing the upset limit for GMB's contract. Does the Board wish to extend the proposal?  
Mr. Cook made a motion to extend the upset limit by \$15,000; Mr. Roberts seconded. All were in favor; motion carried.
  - **Task 04A—Control Building & Dewatering System Bidding**
    - PENNVEST Coordination—
      - The 2<sup>nd</sup> conference call with PENNVEST is scheduled for July 18<sup>th</sup> @ 2pm.
      - Document signing is planned for August 29<sup>th</sup> @ 10am.
      - There are a few other steps before the above takes place.
        - 6/23/23—Questions are due—in progress.
        - 6/30/23—Addenda issues—in progress.
        - 7/14/23—Bid opening—these will be reviewed with PENNVEST at the 7/18 meeting.
        - 7/19/23—Present bids to Authority for approval.
  - **Task 04B—Control Building & Dewatering System Construction**
    - COSTARS proposal
      - Waiting on the Schwing Screw Press submittal
      - Submittal for Boerger Rotary Lobe Pumps is currently under review.
7. **Engineer's Report**—Jason Brenneman reported:
- **Bailey Drive Hotel**—sewer line has not been started yet. Developer will begin soon, but they wanted most of the outside work to be completed first.
  - **North Barrens Rd. Sewer Extension**—Jason & Ira met with Eureka & the owner of Miller Mobile Home Park, both of which are agreeable to providing easements in order to connect 17855 Barrens Rd. North to public water & sewer, being that they have a failing septic system. Ira stated Eureka provided the information to their Board, who are also agreeable to granting the easement.  
Jason said it appears that the sewer line can be installed just off the side of the road. He provided a sketch to the Board. This plan would require a survey & a PENNDOT permit. Cost for this option is \$110,000 for construction only; this price does not include engineering for design & bidding, nor permitting costs.  
As determined last month, the neighbor at 17845 Barrens Rd. North would also be required to connect to public water & sewer per the Act 537 Plan.  
Ira said 86 N. Main Street (owned by Eureka) does currently have sewer, but discussion had been held about installing a 2<sup>nd</sup> sewer lateral there. Ira suggested, since Miller Home Sales, nor Eureka is asking for financial reimbursement for providing easements, the Board consider installing a 2<sup>nd</sup> sewer lateral at each place.  
Mr. Wisnom made a motion to move forward with the plan per Jason Brenneman's sketch provided tonight. Mr. Cook seconded.  
After more discussion, Mr. Wisnom amended his motion to include authorizing Atty. Baranski to send letters to 17845 & 17855 Barrens Rd. North residents making them aware of the Authority's plan to extend public water & sewer in order for both of them to connect; Mr. Cook seconded. All were in favor; motion carried.
8. **Chairman's Report**—no report
9. **Treasurer's Report**—Stacy Myers reported:
- **Connections Report**—5 new connections since last meeting (1—Cloverfield; 4—Mayberry)
  - **Commercial Properties/EDU Count & Usage**—the list Stacy provided was reviewed. Based on one EDU's usage being 230 GPD, it appears there are a few commercial customers using more than they're being billed. Discussion was held & it was decided to gather some more information from the current Ordinance until the July meeting.

10. **Adjournment**—With no further business before the Authority, Mr. Wisnom made a motion to adjourn the meeting @ 8:15p.m. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary