

Stewartstown Borough Sewer & Water Authority Meeting Minutes
Wednesday, October 15th, 2025

Members present: Jason Roberts, Lisa Mohan, Kevin Brunicke, Nathan Cook, Linda Miller, Thomas Casteel, Jack Cunning

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

Visitors: none

1. The meeting was called to order @ 7:00pm.

2. **General Business**

- **Approval of Meeting Minutes**—Mrs. Miller made a motion to approve the September 17th, 2025 Meeting Minutes; Mrs. Mohan seconded. All were in favor; motion carried.
- **Consent Agenda**—It was the consensus of the Board to approve the following:
 - **Water Fund**—Water bills & payroll dated Sept 17th thru Oct 10th, 2025, totaling \$93,805.71.
 - **Sewer Fund**—Sewer bills & payroll dated Sept 17th thru Oct 10th, 2025, totaling \$264,958.76

3. **Solicitor's Report**—Atty. Baranski reported:

- **USALCO** is requesting the full amount of the invoice related to the alum spill in April 2024. The Authority had offered them the \$6,200 credit on account as payment in full, but their attorney said they won't accept that. They may consider taking less than the \$24,000+ owed, but it must be more than the \$6,200 credit. Discussion was held. There were two Stewartstown employees that gave written statements of what occurred that day; however, one of those employees no longer works for the Borough. The other could testify, if called to do so. If we don't negotiate the amount or pay the amount due, USALCO could sue. What's known:
 - USALCO paid the cleanup costs upfront.
 - Their driver remained in the truck cab while the alum was being offloaded, but USALCO stated he should've been advised of the amount the tank could hold, and Stewartstown staff should've monitored the delivery.
 - USALCO also stated there should've been a level indicator outside of the plant that the driver could watch while product was being offloaded, as well as a strobe light and/or alarm to warn of an overflow. Part of the WWTP upgrade includes this type of warning device and in the meantime, staff will remain present for these deliveries.
 - This hasn't happened before, as previous USALCO drivers have gotten out, chatted with the staff, and remained close to the tank while the delivery was made. This particular instance seems like negligence on the part of the driver.
 - There's no contract that requires us to purchase from USALCO; however, there aren't many options to get the alum elsewhere.

After more discussion, the Board asked Atty. Baranski to report back to USALCO's counsel with our offer to pay \$10,000 and if they don't accept that, they can file a lawsuit.

- **Cloverfield easements**—John found a few easements that were obtained years ago. He will get those recorded; however, others still need to be obtained.
- **Barrens Rd. South/Crislip**—The court hearing was held on this. District Magistrate asked if the Authority ever compelled previous property owners (prior to 2008) to connect to public water. The judge is interpreting the 2008 Ordinance requiring Township properties to connect as if, prior to 2008, no one was required to connect. In that case, they are grandfathered in and should not be required to connect. Staff will research meeting minutes & paperwork about this property and report back.
- **Ingoe, 38/40 Mill Street**—no response was received from the letters sent requesting they correct the switched water service lines of these two properties. The Board asked that a 10-day warning of water termination be sent if this isn't rectified as soon as possible.
- **49 Piston Court**—no action has been made since the letters were sent requesting they remove their fence from the Authority's easement. It was suggested that they add a gate (rather than removing the fence) in order to make the water valve accessible. The Board asked that a 10-day warning of water termination be sent to rectify this situation as soon as possible.
- **Engel, 4614 Bridgeview Rd**—John will follow up with this property's failure to connect to the system after the Crislip matter is addressed.

- **Saubel's Market**—required to purchase additional EDUs for their usage. John sent another letter, as requested by the Magistrate, and the allotted time period has now passed. John will schedule a hearing for this matter.
 - **45 Mill Street's usage**—over the past two readings, their usage is, once again, increasing. A letter was sent stating they may have a leak, so they know staff is monitoring the usage. An update will be given in November.
4. **Sewer & Water Supervisor's Report**—Ira Walker, Jr. submitted the following report/expenses:
- A new pressure gauge & miscellaneous parts were purchased from LRM at a cost of \$4,838
 - Dorn Electric completed minor electrical work at Sewer #10 & #11 at a cost of \$910
 - Gettle evaluated an air jet pump (sludge thickener) at a cost of \$382.50
 - Lab supplies were purchased from USA Blue Book at a cost of \$1,172.98
 - Kerry Baum has been registered for a sewer collection license exam thru PA Rural Water at a cost of \$115
 - Three other employees have been registered for a class thru PA Rural Water at a cost of \$300
- Mrs. Mohan made a motion to approve the above expenses. Mr. Cook seconded. All were in favor; motion carried.
- Of note, approx. 275 Sensus meters are left to replace yet.
 - The new skid steer has been delivered to the WWTP. Ira obtained some information on rental fees, should the Authority want to rent (or sell) the old skid steer to the Borough for road salt use. The old unit has an estimated value of \$15,000, and similar equipment can be rented for \$300-\$400/week. Discussion was held on this possible rental to the Borough.
- Mr. Roberts said some of the Council asked why the Borough is paying for the equipment if the Authority has already paid for it. In retrospect, why is the Borough charging the Authority annual rent for office space? The old skid steer is 15 years old and shows signs of age. Some lines have already been replaced in it. It's been exposed to salt usage previously & will be again this year. Ira fears it will start costing more money to repair but feels it's still very useful. Salt is very corrosive, so it could be very useful for that. If the Borough doesn't want to buy/rent the old skid steer, maybe the snow contractor would want it, or the Authority could sell it.
- Mr. Casteel suggested charging the Borough a weekly rental rate, so they don't need to invest in another piece of equipment. The Board could also ask the snow contractor how much more he would charge per year if he would use his own loading equipment. The Board agreed to charge \$300/week to the Borough from the day the equipment is onsite until it's picked up. This will go to Borough Council for their response.
5. **GMB Engineering Report**—Jason Lytle reported:
- **Task 003/006—Operational Support**
 - **Landfill Pretreatment**—Discussion was held on dye testing and looking at the impact of flows to the collection system. No follow up has been received yet.
 - **Pumping Station Odor/H₂S mitigation**—Quorum submitted a service report & photos from 10/8/25 which are included in Authority packets. Some progress was seen, and Quorum has also increased the inoculations to the system.
 - **Bioset Operation/Service**—Synagro visited on 9/23/25 & is preparing two proposals to haul/spread sludge:
 - Store it onsite & haul out as needed.
 - Container disposal & haul out when full; however, space is limited for this option.
 Testing is being conducted to evaluate sludge stability and whether it meets Class B requirements without lime or additional treatment.
 - **DEP Permitting**—A Biosolids Inspection was held on 9/17/25 and the report is in Authority packets. WWTP discharge permit renewal was received & is being reviewed.
 - **Task 04B—Control Building & Dewatering System Construction**—A walk-through was conducted on 8/26/25 and all future meetings are on hold, pending closeout of this project. There are four items pending Schwing's delivery of the cones.
 - DEP inspection was completed on 9/4/25
 - Complete punchlist items
 - Record drawings—drafts are pending additional changes
 - Process final payments for AIS/Heisey & Schwing
- Booster Pump**—At the Board's suggestion last month, a COSTARS price of \$11,250 was received.

- **Task 005—Treatment Improvements Design**

- DEP submittal package is prepared and consists of:
 - Certification form for Chairman signature
 - Permit fee of \$500
 - Act 14 Letters for York County & Hopewell Township

Land Development Plan has been approved, as well as the Stormwater Waiver.

Mrs. Mohan made a motion to approve the purchase of the Booster Pump at the COSTARS price of \$11,250 and to move forward with the DEP submittal which includes signing the authorization form and paying the permit fee of \$500. Mr. Casteel seconded. All were in favor; motion carried.

- **Task 007—PFAS Preliminary Planning & Design**

- 2025/3rd quarter results were distributed & discussed. Jason said the results were a little better than last quarter. Staff will continue to monitor the 3 wells to gather 4-year background data. The preliminary plan & estimates for treatments of Wells 105, 106 & 107 were distributed last month, but additional monitoring has been paused for right now.

6. **Engineer's Report**—Jason Brenneman reported:

- **York Water Valve Replacement**—Jason believes this work has been completed. Johnston Construction had submitted a COSTARS proposal of \$50,860.95 for the work, but no invoice has been received yet.
- **Cedar/Scarborough Fare Water Services**—Contractor is hoping to be finished within the next two weeks, and a Payment App should be submitted for the November meeting. Some Change Orders will be submitted as the water line was found to be under the sidewalk along Cedar Lane, so now sidewalk will need to be replaced. The associated Change Orders will be discussed through the Payment App process.
- **Water Tank Rehab**—Permitting & some engineering for this project will be added to 2026's budget; however, the actual rehab work will be done in 2027.
- **Headworks Building**—Land Development Plan was approved by Hopewell Township, as well as the Stormwater Waiver. The plan can be signed tonight, then it will go to the Township for signatures, then to be recorded.
- **Bridgeview Lot 3**—This plan has been resubmitted. Jason hasn't reviewed it yet, but his comments included looping the water line through Bridgeview & installing a generator at the Pumpstation. The resubmission will be reviewed before the November meeting.

7. **Treasurer's Report**—Stacy Myers reported:

- **Sewer & Water Authority Budget meeting** was held on 9/18/25. I'm waiting for the accountant to update YTD revenue/expenses from Muni-Link, Invoice Cloud & QuickBooks. Hopefully by end of October-early November, most numbers will be updated in order to send out to the Board for review/questions. Reminder, the Authority will need to adopt their 2026 Budget at their November 19th meeting. Tonight's meeting can be recessed (rather than adjourned) in order for anyone from the Board to meet prior to the November meeting for discussion/budget review.
- **Payroll Report** dated 9/17/25 thru 10/10/25 was distributed to the Board tonight along with the expenses covering the same date range. Next month, a 2025 YTD payroll report will be presented for Board approval & Chairman signature.
- **Informational items:**
 - Connections Report—0 new since September meeting
 - Delinquent accounts—To date, outstanding August sewer bills total \$21,367.15. Shut off day for unpaid bills will be 10/30/2025.

8. **Chairman's Report**—Mr. Roberts reported:

- He asked if staff could possibly flush hydrants on a more frequent basis. Are there benefits to it? At a recent fire training, a really long flush was required before connecting to a particular hydrant. Ira is concerned about what flushing does to our water tower level and also to the system. We're still in a drought, so while he believes flushing is beneficial, he feels right now we need to conserve water.
- At this time, 8:28pm, Mr. Roberts dismissed the engineers from the meeting.

9. **Meeting recessed**—Mrs. Mohan made a motion to recess tonight's meeting @ 8:45pm until Wednesday, November 19th @ 6pm to hold budget discussion.

Respectfully submitted by:

Stacy Myers, Recording Secretary