

**Stewartstown Borough Sewer & Water Authority Meeting Minutes**  
**Wednesday, December 17<sup>th</sup>, 2025**

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

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

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

2. **General Business**

- **Approval of Meeting Minutes**—Mrs. Mohan made a motion to approve the November 19<sup>th</sup>, 2025 Meeting Minutes. Mrs. Miller seconded. All were in favor; motion carried.
- **Consent Agenda**—It was the consensus of the Board to approve the following expenses:
  - **Water**—Water bills & payroll dated November 18<sup>th</sup> thru December 15<sup>th</sup>, 2025, totaling \$122,109.86
  - **Sewer**—Sewer bills & payroll dated November 18<sup>th</sup> thru December 15<sup>th</sup>, 2025, totaling \$131,636.18

3. **Visitors/Public Comment**—none

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

- **Unsatisfied lien for 1 S. Main**—Authority received the payoff amount years ago when the property sold, but lien was never satisfied. John will do that.
- **USALCO**—This issue is pending. The Settlement Agreement was drafted & delivered to USALCO which outlined their agreement to accept Stewartstown's credit on account as payment in full for cleanup after the April 2024 chemical spill incident. Atty. Baranski has called their solicitor twice & left messages as we're waiting for their response and signatures on the agreement. Their solicitor's assistant said she would have him call John, no response to date.
- **Cloverfield Easement Agreement**—This has been recorded & delivered to the Authority/staff. Jason Brenneman is still waiting on as-builts for Bronson Avenue (for the 13 Mill Street development), but said the Borough still has a bond in place for the Cloverfield development.
- **61 Mill Street**—Homeowner is delinquent on their Repayment Agreement for the water line replacement. John had sent a letter to her with the arrears. She has stated she'll be filing bankruptcy, so the Authority can file a municipal claim for the arrears so that we get our claim filed for bankruptcy court.
- **Bridgeview Lot 3**—A meeting was held between the developer, Jason B., & Ira, regarding the Authority's requirement for a generator to be installed and for the developer to loop the water line. There was some resistance from the developer about looping the water line, but that's in the Authority's Rules & Regulations so they're researching this as well as an agreement for the private streets. There is a potential for a new well site also.
- **Saibel's**—Stacy will provide John with the most current 9-months' usage to establish the need for additional EDUs. He will take that to the District Magistrate. Per the Rules & Regulations, the Authority IS allowed to pursue water termination for several violations, one of which is necessary additional EDUs. We can follow the typical process of water termination, just like any other customer. A certified letter will be sent as the Delinquent Notice, giving Saibel's until 12/31/25 to take action. After that, if no action is taken, another notice will be posted (around 1/2/2026 because of the holiday) at the property giving 10 more days to take action before water service is terminated. The Board is amenable to doing this rather than pursuing them through the District Court.  
No comment or response has ever been received from Saibel's staff/owners since this process began nearly two years ago. John had sent correspondence to the property owner, Kinsley Properties, to which they only responded one time that they're not purchasing additional EDUs. Even though the property owner is typically responsible for payment/action on overdue bills, the Board suggested contacting Saibel's directly to ensure they're aware this is all taking place. Notice will be sent to Greg & Betty Saibel as well to see if a response is received.
- **PFAS action**—As a follow-up from last month's discussion, John reached out to the environmental attorney representing authorities on PFAS claims and was told because we're in the "first round of claims" we're not qualified to pursue litigation. John contacted another attorney who said, after January 1<sup>st</sup>, they're thinking of extending the claim deadline for the "first rounders", so John will check back at that time. The claim deadline for "Round 2" claimants is mid-summer 2026.
- **Crislip, 19045 Barrens Rd. South and Engel, 4614 Bridgeview Rd**—District Magistrate requested proof that, prior to 2008, notice had been sent to these property owners asking they connect to public water. That's

necessary because the 2<sup>nd</sup>-Class Township Code has a provision stating we cannot force someone to connect to public water unless that notice was sent before 2008 (date of township code). Mrs. Mohan had looked through meeting minutes regarding this as well as letters sent to other property owners at the time the Authority extended public water down Barrens Rd. South & Bridgeview Rd. There had been correspondence sent at that time that stated connection to public water was voluntary. Mrs. Mohan noted everything she found at the time of her research. John will also research all the available paperwork before going back to the Magistrate's office.

5. **Sewer & Water Supervisor Report**—Ira Walker, Jr. submitted the following expenses for action:
  - Powerhouse Generator replaced a bad transfer switch at Sewer #1 at a cost of \$2,992
  - We purchased three curb stops from L/B Water at a cost of \$356.52
  - Marsteller Driveway Services completed the street patch at 129 Hershey Circle (where broken water service line was replaced) at a cost of \$2,250
  - We hauled two loads (18.3 tons) of Class B biosolids to Modern Landfill at a cost of \$2,103.35
  - Lab supplies were purchased from USA Bluebook at a cost of \$133.37
  - Disposable gloves were purchased from VL Tracey Sales at a cost of \$951.10
  - Vehicle maintenance supplies were purchased from Gordon's Service Center at a cost of \$308.92
  - Miscellaneous parts for the chemical feed pumps/chlorine analyzer were purchased from LRM at a cost of \$818
  - Openshaw Plumbing completed work at 38 & 40 Mill Street at the cost of \$497. Owner, Greg Ingoe will reimburse the Authority via a repayment agreement.
  - A dead tree at the water tower site was cut down by Zahn Contracting at a cost of \$600
  - We hauled three loads (23.9 tons) of Class B biosolids to Modern Landfill at a cost of \$2,745.05
  - Annual preventative maintenance on the spectrophotometer at the WWTP was completed by USA Bluebook at a cost of \$559.55
5. **Of note:**
  - All active water meters have been replaced in the system, other than a few old meters remaining in vacant properties. Felicia did a great job coordinating everything to complete this project!
  - Keith, Tyler & Kerry are painting the inside of the main building at the WWTP to brighten the space. Jonny is doing the same at Wellhouse #5.
  - Felicia & Ira are going through maps, books & drawings to update the sewer laterals on Diamond Maps.
6. **Engineer's Report**—Jason Brenneman reported:
  - **Cedar/Scarborough Water Service Project**—Work has been completed and Payment Application #2 has been submitted and addresses 8 Change Orders. Jason had emailed explanation of the change orders to the Board. He concurs with Change Orders #2 thru #8. CO #1 was for 500 linear feet of extra tubing that was ordered. Although DeTraglia was low bidder overall, he was not low bidder for this line item. Craig DeTraglia suggested taking an average of the 3 lowest bidders for that particular line item which came to \$96/ft. Jason believes that's still a little high, but Craig said he's not going any lower. After more discussion, the Board asked John to review the contract before they act on Change Order #1.
  - Mrs. Mohan made a motion to pay DeTraglia Excavating for Orders #2 thru #8 and to table Change Order #1 until Atty. Baranski researches contract language. Mr. Cook seconded. All were in favor; motion carried.
  - **LSA State Grant**—A grant application was submitted last November for a new water tank. DCED didn't make any awards at their November meeting. Next meeting is scheduled for January 2026.
7. **GMB Engineering Report**—Jason Lytle reported:
  - **Task 003/006/009—Operational Support**
    - **Landfill Pretreatment**—Dye testing was repeated on 12/3. It started at 7:08am, pumped flow at 21gpm. Dye reached first manhole in approx. 5½ hrs. and reached the WWTP in another 1½. Next steps are to review the leachate flows/concentrations to the loading side with the Landfill. Will review the permit with DEP to see if loading is enough to justify notification (change in loading), and to see if anything additional is required for the land development permit.
    - **Pumping Stating Odor/H2S Mitigation**—A copy & pictures from 12/7/25 were submitted to Board. A tracking spreadsheet was also submitted that includes observation of sites/tabs and FOG score.
    - **Sanitary Pumping Stations**—Bailey Springs Sanitary Pump Station upgrade—A proposal from Hydra-Numatic Sales was presented for a cost of \$149,851 (good through end of 2025). Delivery time is 28-34 weeks out, but the cost will increase (approx. \$170,000 or higher) if we wait until 2026.

Mr. Cook made a motion to accept the proposal of \$149,851. Mrs. Mohan seconded. All were in favor; motion carried.

- **Task 04B—Control Building & Dewatering System Construction**

- **Schwing invoice/deduction letter**—Schwing is offering additional support, extended warranty, maintenance contract, spare parts, etc. as settlement of the deduction letter/expenses resulting from the temporary press. Staff & Board are agreeable to a maintenance contract for a once/year visit to service equipment and to provide spare parts for a certain period of time.  
Board authorized Jason Lytle & Atty. Baranski to negotiate the terms, i.e., a 10-year annual maintenance agreement for service calls & spare parts.
- **Bioset/Cone piping modifications**—Bioset installation is complete except for testing pending the cone installation. Piping modification with AIS/Heisey was submitted with a quote of \$12,485.51. Mr. Casteel made a motion to move forward with this equipment and installation by Heisey Mechanical/AIS \$12,485.51. Mr. Brunicke seconded. All were in favor; motion carried.

- **Task 005—Treatment Improvements Design**

- Comments from DEP were received 12/8. Working on addressing those to reply by end of year.
- Next step will be a submission to PENNVEST beginning of 2026.

- **Task 007—PFAS Preliminary Planning & Design**—project is on hold right now, but Jason submitted a sampling result from York Water, and the 3 wells.

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

- **Saibel's gift card for Guy & Yvonne Hook**—Guy is now in hospice care and having served many years on both Borough Council and the Authority, it was suggested to purchase a \$200 gift card (\$100 from Borough, \$100 from Authority). Mr. Roberts made a motion to pay \$100 from the Authority towards the gift card for Guy & Yvonne, Mrs. Mohan seconded. All were in favor; motion carried.
- **Thomas Casteel's resignation**—Mrs. Miller made a motion to accept Tom's resignation from the Authority, effective 1/1/2026; Mrs. Mohan seconded. All were in favor; motion carried. Joyce Ryer, 54 S. Main Street, submitted a letter of interest to finish Tom's term. Borough Council will appoint her at their January meeting.
- **Increasing Water & Sewer Rates**
  - **Resolution 2025-04**—Increasing water rates, effective January 1st, 2026
  - **Resolution 2025-05**—Increasing sewer rates, effective January 1<sup>st</sup>, 2026
- **Informational items:**
  - Connections report—0 new connections since November meeting
  - Delinquent accounts
    - Outstanding October water bills total \$4,119 (shutoffs will be 12/26)
    - Outstanding November sewer bills total \$55,067 (delinquent notices to be mailed early January)
- **Update on monthly billing**—Stacy spoke to Red Lion Borough to get some information about the monthly billing, shutoff process, etc. Meters are read monthly. Bills for water and sewer are combined and mailed by the 1<sup>st</sup> of each month, due the 20<sup>th</sup> of each month. Shutoffs are also conducted monthly, but customers must be two months' delinquent and have a past due balance of at least \$50 to have water shut off. Shutoff notices are mailed at the end of the month with a shutoff date of the 12<sup>th</sup>-17<sup>th</sup> of the following month. An automatic call is sent out a week prior to shutoffs as a reminder. More information and discussion will be held in the new year.

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

- Thank you to Tom Casteel for his years of service to the Authority and his level of knowledge and experience he offered. Best wishes to him and his family!
- Kerry Baum, Jr., recently completed testing for wastewater collections and water distribution and while speaking to Mr. Roberts about that, gave high compliments for his fellow staff and for the job.
- A reminder to engineers and solicitors, please respond to staff (or Board) emails in a timely manner. Follow up with a text in the event emails aren't checked frequently.
- Merry Christmas & Happy Holidays to all!

10. **Adjournment**—With no further business before the Board, Mrs. Miller made a motion to adjourn @ 8:21pm. Mr. Casteel seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary

