

Stewartstown Borough Sewer & Water Authority Meeting Minutes
Wednesday, June 17th, 2026

Members present: Lisa Mohan, Nathan Cook, Kevin Brunicke, Jack Cunning, Joyce Ryer, Jason Roberts (via telephone)
Others present: Engineer Jason Brenneman, Engineer Jason Lytle, Sewer & Water Supervisor Ira Walker, Jr., Recording Secretary Stacy Myers

1. The meeting was called to order @ 6:30pm.
2. **Engineer's Report**—Jason Brenneman reported:
 - **York Water Capacity**—Ira, John Baranski, and a few Authority members met with Jason a few weeks ago to discuss the York Water capacity, tapping fees, the current state of the Authority's water system & its capacity. They also watched a webinar on tapping fees. The outcome of options are:
 - Authority to authorize the update of the tapping fee study. After a quick review on this, Jason said the tapping fees could be increased by \$1,500/EDU (from \$2,900 to \$4,400) resulting in \$814,000 in tapping fee revenue from 185 proposed units noted below.
 - Authority enters into a moratorium if the system is at capacity. Jason reviewed the current system capacity (submitted to Board members) and stated with DEP requirements, he can't say the system is near/at capacity. What if one of the wells goes out of service? What if PFAS takes wells out of service? Atty. Baranski said the Authority must act on what is now (current situation), not "what ifs". Taking that into account, we have at least 500 EDUs available, and this is because we purchase water from York Water. The wells, in & of themselves, cannot support the system. They can support approx. 170gpm (gallons per minute). Currently, staff pumps approx. 150gpm from each well and we have the ability to pump up to 300gpm from York Water. Ira stated, overnight the wells fill up the water towers & try to catch up after daytime usage. As we fall behind, YW usage must be increased to fill the towers so the wells can fill up (and be off) overnight before turning back on. Daytime usage is what's depleting the system. Jason would like to look at the SCADA system with Ira to review the wells and their active time vs. inactive time.
 - Authority to negotiate with developers to provide upgrades to the system and/or have them contribute to the upgrades. PA Rural Water discussed this, but developers may not act favorably to this idea.
 - Authority takes out a loan & completes York Water upgrades
 - \$2million loan for 30 years at 4% interest=\$10,000/month, \$120,000/year or \$30,000/qtr. Over the total number of EDUs billed, that's roughly \$13/qtr. per EDU and would get us up to the 400gpm from YW which matches the 30-year projected allocation. If all the wells failed, we'd still have the capacity from YW.
 - York Water—Why aren't they paying for the infrastructure upgrades? There may be booster pumps that need to be replaced. Why are we footing the whole bill? These are questions we need to ask them.
 - Authority sell the water system to York Water—not the option that anyone wants.
 - Mrs. Mohan asked, if we don't upgrade from 300gpm to 400gpm, what happens? Jason said Stewartstown would be fine based on the number of available EDUs and as long as the wells operate as they should & assuming there's no issues from York Water. We have approx. 500 EDUs available to sell to developers. Based on the outcome of the tapping fee study, that revenue can be put towards future capacity, and could be set aside/budgeted for future upgrades, improvements, etc. Right now, there are 185 proposed new units, with the 13 Mill Street project (mixed commercial & residential units), Bridgeview Lot 3 (50 units), and two single-family developments (one on Forest Road & one on Kurtz School Rd, which are very preliminary). This would use two-thirds of our available EDUs.
 - Ira stated the reason the WWTP was upgraded in 2007 was more the treatment process that needed upgraded, not necessarily the hydraulics. We have to always be aware of what requirements PADEP may enforce.
 - After more discussion, Mrs. Mohan made a motion to authorize Jason Brenneman to work on the tapping fee study in order to increase those fees to developers; Mr. Cook seconded. All were in favor; motion carried. This revenue would only be generated if the proposed developments come into fruition.
 - Ira wants to confirm that we have accurate information going forward and suggested forming a committee, so we know we're expending all of our options concerning the water system. The Board agreed.

- **Grants**—Will submit the State LSA Grant application in November 2026 for a Vac Truck. Any other items the Board wants to apply for, let Jason know. They must be “ready” items and nothing that’s planned for future.
 - **Poplar Springs Sewer Replacement for 2027**—Jason reported there are multiple sags in this line. He will obtain an estimate from Shiloh Paving. More depression areas are visible on E. College Avenue. This could possibly be caused by spring water, but will be determined. More will be known after more research.
3. **General Business**
- **Approval of Meeting Minutes**—Mrs. Ryer made a motion to approve the May 20th, 2026 Meeting Minutes. Mr. Cook seconded. All were in favor; motion carried.
 - **Consent Agenda**—It was the consensus of the Board to approve the following expenses:
 - **Water Funds**—Water bills & payroll (\$23,788.64) dated May 20th thru June 15th, 2026, totaling \$88,730.69
 - **Sewer Funds**—Sewer bills & payroll (\$17,517.99) dated May 20th thru June 15th, 2026, totaling \$83,040.40
4. **Visitors/Public Comment**—no one to address the Board
5. **Solicitor’s Report**—Atty. Baranski was not present tonight due to a family emergency, so no report was submitted.
6. **Sewer & Water Supervisor Report**—Ira Walker, Jr. submitted his report & the following expenses:
- Openshaw Plumbing addressed electrical issues at Well #5 J2 at a cost of \$305
 - Miscellaneous supplies were purchased from Home Depot at a cost of \$203.33
 - Miscellaneous parts were purchased from Amazon for the Toro zero-turn mower at a cost of \$276.62
 - Lab supplies were purchased from USA Bluebook at a cost of \$801.36
 - Of note, Ira is gathering prices to replace four of the original windows at the WWTP.
- Mrs. Ryer made a motion to approve the above expenses; Mr. Cook seconded. All were in favor; motion carried.
- Discussion/Miscellaneous:**
- We have an opportunity to replace our 2016 Toro zero-turn mower with a 2020 SCAG zero-turn mower for \$8,000. The Toro is NOT a commercial grade mower; it was purchased years ago because it was the cheapest. The SCAG is a commercial grade mower and much better suited for all of the work at the pumpstations, wellhouses, WWTP, etc. The Toro has been showing its age & not the best at handling all of the work. Discussion was held. Most of the Board agrees that \$8,000 is a good deal for the SCAG mower, but Mr. Cook & Mr. Brunicke feel we can hold off on this purchase right now.
7. **GMB Engineering Report**—Jason Lytle reported:
- **Task 009—Operational Support**
 - Landfill Pretreatment
 - Leachate flows/concentration—Waiting on the permit review from DEP and any potential changes
 - Pumping Station Odor/H2S mitigation
 - Quorum—Service report for May was distributed. Additional monitoring is being done at the pumping station and while numbers are lower, there’s still residual odor that seems to concentrate in that area. Options are to provide forced ventilation to force air upwards where it would dissipate; however, if the air is still (no breeze) it will fall back down. No other complaints from nearby neighbors have been received. Staff will continue to monitor.
 - Bioset Operation/Service
 - Acid Feeder—Purchase order for the new acid feeder was submitted; has been ordered from Schwing
 - Ozone Disinfection Pilot—Have been coordinating with the supplier for the delivery/installation. The electrician has completed the power supply for the unit.
 - **Task 04B—Control Building & Dewatering System**—Final payments for AIS/Heisey and Schwing submitted to PENNVEST—complete.
 - **Task 005—Treatment Improvements Design**—To coordinate with DEP on the procurement contracts/documents via PENNVEST. Waiting on structural building plans and will work with Stacy on PENNVEST application for submittal.
 - **Task 007—PFAS Preliminary Planning/Design**—Currently on hold

- **Task 010—Bailey Spring Sewer Pumpstation Design**
 - Working on the site layout. Coordinating survey information with record drawings. Also working with Jason B on property lines
 - Wet well concrete rehabbing & lining—in progress
 - Bypass pumping—pending. There are two upstream manholes that will require two bypass setups (one at the road crossing at Bailey Springs and the other may cause disruption to business parking lot)
 - Electrical System upgrade/replacement--Site visit was completed on 6/12/2026.
8. **Treasurer's Report**—Stacy Myers reported:
- **Hamilton & Musser**—An audit proposal was submitted for the 2026, 2027 & 2028 Authority audits. Costs proposed—\$10,750 (2026), \$11,050 (2027) & \$11,350 (\$2028). Staff is very happy with Hamilton & Musser's work and the timeliness in which it gets completed.
Mr. Brunicke made a motion to approve the 2026, 2027 & 2028 proposals; Mr. Cook seconded. All were in favor; motion carried.
 - **Monthly billing update**—Information continues to be gathered.
 - Bulk rate postage—Moving from a postcard rate to a folded, sealed letter (if we go that route) would cost approx. \$0.74/piece=\$1,033.04/month. *Doesn't take into account the USPS rate increase expected July 2026. Current postcard postage is approx. \$580/month.
 - A monthly billing schedule has been created for 1) service month, 2) billing date, 3) due date, 4) delinquent notice mailing date, 5) date to post delinquent notices at properties, 6) shutoff date for unpaid bills. This would probably need to be revised since talking to MuniLink (billing software) & noting their suggested service dates.
 - Transitioning from a quarterly service period to monthly would create a fairly high bill for some people/families, especially if we bill water and sewer together. January's bill typically covers water usage from September to December. We don't want to bill 3 months of water AND sewer in January 2027 because of creating a financial hardship for some. MuniLink suggested billing part of the quarter on January's bill, the other part in February & so on until we get on a month-to-month schedule.
 - Accounting/revenue specifics were discussed with other municipalities who bill water and sewer monthly. A separate bank account could be set up where ALL water/sewer revenue would get deposited, then separate transfers into the water and sewer checking would need to be done for paying separate water & sewer invoices. A neighboring municipality pays an accounting staff to handle the transfers of water and sewer revenue where it needs to be to cover expenses. These municipalities have a larger staff and higher revenue base than Stewartstown, so we're not sure what that workload would look like for our current staff.
 - One of the biggest reasons for wanting to move to monthly billing was that staff can catch water leaks sooner rather than waiting for quarterly meter readings. Staff has been reading on a monthly basis the past several months and is researching reports in order to give accurate readings to compare month to month. If we can get an accurate report in which to compare the readings, it may be easiest to stay with quarterly billing.
9. **Chairman's Report**—Mr. Roberts was present tonight via cell phone. He took this opportunity to congratulate Ira Walker, Jr. again on 40 years with Stewartstown Borough! The Board also thanked Ira for all he does for the town, its residents, the Borough and the Authority! Ira said he appreciates the acknowledgement, but he attributes the smooth operation of the water & sewer department to a wonderful staff and a whole team effort!
10. **Adjournment**—With no further business before the Board, Mrs. Ryer made a motion to adjourn @ 8:15pm. Mr. Cook seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary