

**Mount Holly Springs Borough Authority
200 Harman Street
Mt. Holly Springs, PA 17065**

**Regular Meeting Minutes
September 12, 2019**

CALL TO ORDER

Authority Chairman Mike Gwozdecki called the September 12, 2019 Borough Authority meeting to order at 6:30 p.m. Members stood and recited the Pledge of Allegiance to the flag.

MEMBERS PRESENT

Mike Gwozdecki, Judy Russell, Ed Kendall, Marlin Stoner, Solicitor Mark Allshouse, GHD Representative Nancy Adams and Jim Williams

BOROUGH Borough Manager/Chief Tom Day & Council President James Collins II

MEMBERS ABSENT Brian Robertson

RECOGNITION OF VISITORS

Suzanne White, 1 Tailrace Drive stated they built a house in 2017 and were compelled to put in Borough water. Ms. White stated when she was on Council she remembers people coming to Council asking if Council would vote on their ability to put in a well or not. Ms. White has found out that none of that is being supported by an ordinance. The matter would be discussed later in the meeting.

BILL ADJUSTMENT REQUEST

Richard Gobin, owner of 31 N. Baltimore Avenue submitted a bill adjustment request because of a leaking commode in the men's room and was repaired on June 21, 2019. The Authority reviewed the account screen.

Judy Russell made a motion to adjust the bill for 31 N. Baltimore Avenue to 17,000 gallons of usage. The motion was seconded by Ed Kendall. Motion passed.

REVIEW OF REGULAR MEETING MINUTES-JULY 11, 2019

Judy Russell made a motion to approve the regular meeting minutes of July 11, 2019. The motion was seconded by Marlin Stoner. Motion passed.

BILLS FOR APPROVAL-JULY 2019

Mike Gwozdecki asked when GHD submits their invoices, do they indicated what they are for. The billing Clerk stated sometimes they say what they are for and sometimes just for General Engineering. Nancy Adams indicated they can include a cover letter that provides more of a description. Ed Kendall asked what bottled water from Nestle Ready Refresh was for. Mr. Williams stated he gets bottled water for drinking because it is in the same sink they dump the waste samples in and he did not think it was healthy.

Judy Russell made a motion to approve payment of the water and sewer bills for July. The motion was seconded by Marlin Stoner. Motion passed.

BILLS FOR APPROVAL-AUGUST 2019

Ed Kendall stated a purchase was make for kornerhorns and asked what that was for. Mr. Williams stated it was meters, joint assembly's valves and wire for the townhouses on Group Court. Mr. Kendall also asked about the purchase of a Honda generator.

Judy Russell made a motion to approve payment of the water and sewer bills for August 2019. The motion was seconded by Ed Kendall. Motion passed.

ENGINEER'S REPORT

Nancy Adams reported in August a letter was received from DEP regarding the Chapter 94 report. The letter indicated the wastewater treatment plant is hydraulically overloaded. It is defined by the flow at the plant exceeding the maximum design flow for three consecutive months in a row. In 2018 when the Chapter 94 was done and is a report which looks at January to December, there was not an overload condition. When DEP reviewed the report they included January 2019 flow data into that determination. When that was factored in, the plant was overloaded. November, December and January the flow at the plant exceeded the maximum design flow. When that happens the permittee needs to submit a corrective action plan to DEP that acknowledges that we are overloaded and what steps would be taken in order to eliminate the overload.

Nancy Adams stated when the treatment plant was upgraded for the nutrient removal they considered at that time re-rating the flow so there was capacity available to re-rate the flow to .97 mgd. At the time they elected not to go through with the re-rate and didn't see a need since there was not a lot of growth going on or less storms events which made the flows spike at the plant.

Nancy Adams recommended submitting a plan to DEP that says under the previous upgrade the plant was evaluated for the higher flows and at that time they elected not to re-rate but would like to do that now to address the overload situation.

Nancy Adams also stated GHD would have to submit a Water Quality Management Part 2 permit that is submitted anytime there is a re-rate to a facility or undergo a significant upgrade to a facility and authorizes the design.

Nancy Adams indicated what the Part 2 permit would look like is it would take the previous design and then get updated calculations from Ovivo who was manufacturer of the equipment for the previous upgrade.

Nancy Adams stated the other part of letter indicated South Middleton has been having issue with a pump station. South Middleton also has to come up with a plan to address their overflows they have been experiencing at that pump station.

Ms. Adams indicated it would be a good idea if Jim and she to meet with South Middleton to get their plan of action and that would have to be included in the response to DEP.

Mike Gwozdecki asked how long they have to put an action plan together. Ms. Adams indicated 90 days. The plan itself should not take long to put together. Putting together the Part 2 permit would take some time and effort. Mr. Gwozdecki asked how many hours it would take to put the plan together. The corrective action plan should be approximately a 40 hour week. Ms. Adams was not sure the time and cost of the Part 2 application and would come back with a quote.

Judy Russell made a motion to authorize GHD to prepare the Corrective Action Plan not to exceed \$5000.00. The motion was seconded by Marlin Stoner. Motion passed.

SOLICITOR'S REPORT

Mark Allshouse reported Mr. Nickle and Ms. Cook's bill have been paid and he has removed the liens from their properties.

NEW BUSINESS

Treasure's Reports-Ed Kendall made a motion to approve the Treasurer's Report for July 2019 as submitted. The motion was seconded by Marlin Stoner. Motion passed.

Ed Kendall made a motion to approve the Treasurer's Report for August 2019 as submitted. The motion was seconded by Marlin Stoner. Motion passed.

Water Connection Application

Ed Kendall made a motion to approve the water connection application submitted by Reese Builders for 217 White Oak Circle (Westgate) with fees being paid. The motion was seconded by Judy Russell. Motion passed.

Nancy Adams reported there is connection ban that is associated with the treatment plant. Until the Corrective Action Plan is approved, the Authority cannot allow any new connections to the wastewater treatment plant. There is a definition in the regulation that says what qualifies as a new connection.

Borough Report

Mr. Day reported he had a meeting with Terry Rickert approximately 3 months ago which he assured he would submit his plan for the hook up on East Pine Street that has never occurred. Mr. Day was going to send Mr. Rickert a letter more toward a legal end of it, but he could not

find an ordinance that requires anyone to hook up to the water system. There is an ordinance for hooking onto the sewer system. As it stands now, Mr. Day has nothing to force Mr. Rickert to hook onto the system.

Mr. Day suggested putting a meter on his sewer line since he is dragging his feet hooking onto the water. Nancy Adams indicated she was not sure of the best method to do that off of a lateral. Mr. Williams stated the only way he knew it could be done was through a sewer main. The Authority has the ability to issue a permit to Specialty Paper. When Jim inspected it with Heather everything looked ok. Mr. Day indicated he did take the pipe out of the creek.

Mike Gwozdecki stated he would call Mr. Rickert and ask him where he is at and what his intentions are.

Mark Allshouse would re-write a Borough Ordinance pertaining to water hook up.

New Holland Tractor

Mr. Day indicated the Borough is purchasing a New Holland 40 horsepower tractor with a backhoe attachment and asked if the Authority would pay for half of it. The backhoe is 30 years old and this would save the life on it. This smaller tractor would be capable of digging on the sidewalk. The total cost of the tractor is \$32,000 and half would be \$16,000 to the Authority.

Mr. Gwozdecki it would come out of water and line items capital purchase and capital improvements.

Judy Russell made a motion to expend half the cost of the New Holland Tractor. The motion was seconded by Marlin Stoner. Ed Kendall asked where it would be stored. Mr. Day indicated at the Borough shed. Motion passed.

Hiring of Stephen Little

Mr. Day stated Stephen Little has been hired to replace John Shope. He has a Bachelor of Science degree in biology and chemistry from Lycoming College and did an internship in Williamsport. His starting wage would be \$19.00 per hour. He has no water or sewer license but in 12 months he has to obtain his certification for wastewater and also in 18 months he must obtain his water certification. He then would receive \$1.00 more per hour per certification.

Policy for Drop in Water Consumption

Mr. Day indicated the Authority should have a policy in place when there is a change in a quarterly usage. It was discovered the old meters can be manipulated so unmetered water can be ran through a meter. When there is a drop in water usage, around 50%, making it known to the homeowner that the Authority can go in and physically view the meter making sure it was not tampered with.

The Authority asked the Solicitor to prepare a policy that if a customer's water meter reading drops more than 50% in usage over one quarter billing period, The Borough would have the right to view and inspect the meter for proper operation.

Gene Shetter Property

Mr. Day suggested extending the water line south of the Deer Lodge or even looking at a secondary well and pump station on the south end of town. The only property left in the area is Gene Shetter's property which is a 19 acre tract.

Mr. Day had spoken to Nancy how feasible it would be. There is properties in Liberty Woods that have gone through three wells.

Nancy Adams indicated it is not a fast or easy process and quite a bit of permitting and have a hydrogeologist perform an evaluation and test wells dug to get a new source permitted. Permitting for a new source could take 5-10 years. Ms. Adams stated it is doable and could be a million dollars to put in a new well not including the distribution system to serve the properties. It would cost approximately a minimum of \$50,000 for permitting.

Mr. Day stated the Borough would have an interest in the property also. Mr. Gwozdecki asked the cost of the property. Mr. Day stated at one time it was \$240,000. The property is zoned RL. Mr. Kendall asked how much property is needed for a new well. Ms. Adams responded by saying it depends on how big the well head protection area is about 4-5 acres.

Ms. Adams stated another alternatives would be extending the current system to that area. There are a lot of issues such as being a State road, crossing the creek, crossing the railroad and a booster pump station in order just to get the water to the area. A hydraulic evaluation of current system would be required in order to get the water to that area.

Mr. Kendall state a resident in Liberty Woods had a problem with iron clogging his lines and asked if that would be an issue. A chemical can be added to the water to deal with the iron so there is not build up.

Ed Kendall made a motion to have Tom Day move forward with the investigation of the Gene Shetter property and bring the information back to the Authority next meeting. The motion was seconded by Judy Russell. Motion passed.

Mr. Collins stated the Authority should start their budgets for 2020. Council would like to ask the Authority for an increase of \$2000 each from the water and sewer budgets for supervision/billing to cover a pay raise.

The Authority agreed to start the Authority on October 10th at 6:00 p.m. The meeting would be held first with the budget meeting after the meeting. The change would be advertised.

Mr. Kendall brought up the matter of purchasing a tri-pod as part of the \$10,000 allotment agreed to last August. The Authority indicated Troy Russell knows which one would be best and could purchase it.

ADJOURN

Mike Gwozdecki adjourned the September 12, 2019 Authority meeting at 8:05 p.m.

Respectfully submitted,

Pat Fisher
Utility Billing Clerk

