

# NEWPORT BOROUGH WATER AUTHORITY

## REGULAR MEETING

April 3, 2017

**BOARD MEMBERS PRESENT** – Penny Frownfelter, Jerry Robinson, John McNaughton and Trevor Kaufman

**OTHERS PRESENT** – Adam Britcher (Solicitor), Robert Hassemeier (Engineer) and Dean Miller (Operations Manager)

**MEETING CALLED TO ORDER** – by Chairwoman Penny Frownfelter at 7:00 P.M.

### **PUBLIC COMMENT** –

1. Mitch Reisinger – Has 1” pipe and meter, however always billed at the ¾” rate in the past. Since the rate change on July 1, 2016, system is billing at 1” rate, adjustments have been made each month to the ¾” rate but is asking to have the account officially changed to the ¾” rate. The operators inspected the property and confirmed pipe and meter are 1”. McNaughton believes they should pay the 1” rate. Robinson said the size of the pipe only matters if the minimum is not used. The issue has been tabled for further Board review and will check with PRWA to see how other municipalities handle apartment buildings. Anything that is decided for this property will affect other properties with a similar situation, in the meantime Reisinger will be billed at the ¾” rate.

### **ENGINEER’S REPORT** –

1. Well 10 NPDES permit – DEP has until the end of June to respond to the request for a permit.
2. Grant application – The Authority did not receive any grant money. No grants were awarded in Perry County and most of the grants that were awarded were in the \$40,000 to \$125,000 range.
3. Mitchel Gap Dam – The application to install a drain was submitted in early March, there has been no response.
4. The design for 5<sup>th</sup> Street will be ready for Board approval at the next meeting and then can go out for bid.
5. The letter to DEP regarding replacement of the chemical feed equipment at Well 10 will be submitted this month and will indicate that the project will go out for bid later this year.

### **OPERATIONAL REPORT** –

1. Update 5<sup>th</sup>/6<sup>th</sup>/Fickes – The auto-flusher is being used again now that the weather is warm. Water was sampled at the elementary school and the results came back that the water is bacteriologically safe. The results were shared with the school principal. There have been no further complaints about the water in the Fickes Lane area but as the weather grows warmer it will be a challenge to keep the water quality at the current level. Over 847,000 gallons have been put into the water system from the membrane plant and the water is of higher quality, so that has helped. Have talked to one of our current chemical providers about installing a corrosion control inhibitor into the water system. Three would need to be put in place, one at the membrane plant, one at Well #1 and one at Howe Township. A permit will not be required, just a written notice to DEP will be needed. Cost will be approximately \$35,000 to \$45,000 installed without the automation, per site.
2. New Meters – No grant monies were received for meter replacement.
3. River Plant operations – It is currently providing about a quarter of our water needs. Well #10 cannot be shut off because it currently supplies most of the water to the other side of the river. There was a meeting with DEP and they were satisfied with operations. March 17<sup>th</sup> marked one month of the Authority’s Innovative Technology Permit so there are 11 months remaining. At the end of the 12-month period, there will be one month allowed for data to be consolidated and submitted to DEP for their feedback, and ultimately provide the Water Authority with an operations permit. There was an inspection by the Susquehanna River Basin Commission last month. An effluent pipe, valve and face separator were replaced. There was a follow up inspection after the repairs, pictures of the repair were sent in and have not received a response.
4. SCADA seems to be working well. A small server backup is needed but GE may be able to use something they have.

## **SOLICITOR'S REPORT –**

1. Liens/Sheriff Sales – There are none this month, since the Tice sale was stayed.
2. Rules and Regs – Work sessions will be scheduled for discussions of the issues to be resolved and Robert will provide standards. Britcher distributed the updated version with Hassemeier and Miller's corrections. Meetings are scheduled for the 11<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup> at 6:00 p.m.

## **TREASURER'S REPORT –**

1. Refinancing finalized – The closing took place on March 29<sup>th</sup>. \$50,734 was transferred into the General Fund as reimbursement for bills that had already been paid and \$45,961 worth of unpaid bills were approved to be paid out of the 2017 Capital Project account. Approval is pending on Miller Environmental bills totaling \$44,831.
2. Delinquent accounts – No comments

**Moved by McNaughton, seconded by Kaufman to approve Treasurer's report. Motion carried unanimously.**

**Moved by Robinson, seconded by McNaughton to approve March bill. Motion carried unanimously.**

September 12, 2016 minutes amended to include Resolution 2016-04.

**APPROVAL OF MINUTES** – Moved by Robinson, seconded by McNaughton to approve March 6, 2017 regular meeting minutes and September 12, 2016 regular meeting amended minutes. Motion carried unanimously.

## **OLD BUSINESS –**

1. Muni-Link – All is going well and preparations are being made for the April billing.
2. The policy of charging half of the minimum rate for properties vacant (and water shut off) more than 3 months was discussed and approved at the June 6, 2016 Board meeting.

**Motion to implement charges this month on vacant properties moved by McNaughton, seconded by Kaufman. Motion carried unanimously.**

## **NEW BUSINESS –**

1. Muncipay – It has become necessary to switch online payment vendors, since First Data is not properly charging customers the convenience fees that are due at the time of the transaction.

**Motion to approve Muncipay as the online payment vendor, moved by Robinson, seconded by McNaughton. Motion carried unanimously.**

2. ACH through Orrstown – The process has been started to set up ACH payments through Orrstown Bank into the General Fund account.

**Motion to approve ACH payments through Orrstown Bank, moved by Robinson, seconded by McNaughton. Motion carried unanimously.**

3. Mitch Reisinger 100 South 4<sup>th</sup> St – Discussed in Public Comment section.

## **BOARD COMMENTS –**

1. Robinson was contacted by the owner of the 28 S 2<sup>nd</sup> St property that was discussed at last month's Board meeting to express his concern that his tenant may leave if billing is continued at 2 EDU's. The Board discussed and billing is to remain at 2 EDU's.
2. Frownfelter commented that at Executive Session on March 27<sup>th</sup> the decision was made to advertise for the Operator position. It is currently being advertised on the PA Rural Water website. Miller will interview a candidate that has shown interest in the position.

**ADJOURNMENT** – Robinson moved, Kaufman seconded to adjourn the meeting at 8:24 P.M. Motion carried unanimously.

Debra Kunish  
Recording Secretary