

NEWPORT BOROUGH WATER AUTHORITY
REGULAR MEETING MINUTES
April 13, 2021

BOARD MEMBERS PRESENT – Penny Frownfelter, Harry Fahnestock, Trevor Kaufman, John McNaughton, and Jerry Robinson.

OTHERS PRESENT – Adam Britcher (Solicitor) Robert Hasemeier (Engineer) and Dean Miller (Operations Manager).

MEETING CALLED TO ORDER – by Chairman Trevor Kaufman at 6:02 P.M.

PUBLIC COMMENT – None

ENGINEER'S REPORT –

1. EPA Lead & Copper Rule – Included in the Board packet is an EPA fact sheet regarding new rules, which changes some testing protocol. The rules do not impact the Authority because water in the system tests at 2 parts per billion, well below the action rate of 10 parts per billion. The test is designed to see if interior plumbing is leaching lead or copper. The effective date has been postponed to December of this year. The Authority is in compliance and modifications planned for the River Plant and the Howe Township Plant will further improve lead and copper numbers. Schools have a special requirement for lead and copper testing, but it has not yet been determined how DEP will interpret the rule regarding responsibility for testing.
2. Howe Township highway permit – The engineers of the Buffalo Crossing project have sent a request for action by the Board to allow for a highway occupancy permit to bring water across Red Hill Road.

Moved by Frownfelter, seconded by McNaughton to approve the highway permit. Motion carried unanimously.

3. USDA Meter and CEDA COG funding – All documents have been submitted but there has not been a response yet, which is needed to allow the bidding process to begin.
4. Requisition of funds – Included in the Board packet are two requisitions for past invoices.

Moved by Frownfelter, seconded by McNaughton to approve listed invoices and approve requisitions #2 and #3. Motion carried unanimously.

5. Fairgrounds – The committee submitted the second check towards the tapping fee. Both checks were deposited into the Special Projects account to be held until expenses are incurred.
6. River plant – The response to DEP on the NPDES renewal permit was processed and sent to them today. It's regarding the discharge going from the River Plant to the Juniata River.
7. B&L letter – There is a justification letter as required by DEP, regarding the reasoning for replacement of meters and demonstration that the chosen meters meet all requirements. The meters chosen are very accurate at low flows. The letter will be sent to USDA, so that the purchase of the meters with costars may begin.

8. Meter installation – The Summary of Work document has specifications for the installation of the meters. As meters are being replaced it will be beneficial to create a database with some basic information that it needed now or may be needed in the future. Some items for the Consumer Audit Summary are as follows:
- pipe size as it comes into the building
 - pipe material and if galvanized or steel, which are more prone to leaks
 - single structure-1 customer per EDU or duplex structure-2 customers per EDU
 - meter action-split the service or add yoke/valves when needed
 - non-functioning isolation valves-will be replaced as needed
 - non-functioning curb stops-a letter will be sent to customer that repairs are needed, with a timeline and inspection
 - meter with a manifold to multiple service lines going to separate meters
 - commercial or residences with 3 or more EDU's will require an inspector from B&L
 - commercial meter location-mandate for moving and/or protecting meter, as needed
 - identify structures without meters or that have a well and a water connection, shut off service as needed
 - access review-if customer doesn't allow access, service will be shut off
 - observation of plumbing that is not acceptable-a letter will be sent for corrective action with a timeline and inspection
 - testing of the old meters -1% can be tested to determine the condition of them. The plan is to bring all of the old meters back to the Authority for resale or scrap. The current meters do not record well in low flow situations. The expectation is that there will be an increase of 20 to 25% in revenue and consumption.

OPERATIONAL REPORT – Dean Miller

1. Update 5th/6th/Fickes – There have been no complaints. The auto flushers will be put into operation by the end of the week.
2. River Plant operation – The plant continues to run well.
3. SRBC – The water loss report has been submitted. Staff are doing really well at detecting leaks and water loss has gone down substantially. A leak has been repaired at Front Street and Walnut Street. It was estimated to be leaking about 15,000 gallons a day. During repairs the hydrant at Walnut and Front Street was put back into service.

SOLICITOR'S REPORT – Adam Britcher

1. Dam sale – Nothing to report
2. Liens/Sheriff Sales – Nothing to report
3. Personal Property & Real Estate Claims – Nothing to report

4. Rules and Regulations update – There are suggested changes to sections 2.5, 8.4 and 9.5. Section 2.5 - There is no vacant rate so shut offs are only temporary and the base rate will continue to bill monthly. 8.4 – The location of the meter is more clearly defined and specifies that all consumers are required to have an isolation ball valve on each side of the meter. 9.5 – There is nothing in the Rules & Regs that allows for a structure to be there and not have water service. To stop base rate billing, the water line will need to be properly abandoned and inspected. It would be useful to have an ordinance from the Borough stating that structures cannot be occupied without water service turned on.

Moved by McNaughton, seconded by Frownfelter to approve the updates to the Rules and Regulations. Motion carried unanimously.

TREASURER’S REPORT –

1. Delinquent Accounts – A breakdown of past due accounts was provided to separate accounts that cannot be shut off or have liens, from accounts that have current activity or payment plans.
2. Bank of Landisburg loan – The interest on the loan was paid out of the Orrstown general fund.

Moved by Frownfelter, seconded by McNaughton to approve the March Treasurer’s report. Motion carried unanimously.

Moved by McNaughton seconded by Frownfelter to approve March bills. Motion carried unanimously.

Moved by Frownfelter, seconded by McNaughton to approve the March Adjustment Report. Motion carried unanimously.

APPROVAL OF MINUTES – Moved by McNaughton seconded by Frownfelter to approve the March 9, 2021 regular meeting minutes. Motion carried unanimously.

OLD BUSINESS –

1. Service line on the bridge – There may be grant funds available for infrastructure in the near future. Hasemeier will start on conceptual design work, so it is shovel ready if money becomes available. The cost is estimated around 1.3 million to put the pipe under the river and move it towards the River Plant.

Moved by Frownfelter, seconded by McNaughton to start on a conceptual plan to move the water line from the bridge. Motion carried unanimously.

NEW BUSINESS –

1. Electric rate with APPI Energy – Rates have been submitted to the Authority to be locked in for October 2022. Frownfelter will check into the Penn State costars electricity procurement program. The matter is tabled for now.

2. New billings – There are two properties that do not have accounts and are not being billed. The properties are 201 N 5th St and an additional structure on 67 S 2nd St. An account will be created for 201 N 5th St and Britcher will send a letter to the owner. Britcher will send a letter for the structure on 67 S 2nd St notifying the owner that the line must be properly abandoned, or monthly billing will begin.

BOARD COMMENTS –

1. Kaufman is stepping down from the position of chairman.

Moved by McNaughton, seconded by Robinson to nominate Frownfelter for the position of Chair and to accept Kaufman’s resignation. Motion carried unanimously.

ADJOURNMENT – Moved by Frownfelter, seconded by McNaughton to adjourn the meeting at 7:51 P.M. Motion carried unanimously.

Debra Kunish
Recording Secretary