

Newmanstown Water Authority January 29, 2024

The regular monthly meeting, which also included the 2024 reorganization meeting, of the Newmanstown Water Authority was held on Monday, January 29, 2024 at 7:00 pm at the Newmanstown Water Authority's office. The meeting was opened with the pledge of allegiance to the flag of the United States of America.

In attendance were:

John Kantner

Steve Hickernell

John Tschudy

Susan Harper

Scott Sweigart

William Zimmerman

Robin Bomgardner

Jason Coyle

Tim Engler

Absent: Charles Duffy

2024 REORGANIZATION MEETING HELD JANUARY 29, 2024

The floor was open for nomination of officers for 2024.

1. Upon motion by Steve Hickernell, seconded by Robin Bomgardner, Susan Harper was nominated to serve as temporary Chairman and chair the meeting of the Newmanstown Water Authority until a Chairman is duly elected. A vote on the motion was called, the motion was unanimously approved.
2. Chairman – upon motion by Susan Harper, seconded by Steve Hickernell, John Kantner was nominated as Chairman of the Authority to serve until such time as his successor is duly elected. Robin Bomgardner moved that the nomination of the office of Chairman be closed and seconded by Steve Hickernell. A vote on the motion was called. The motion was unanimously approved by all those voting. The Chairman then took over the voting process and continues the reorganization meeting.
3. Floor was opened for Vice-Chairman. Susan Harper made a motion to nominate Steve Hickernell, seconded by Robin Bomgardner. All aye, so approved.
4. Floor was opened for Secretary. William Zimmerman made a motion to nominate Susan Harper, seconded by Scott Sweigart. All aye, so approved.
5. Floor was opened for Treasurer. Scott Sweigart made a motion to nominate Susan Harper, seconded by Steve Hickernell. All aye, so approved.
6. Floor was opened for Assistant Secretary-Treasurer. Scott Sweigart made a motion to nominate Robin Bomgardner, seconded by Steve Hickernell.
7. A motion was made by Robin Bomgardner and seconded by Scott Sweigart to retain Spotts, Stevens, McCoy as the engineering firm for the Authority. All aye, so approved.
8. A motion was made by Steve Hickernell and seconded by William Zimmerman to retain Steiner and Sandoe as the solicitor for the Authority. All aye, so approved.
9. A motion was made by Steve Hickernell and seconded by William Zimmerman to retain Garcia, Garman & Shea as the accounting/audit firm for the Authority. All aye, so approved.

Nominations were closed and officers for 2024 were elected.

The regular monthly meeting began. There were no visitors.

A correction was noted to the November 2023 minutes in that it was reported in the Engineer's report that the end of the year reports (Chapter 110, DRBC Water Audit, and Tier II Report) were to be completed by January 2024. This should read that they are to be completed by March 2024. A motion to approve the November 2023 meeting minutes, with the correction noted, was made by Steve and seconded by Bill. All aye. So approved.

Secretary's Report

Susan gave each board member a "Statement of Financial Interests Form" for the Ethics Commission to sign. These forms are kept on file by the Authority. It was also reported that payroll tax deductions for 2024 remain the same. The mileage rate went to \$.67. W-2's should be received by the Authority on 01/31/24. New W-4 forms were completed by board members. It was noted that customers are using the new Drop Box located at the Township building to make payments. Also noted that approximately 50 customers have signed up for the Smart Pay option for payment. A sheet with the 2024 board members was given and board members were asked to check the information and make any corrections as necessary.

Operator's Report

Steve reported the gallons of water consumed in the month of November was 3,416,651 gallons. The average chlorine residual was .98 %, and coliform was absent. The readings were taken on 11/01/23. Gallons of water consumed in the month of December was 3,834,947 gallons. The average chlorine residual was 1.10%, and coliform was absent. The readings were taken on 12/05/23. Steve reported that the month of November was relatively quiet. On 12/18/23, CoStream upgraded the Scada System. After the upgrade, the pump on Well #5 was not working, switched to Well #4. It was discovered that the timer was somehow switched to 860 seconds, thus the pump was not running. CoStream gave us credit for the invoice obtained for service to check the pump. Steve gave a review of the system screen since the upgrade. Also, he now has remote capabilities through his phone for the system and is satisfied with the upgrade. There is trouble with the pressure on the chlorine unit, this will be addressed with Drue Sellers when he does the yearly calibration in March. A UPS unit was installed at the tank and there is now a green light on the tank, that indicates all is ok. CoStream indicated there will be more training on the system and possible additions that will be coming in the future. The wells gained approximately three feet of water with the recent rain and snow. Discussion was held on PFAS testing. These tests will cost \$350 to \$400 each quarter. If we do not pass a testing, they will be required weekly.

Engineer's Report

Jason again stated the correction on the due dates for the year end reports and noted that he is working on them. PA DEP Chap 110 must be submitted by 03/31/24. DRBC Annual Water Audit must be submitted by 03/31/24. The Tier II report must be submitted by 03/01/24. Lead and Copper revisions have been received and he and his team will be working on this in April. Reimbursement charges from Penn Dot were discussed and it was noted that changes were made and mailed to Karl Wink. A follow-up was conducted with Steve Bomberger with JVI and we received no updates from Karl Wink. Jason reported his work associated with the properties at 81 E Main Street and 21 W Main Street. Jason received a phone call from Russ Diamond's office concerning an upcoming meeting in Myerstown with representatives from the DEP and the State and local water municipalities. A date will be determined for this meeting.

Chairman's Report

- 1 VZR Scada System upgraded. As stated earlier we received a credit on this bill.
- 2 Letter from John F Martin concerning connection to the authority's water system was discussed.
- 3 Grants that we applied for were denied.
- 4 A letter to be mailed to our customers concerning the Lead/Copper project was reviewed. This letter will be mailed to the in-town residents only. After discussion it was determined to mail this letter and have the customer's return to us by March 31, 2024.
- 5 John, Scott and Robin attended a meeting with Russ Diamond, PA State Representative. Discussion was held on topics discussed in the meeting. Topics included the grants applied for, the costs to apply, and we would like to know how it is determined who gets the grant monies. A letter was given to Mr. Diamond in reference to the grants and also the Penn Dot 419 project reimbursement.
- 6 Standard Operating Procedures, Water Withdrawal Report, Billing Report, Yearly Expense Report and PFSA Rules were distributed to board members.
- 7 419 Project discussed. An invoice (covering 25% of the project) was received. We did not hear anything from the reimbursement submitted and it was determined we will not pay this invoice until we do.
- 8 An update to costs associated with the property at 21 W Main Street was mailed to Mr. Lapp, the property owner. Also, an escrow was requested to proceed with this work. An inspection of the property at 81 E Main Street was conducted and all was good. We are holding off turning the water on to the second unit at this property until the sewer authority is contacted by the property owner.
- 9 Three delinquent customers were notified of water shut off. One paid and the other two were shut off.
- 10 Three valve boxes were hit during the snow plowing by the township.

Solicitor's Report

Discussion was held on a resolution to combine the position of secretary/treasurer. In order to do this we must proceed with our by-laws. We will table this resolution for now. The secretary and treasurer position were voted on by the board to be filled by Susan Harper. Also discussion was held on making the board a seven-member board in the future. We will table this until we can proceed with our by-laws. Clarification was given on the Sunshine Act, in reference to our meeting agendas.

Old Business

Correspondence and work continue on new housing project at 322 W Main Street

New Business

Motion was made by Steve and seconded by Scott for Jason (SSM) to prepare and submit the 2023 reports to various organizations. All aye, so approved.

Wage increase for board members was discussed. A motion was made by Robin and seconded by Bill to give a 5% wage increase to board members. The operator will receive \$25.36 and all other board members will receive \$20.78 per hour. The majority voted aye, one opposed. So approved.

Drue Sellers from Neal Systems will be here on March 11, 2024 to perform the yearly chlorine calibration. A motion was made by Scott and seconded by Steve to purchase and install four hydro instruments. Susan will confirm this purchase and date with Neal Systems.

NWA Project list for 2024

Neal Systems to perform chlorine calibration

Univar – no chlorine is needed at the present time

Hackman Fire Equipment – Inspect fire extinguishers in all buildings

Water Tank Cleaning

Krall Landscape – complete seeding in the Spring

Continue and complete painting of fire hydrants

Continue to locate all water service laterals into homes and mark/repair as needed

Any other item will be added to the list if recommended by another board member and approved.

The bills for January 2024 were reviewed. A motion was made by Steve and seconded by Bill to approve the bills as read. All aye, so approved.

The treasurer's report for the month of November 2023 was read. Scott made a motion to accept the treasurer's report for November as read and seconded by Robin. All aye. Treasurer's report approved.

The treasurer's report for the month of December 2023 was read. Steve made a motion to accept the treasurer's report for December as read and seconded by John Tschudy. All aye. Treasurer's report approved.

Susan made a motion to adjourn and Robin seconded it. Meeting was adjourned at 9:00 p.m.

The next meeting will be Monday, February 26, 2024 at 7 p.m.

Respectfully submitted,
Susan Harper, Secretary/Treasurer