

**Steelton Pennsylvania Authority Meeting Agenda
December 11, 2017**

Call Meeting to Order:	Alan Ausman
Pledge of Allegiance:	Alan Ausman
Approval of Minutes from Previous Meetings:	October 10, 2017; November 1, 2017
Approval of the Treasurer's Reports:	November 2017
Public Comment on Agenda Items Only:	
Presentation: Mr. Ellinger	Engineer's Report and Associated Action Items
Communication: Swatara Township Authority	Notice of New Stormwater Fee
HRG	Final Certificate of Substantial Compliance – DN Tanks. Inc.
HRG	Final Certificate of Substantial Compliance – Garden Spot Electric Inc.
Unfinished Business: Mr. Brown	Approval of 2018 Water Fund Budget
Mr. Solomon	Update on Progress with Constellation/Emerson RE VFD Issues
Mr. Handley	Update on SCADA System
New Business:	
Mr. Brown	Zelenkofske Axelrod LLC fees for 2017 Audit
Mr. Brown	Emergency Systems Service Proposal Ratification
Mr. Handley	Discussion of Purchasing New Finished Water Pump in the Amount of

Public Comment:

Executive Session: For Legal Purposes

Jerome Davis

Adjournment:

Borough of Steelton Pennsylvania Water Authority Meeting Minutes December 11, 2017

Call Meeting to Order:

President Ausman called the Steelton Borough PA Water Authority Meeting to order at 5:00 p.m.

Pledge of Allegiance:

President Ausman led the body in the Pledge of Allegiance

Approval of Minutes from Previous Meetings:

Minutes from the October 10, 2017 and November 1, 2017 meeting were review by the Board. Mr. Acri moved and Mr. Segina seconded the motion that the minutes be accepted contingent upon approval of the November 1, 2017 minutes by Ms. Maxwell. The motion was passed by a unanimous vote of the Authority.

Approval of the Treasurer's Reports:

The Authority reviewed the August, September and November 2017 reports. The October report was not included in the packet. Ms. Maxwell stated that the October report was needed to complete the review of the November report. Mr. Acri moved the Treasurer's Report for August and September 2017 be approved as presented. Ms. Maxwell seconded the motion which was passed by a unanimous vote of the Authority. Mr. Acri moved that approval of the November report be tabled until the January 2018 meeting when the October Treasurer's Report is available. Mr. Segina seconded the motion which was passed by a unanimous vote of the Authority.

Presentation:

Mr. Ellinger presented the December 2017 Engineer's Report. His written report included the following information which was supplemented by his oral report:

- Water Allocation Permit Application – after a four year wait, permits to withdraw water from the Susquehanna River Withdrawal and receive water from the Suez/United Water Interconnect have been approved by the PA Department of Environmental Department. These permits are valid for 25 year. All permits are now in place.
- Disinfection By-Product Rule Compliance Improvement Project- The projects are substantially complete. Because DN Tanks had exceeded the contract completion date by three months, Mr. Ellinger and Mr. Brown were able to negotiate the installation of the tracer study and membrane liner installation completion without additional cost. Thus, approximately \$ 9,000.00 worth of work was completed in lieu of the Borough charging liquidated damages against the contractor. After the work was complete, the baffling factor was .69. The required baffling factor .65, which means that the amount of chlorine needed can be reduced lower than expected and still meet the required numbers. Applications for payment by DN Tanks, Inc. and Garden Spot Electric were authorized by Mr. Brown and have been paid.
- PENNVEST Closing & Disbursements – Payment in the amount of \$166,025.89 was submitted to PENNVEST, This amount covers disbursement for construction, engineering and interest costs incurred by the Authority.
- Water Treatment Facility Operation Optimization Study – The coalition of Borough staff, HRG, AECOM and Penn State University staff continue to work to identify and prioritize

measures to optimize the water treatment facility. Those items identified as high priority items are:

- SCADA upgrades to better monitor and control operations and store data.
- Additional instrumentation and controls to better monitor and control operations.
- Manor chemical injection point modifications and a mixer for KMNO₄.
- Additional ductbanks to allow for future electrical and controls installation.
- UGIES Water Main Extension – Phase I Report outlined in the Memorandum of Understanding between UGIES and the Authority was provided to all parties on August 30, 2017.
 - Construction Phase 1A of the water main extension has been completed, including restoration and punch list work. The next step is for Solicitor Solomon to complete the documents to get the lines officially dedicated to the Authority so it is clear that the Authority owns the lines.

Mr. Acri moved that the *Engineering Report* be accepted as presented. The motion was seconded by Ms. Maxwell and the motion passed by a unanimous vote of the Authority.

Public Comment on Agenda Items Only:

Mr. Mohammed Rizsk- expressed concern about receiving a \$4,226.83 water bill for 512 North Front Street. He has owned the property since 2002 and the average bill had been approximately \$89.00. He requested that the Borough investigate the possible reasons that the water bill has increased that much. Mr. Richie Miller visited the property, removed the meter and installed a temporary meter for use until the original meter could be tested. Mr. Miller re-installed the original meter since it had been determined that it was working accurately. Ms. Powell from the Water Department contacted Mr. Rizsk to inform him that an inordinate amount of water was being used at that location. Mr. Brian Handley went to the property and determined that the meter had been incorrectly installed. That problem was rectified.

The second issue involves another property. He had requested the Borough disconnect the water at that property. He had a potential tenant, however agreement had been finalized. The tenant approached the Borough and managed to get the water turned on in his name. The property was vacated leaving \$ 150,000.00 in back rent and a \$5,000.00 water bill. The Borough removed the tenant's name and placed the bill back into the name of the property owner, who is now responsible to pay the bill. Mr. Rizsk stated that \$10,000.000 in water bills is too high for only two properties.

The Authority Board Members and Mr. Rizsk discussed the issues raised regarding the water bill and the two properties. It was determined that:

1. Additional information was needed to clarify all the issues raised regarding the water problem at 512 North Front Street. Mr. Rizsk is to work with Ms. Powell and Mr. Brown to gather all the information and time lines before the Board can consider a possible solution to that problem. Therefore, discussion on this property has been tabled pending further investigation and information being presented to the Board.
2. Documentation regarding the request for turn off, the change of names on the account are needed to help resolve the problem of the bill on the other property. Mr. Segina, Ms. Maxwell and Mr. Brown are to review and recommend changes that should occur in current water practices. Two of the issues that will be addressed are: how to document the property owner's request regarding who should pay the bill, if the bill is in the name of the tenant and how to inform the property owner of the status of the account.

During the discussion, it was stated that, at this time, it is not possible to monitor the water usage of over 7,200 properties to determine if there has been an increase in water usage.

Communication:

Swatara Township Authority sent a notice of the New Storm Water Fee rates.

Herbert, Rowland & Gruber, Inc. sent the Final Certificate of Substantial Compliance – DN Tanks. Inc.

HRG sent the Final Certificate of Substantial Compliance – Garden Spot Electric Inc.

Unfinished Business:

Mr. Brown showed the Board where the changes they requested had been made in the budget. He requested approval of 2018 Water Fund Budget. *Mr. Acri moved and Mr. Segina seconded the motion that the 2018 Water Fund Budget be accepted. The Authority voted unanimously to approve the 2018 Water Fund Budget as presented.*

Mr. Solomon provided an update on progress with Constellation/Emerson regarding VFD Issues. Mr. Solomon and staff continue to have dialogue with Constellation regarding the Problem. Constellation indicated that they will send a report within the next week. The questions to be definitively answered are is the problem a design issue or an installation issue? The two companies, the designer and installer, are now processing who is responsible for paying for the final repair and expenses? At this point, HRG indicated that the Authority has spent about \$15,000.00 trying to find a solution to the problem.

Mr. Handley stated that the SCADA System is up and running well. Additional components of the system are needed to make the optimum use of the system. Staff is preparing a request to continue upgrading the system to present at the January 2018 Board meeting.

New Business:

Mr. Brown requested the contract for Zelenkofske Axelrod LLC be extended to cover the 2017 Audit for the same cost as last year. The Borough Council has agreed to extend the contract for their 2017 audit. In the future, a Request for Proposal will be issued to ensure the Borough is getting the most reasonable price for the service rendered, however at this point, there is a need to have services begin immediately. *Mr. Segina moved and Ms. Maxwell seconded the motion that the auditing contract for Zelenkofske Axelrod LLC be extended to cover the 2017 Audit. The motion was passed by a unanimous vote of the Authority.*

Mr. Brown requested ratification of the purchase of a service agreement for Emergency Generator at the Water Plant for \$2,095.00. He acted quickly because the contract already in place was about to expire. *Ms. Maxwell moved and Mr. Acri seconded the motion that the purchase of the agreement be approved. The motion was passed by a unanimous vote of the Authority.*

Mr. Mark Handley brought the need for purchasing a new water pump to the attention of the Authority. There are two water pumps, both of which he had planned to have rebuilt. One pump has been rebuilt. However, the other pump could not be rebuilt because replacement parts are no longer available because of the age of the pump. The rebuilt pump is working fairly well and is no longer leaking oil. However, it will need to be replaced in the near future. Mr. Handley requested authorization to purchase a new pump. Mr. Brown stated that there is money left in the

2017 budget to cover the cost of the replacement. He also stated that he would like to check with Co-Star, a government purchasing agency, to determine if they had any resources available. Mr. Acri moved that pending the outcome of Mr. Brown's research, a new water pump be purchased from G. R. Sponaugle at the cost of \$67,535.00. Ms. Maxwell seconded the motion which was passed by a unanimous vote of the Authority.

Public Comment:

There were no public comments at this time.

Executive Session: For Legal Purposes:

There was no Executive Session help during this meeting.

The Authority was notified that the Jerome Davis case has been put on the purge list since no action has been taken in three years.

Mark Handley asked of the Borough Council was going to pay their portion of the Third & Bessemer Street Water and Sewage Project bill since it was a joint project. Mr. Brown will turn the bills over to the Council.

Adjournment:

Mr. Acri moved and Mr. Segina seconded the motion that the Borough of Steelton PA Water Authority Board Meeting be adjourned. The motion was approved by a unanimous vote of the Authority.

Respectfully Submitted,



Doug Brown, Secretary