

**NORTH MIDDLETON AUTHORITY**

**Board Meeting**

June 20, 2016

Place: North Middleton Authority  
Administration Building  
240 Clearwater Drive  
Carlisle, PA 17013

Time: 6:00 PM

Present: Authority members present were: Jim Hurley, Bob Reisinger, Stanley Dye, Blaine Shatto and Greg Lebo. Also present were Hannah Stewart of GHD, Engineer; Hubert Gilroy, Solicitor; and E. Lee Koch, Manager.

Visitors: None.

**MINUTES:**

A motion was made by Mr. Reisinger to approve the Minutes of the Board Meeting held on May 16, 2016. Mr. Lebo seconded the motion and it passed unanimously.

**VISITORS:**

No visitors were present.

**SOLICITOR'S REPORT:**

Mr. Gilroy reported that he had met with Mr. Koch to review the money that is being held in escrow for Meadowbrook Farm development part of Middlesex Township. He presented an opinion letter for the Board, and recommended if the Board is in agreement to move the money to NMA's General Fund. Mr. Reisinger asked if Middlesex Authority had been talked to about this. Mr. Koch said that they had not, and Mr. Gilroy added that this has been going on for a couple of years, the Authority has not been given any more money, and won't be given any more. Middlesex Authority took a credit for the money when we bought the water capacity. Sewer is handled differently, as we are still holding money in escrow for that and still getting paid. Mr. Gilroy added that when we were collecting the money for water, it was going into our account as units were connected. In response to a question from the Board as to how this situation was

brought up, Mr. Gilroy answered that the auditors had been calling attention to the escrowed money for a few years now, asking why we had it in escrow when there were no active transactions connected to it. Mr. Lebo then made a motion to move the escrowed money into the General Fund, as recommended by Mr. Gilroy. Mr. Shatto seconded the motion and it passed unanimously.

**ENGINEER'S REPORT:**

Ms. Stewart reviewed a written summary of GHD's activities on behalf of the Authority:

CRAPS #2 Upgrade:

**Schedule:**

<b>Date</b>	<b>Action</b>
<b>February 4, 2016</b>	Mobilization
<b>April 16, 2016</b>	Substantial Completion
<b>May 16, 2016</b>	Final Completion

Progress Meeting #6 Substantial Completion walkthrough was held for the job on June 8, 2016. During the meeting and walkthrough, the pump start-up occurred and the station was up and running. Following the meeting, Substantial Completion was issued to both contractors, along with a punchlist of remaining items to be completed prior to being issued Final Completion. At this point, there are no scheduled meetings. During the Board meeting, Mr. Koch said that another issue with the pumps had come up, but that Brian White was able to trouble-shoot his way through it.

The fourth application for payment (AFP) has been received by PSI (GC) and is recommended for approval by GHD. Garden Spot Electric (GSE), the EC, has submitted their second AFP, which has been reviewed and is recommended for approval.

WWTP NPDES Renewal: GHD will continue to work with NMA to address any and all of DEP's comments. NMA resampled for Free Cyanide and Acrolein. From the resampling, the Acrolein has come back non-detect at the lower detection limit and should be satisfactory to DEP. GHD has taken a quick look at some of the possible causes of free cyanide in industry and has come up with the following:

- Nylon, Plastics, Mining, Metal plating, Petroleum production/refining, Steel, Chemical/pharmaceutical

Possible Local Industries:

- Metal Expressions
- Chemung Supply Corporation

Mr. Koch said during the Board meeting that Chemung would not be a candidate for cause, and Mr. Reisinger said that Metal Expressions would not either. GHD will continue to investigate.

Marion Avenue Pump Station Upgrade and Pheasant Run Force Main: GHD has received survey of Marion Avenue Pump Station and Force Main; and Pheasant Run Force Main from D.L. Reiber Associates. GHD is beginning to investigate some layout options. They plan to meet with DEP within the next few weeks to discuss permitting requirements.

Brubacker Development: Tim Parthemore has been working with Mr. Koch to review Phase I plans.

Total Organic Carbon (TOC): Pete Lusardi has been working with Mr. Koch and NMA to review.

**MANAGER'S REPORT:**

Mr. Koch's written report, which was sent to Board Members prior to the evening's meeting, included:

Cavalry Road Pump Station #II: Start-up for the station was on Wednesday, June 8, 2016. Everything went well with start-up and punchlist items and Substantial Completion notices were issued. Met with PSI Contracting on Monday and discussed the dismantling of the old station. At that time, the project manager asked if we had any issues or call-outs, which we did not, but later that evening, there was a failure and we got notified by the call-out monitor. Checked out the problem, turned the pumps on manual, reset everything and it seems to be working as it should the past few days. We have notified the contractor and engineer of the call-out and continue to monitor.

We have pay application #4 for PSI in the amount of \$52,956.00, which has been reviewed and found to be acceptable. We also have pay application #2 from GSE in the amount of \$20,616.03, which has been reviewed

and found to be acceptable. Both applications are part of this month's requisitions for payment.

North Middleton Authority Web Page: Reported last month that we now have the capability to receive on-line payments using the ACH (Automatic Clearing House) payments at no expense to the customers or the Authority. Since then we contacted Hamer Enterprises and they set up the EZ-NETPAY System which allows customers to pay using their credit cards. As indicated last month, there is a transaction fee paid by the customer which is clearly stated prior to completing the transaction. The system also allows for the transaction to credit the account. Training on the system is scheduled.

Reserved Water Capacity Fees: We met with Hubert Gilroy on June 9, 2016, regarding the reserved water capacity fees with Middlesex Authority for the Meadowbrook Farm Development. Mr. Gilroy has issued his opinion and it was included during the meeting with his report.

Miscellaneous Report: Mr. Koch reported on a generator problem at the treatment plant that arose during a recent electrical storm. The generator kicked on, but the treatment plant did not come back on. He and Brian White checked things out and discovered that the transfer switch only went partway and did not transfer. It could not go on to emergency power or to PPL. They shut everything down for safety reasons and manually transferred power to the generator. It automatically transferred back to PPL. They then contacted the person who rebuilt the transfer switch and he came in to check it. It was run through the paces again and did fine, so it could have been a fluke. It will continue to be monitored going forward.

**The discussion below only affects the north side of the Conodoguinet Creek**

PA DEP: Total Organic Carbon (TOC)- North Middleton Authority routinely monitors for TOC on a quarterly basis dating back eight years under a reduced monitoring schedule. To maintain the reduced monitoring status (quarterly), is a very complex and convoluted statute adopted by EPA, under Chapter 40 of the Code of Federal Regulations (CFR) and Title 25, Chapter 109 of the Pennsylvania Code. North Middleton Authority staff understood that by meeting the minimum percentage removal requirements based upon a raw (source) water TOC sample and a treated water (finish) sample and calculating the percentage removal, the

minimum requirement would be met, which, according to our records during the past eight plus years, we have been meeting on a quarterly basis.

However, buried in the Federal and State regulation is a section that states: *a system shall revert to routine (monthly) monitoring...in the month following the quarter when the annual running average of the post sedimentation (final) TOC sample is not less than 2.0 mg/l.* This occurred according to our records in November (4<sup>th</sup> quarter) of 2015. This is what we refer to as a look-back regulation, it's there but not plain or an easy read to catch. This look-back regulation in itself is not a violation...but when this occurred we were to begin routine (monthly) monitoring.

Because we did not begin monthly monitoring, the DEP arbitrarily inserted zeros (0) as monthly monitoring data, which then throws off the performance ratio, which eventually, according to DEP, went below a 1.0 ratio and then became *Treatment Technique Violation*. Again, this is according to DEP. So therefore, according to DEP, a *Treatment Technique Violation* requires a *Tier Two Public Notification* to all water customers. DEP included a template of TOC *Treatment Technique Public Notification* that we are to use for notifying our customers. Mr. Koch summarized it:

The DEP notice states: *North Middleton Water Authority did not meet Treatment Technique Requirements.*

*Our water system recently violated a drinking water standard. Although this situation does not require that you take immediate action, as our customers, you have a right to know what happened, what you should do, and what we did and are doing to correct this situation.*

*We routinely monitor for Total Organic Carbon (TOC). A TOC sample is taken from the raw water and another from treated water. The percentage removal is then calculated. We did not meet the removal requirements.*

Under the Heading: "What should I do?" it states: *You do not need to boil your water or take other corrective actions.* Along with other phrases that meet public notification requirements established by the EPA and PA DEP.

Under the Heading: "What does this mean?" it states:  
*This is not an immediate risk. If it had been, you would have been notified immediately. Total Organic Carbon (TOC) has no health effects.*

What does this mean?

- We disagree with DEP that we have Treatment Technique Violation.
- We agree that we (NMA) missed the treated TOC annual running average, but all that would do is revert us from reduced monitoring to monthly monitoring.
- We would have completed monthly monitoring had we been informed and we agree this was missed, but this would mean that we had a monitoring violation, which is a Tier Three Public Notification that requires us to insert minimal information into the Annual Consumer Confidence Report in 2016.

At this point, we are in the process of setting up a meeting with DEP staff to review this situation.

Miscellaneous Board Question: Mr. Lebo asked if the office position was still being looked at. Mr. Koch said that Christina came back to work in the office after he talked with her. He told her what the expectations would be coming back, including mastering the billing program within the next six months. She will be taking the office position back, full-time.

**SUPERVISORS' REPORT:**

Mr. Reisinger had no report.

**TREASURER'S REPORT:**

Mr. Shatto reported on bills that were paid in May and stated that operating costs were as follows:

for water,	\$ 79,550.58
for sewer,	236,080.05

He made a motion to approve payment of the bills. Mr. Dye seconded the motion and it carried unanimously. Mr. Shatto then made a motion to requisition from North Middleton Township:

for water,	\$ 21,386.88
for sewer,	36,237.24

Mr. Dye seconded the motion and it also passed unanimously.

Mr. Shatto then made a motion to approve:

**From the Orrstown Capital Account:**

<u>Req. #</u>	<u>To</u>	<u>For</u>	<u>Amount</u>
O-200	GHD	Engineering-CRAPs#2 Upgrade	\$ 4994.31
O-201	GHD	Engineering-Marion Ave/ Pheasant Run	561.50
O-202	Exeter Supply Co., Inc.	I&I	9900.00
O-203	Borough of Carlisle	4 <sup>th</sup> Qtr 2015 Capital-Sewer	9696.73
O-204	PSI Pumping Solutions	CRAPs#2 Upgrade	52956.00
O-205	Garden Spot Electric	CRAPs#2 Upgrade - Electrical	20616.03
O-206	GHD	Engineering-NPDES Renewal	212.50

Mr. Lebo seconded the motion, and it passed unanimously.

Mr. Hurley inquired about the I&I work. Mr. Koch said the cost was just purchasing materials for the annual manhole work.

**SECRETARY'S REPORT:**

Mr. Lebo commented on several items of correspondence, including a customer complaint from 1408 Pheasant Drive regarding water service termination (high usage); a customer at 8 Hill Drive who'd requested to pro-rate a bill because the home was slated to sell in June or July and a sewer assessment for \$3000 was on the property (will be done through the settlement process when the property is actually sold); the Richard Wolfskill situation, in which Mr. Koch said he had a good meeting with him and that a plan was worked out - his water will not be getting shut off; a letter from GHD about Phase 1, Brubacker Property (Mr. Koch said there were a lot of issues and stated this development will not get approved just yet.) Other miscellaneous

pieces of correspondence were briefly discussed as well.

**PERSONNEL COMMITTEE:**

No report.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

The Board was reminded that if they wish to attend the PMAA Conference, they should let Jodie Fuller know ASAP. Mr. Reisinger indicated he may go.

Mr. Koch stated that there will be an Annual Awards meeting on Friday at which Brian White will be receiving a Small Treatment Plants Operator's Award of Excellence, for the wastewater plant.

Mr. Koch said that he would not be in attendance at the July Board meeting and that Brian White would attend in his place.

**ADJOURNMENT:**

The meeting was adjourned at 6:41 PM.

Respectfully submitted,

Greg Lebo  
Secretary

Mary Dutchess  
Recording Secretary