

BOROUGH OF LEMOYNE

"The little town that has it all!"

Sewer Committee

Minutes of the Meeting Held on June 19, 2014

1. Call to Order

A meeting of the Sewer Committee of Lemoyne Borough Council was held on Thursday, June 19, 2014 the Lemoyne Borough Hall, 510 Herman Avenue Lemoyne, PA. Chairwoman Stacy Gromlich called the meeting to order at 7:37 p.m.

2. Roll Call

Present at roll call were Committee members Suzanne Yenchko and Dennis McGee. Borough staff present were Manger Robert Ihlein, acting Sewer Department Supervisor Timothy Travitz, Plant Operator Charles Moll, and Office Manager Kathy Morrow.

3. Public Comments

There were no comments.

4. Review of Previous Minutes

The minutes of the April meeting had not been compiled. Committee members were asked to check their notes the minutes can be completed.

5. Unfinished Business

A. – Sewer Fund Budget and Financial Administration

1. Review of Sewer Fund Revenues/Expenditures

Mr. Ihlein presented the monthly reports, noting that revenues and expenditures appear to be on target with the projections at this time.

2. Report on Accounts Receivable and Delinquent Account Collections

Mr. Ihlein presented a report that showed the Accounts Receivable Aging. The total amount outstanding appears to be increasing. Staff will continue their efforts to collect from delinquent accounts.

3. Water Shut Off Update for Delinquent Accounts

Mrs. Morrow reported that she is preparing the processes and procedures to carry out this directive. A statement warning that this process is pending was printed on the sewer bill that was just mailed.

4. Verbal Report on Billing Process and Payment Processing

Mrs. Morrow reported that things have been going well with Diversified Technologies calculating and printing the bills, and the clerical staff has been keeping up with processing the payments.

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5. Department Personnel – Verbal Update on Staffing

Mr. Ihlein introduced Timothy Travitz. He had been the Assistant Sewer Department Supervisor for many years, and is now the Acting Supervisor with the departure of Jack O'Neill. Mr. Ihlein also introduced Charles Moll. Mr. Moll has been hired as a part time operator, and has been named as the lead operator because he is certified by the Commonwealth. Tim and Charlie will be working together to keep all department operations running as smoothly as possible.

B. – Sewage Facilities

1. Verbal Report of Collection System and Pump Station Operations

Mr. Travitz reported that the West Shore Plaza pumping station has had difficulties and he is working with a mechanical contractor vendor to find the right parts to make the pumps function automatically again. The best solution for new controls will cost about \$1,000.

2. Treatment Plant Upgrade

Mr. Travitz reported the treatment plant project has passed the 50% completed point. He also mentioned that the lab and office will have to be moved into a temporary trailer while the inside of the control building gets remodeled. Estimates to rent a trailer are about \$3,000 for six months. Mr. Moll reported that there had been a lapse in monthly reporting to PADEP as a result of Mr. O'Neill's departure. He reported that there was a chemical upset in the system for a couple of days that may be considered a permit violation. He has notified the inspectors at PADEP about this, and they may grant some grace due to the change in personnel.

3. Staff Training Plan/Retirement Planning

This item was tabled.

C. – Lemoyne Municipal Authority

Verbal Report from Meeting held June 10, 2014

The Authority has approved a new contract with Buchart-Horn Engineering for professional services needed for the project involving 5 sewer service laterals in the 200 block of Lowther Street that PennDOT has requested to be lowered so that new stormwater inlets and pipes can be installed. The Authority will be reimbursed 90% of the costs of engineering and construction work. The engineers will now try to have three contractors look at the scope of work and get proposals. One contractor is PACT Construction that is doing work for the Authority on Herman Avenue.

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6. New Business

A. 200 Block of Lowther Sewer Lateral Movement Requirement

See notes above on Municipal Authority meeting on June 10th.

B. Request to review policy on vacant apartments or houses for extended period of time or lengthy vacation

Ms. Gromlich was contacted by a customer who leaves town for the summer. This person owns the property in which there are two units. He leaves his apartment vacant while he is gone. However, there is another apartment in the building. As the owner this person believes he should not have to pay for two units while he is gone. Mrs. Morrow reported that she has been asked by a rental property owner about having to pay the minimum sewer bill for apartment units when they are vacant. After a brief discussion the Committee announced that Council has a mortgage to pay and the minimum sewer bills are based on the number of dwelling units in the Borough. Therefore, there will be no exceptions to paying the minimum monthly bill per unit.

C. Vacancy on Lemoyne Municipal Authority Board

It was noted in the meeting last month that Mr. Craig Burgraff has moved from the Borough, and his seat on the Board is now vacant. Council acknowledged this in their last meeting, and is seeking candidates. William Hesse of Walton Street has expressed his interest in serving. The Committee agreed that he would be an excellent choice, and instructed Mr. Ihlein to list the appointment Mr. Hesse on the agenda for the next Council meeting.

D. Concern over commercial sewer account increases (Strategic Plan Priority #6)

Mr. Hesse has been working on different commercial rate scenarios based on water consumption data for 2013. He discussed three different scenarios, two of which involved the use of declining block rates. The third scenario involved giving the top 20 water users a break and raising the monthly minimum for all commercial accounts to \$120 per month. The Committee was not in favor of any of them. Mr. Hesse said he would do more analysis with water consumption data for all customers.

E. Flusher Truck (Strategic Plan Priority #2)

Mr. Ihlein suggested that Mr. Travitz try to attend the annual conference of the Pennsylvania Municipal Authorities Association (PMAA) in August. This is trade show where equipment like this is exhibited, and Mr. Travitz could gather more information about different optional equipment and costs.

F. TV Camera Equipment (Strategic Plan Priority #5)

Mr. Ihlein suggested this type of equipment would also likely be on display at the PMAA conference. Mr. Travitz suggested there is not a great need for this right now.

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G. Increase Revenue by Accepting Outside Sewage (Strategic Plan Priority #4)

Mr. Moll reported that he has a great deal of experience in dealing with septage acceptance programs and could help set one up for Lemoyne.

H. Control Inflow & Infiltration and Create a Plan to Work with Property Owners (Strategic Plan Priority #7)

Mr. Moll reported he has experience in this area and could provide assistance.

7. Announcements/Next Meeting

The next Sewer Committee meeting is set for Thursday July 17, 2014 at 7:30 p.m.

8. Adjournment

There being no further business to discuss Ms. Gromlich declared the meeting adjourned at 9:30 p.m.

Minutes submitted by Robert Ihlein