

# BOROUGH OF LEMOYNE

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## Sewer Committee

### Minutes of the Meeting Held on July 17, 2014

1. Call to Order

A meeting of the Sewer Committee of Lemoyne Borough Council was held on Thursday, July 17, 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, Plant Operator Charles Moll, and Office Manager Kathy Morrow.

3. Public Comments

There were no comments.

4. Review of Previous Minutes

The minutes of previous 3 meetings were reviewed. Ms. Yenchko made a motion to approve the minutes of the April 15<sup>th</sup> meeting. The motion was seconded by Mr. McGee, and the vote was unanimous. Mr. McGee made a motion to approve the minutes of the May 15<sup>th</sup> and June 19<sup>th</sup> meetings as corrected. The motion was seconded by Ms. Yenchko, and the vote was unanimous.

5. Unfinished Business

A. – Sewer Fund Budget and Financial Administration

1. Review of Sewer Fund Revenues/Expenditures

Mr. Ihlein presented a graphical report showing revenues and expenditures for the past 12 months. It was noted there were spikes in revenue reported for March and May. The spike in May was most likely due to the lengthening of the water company billing cycle that month. The reason for the increase in May was not readily apparent, but could be due to increased efforts to collect on delinquent accounts.

2. Report on Accounts Receivable and Delinquent Account Collections

Mr. Ihlein presented a report that showed the Accounts Receivable Aging. The total amount outstanding decreased from June into July. There was discussion about the amount report for the beginning of 2014. Mr. Ihlein explained that the report was generated from the old billing system and the figure may not be totally reliable. Mrs. Morrow reported that staff would like to discontinue the services of the Credit Bureau of York. They have a collection rate of about 35%, but it makes it too confusing for staff and customers when trying to work out payment

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plans. The company requires a 60-day notice to end their service and there will be a fee for doing so. The consensus of the Committee was that it would be in the best interest to stop their service.

## 3. Water Shut-Off Update for Delinquent Accounts

Mrs. Morrow presented a flip chart showing which accounts will be selected and the notification process that will be used. She recommended posting a notice on the property 10 days before the shut-off order is given. Delinquent customers must pay all of the delinquent amounts to avoid shut-off.

## 4. Verbal Report on Billing Process and Payment Processing

Mrs. Morrow reported that Penalties were added to the latest bills of accounts that had any past due amounts. The bills also contained a message about the impending shut-off process for delinquent accounts.

## 5. Department Personnel – Verbal Update on Staffing

Mr. Moll reported that Tim Travitz is doing well leading the department and that he is getting good cooperation from the staff.

### B. – Sewage Facilities

#### 1. Verbal Report of Collection System and Pump Station Operations

Mr. Moll reported that Motor Tech has been doing vibration testing of the pump motors in the pump stations as part of a planned maintenance schedule.

#### 2. Treatment Plant Upgrade

Mr. Moll reported that the construction project involves moving the lab temporarily into a trailer outside the control building. The general contractor is preparing the trailer and the staff should be able to start moving things in the near future. He submitted the Discharge Monthly Report for April to PADEP in paper format, and should be able to submit the May report electronically. There is still the possibility of getting permit violations because two of the reports were late and there was one discharge that exceeded permit limits. Klein's Pumping was brought in to clean out a lot of accumulated grit and sediment so that the process could be switched from the south aeration tank to the north tank. The construction project appears to be on schedule.

#### 3. Staff Training Plan/Retirement Planning

Mr. Moll reported that Tim Travitz desires to renew his operator's license. However, this is proving difficult for him to do because of his new responsibilities as the acting department supervisor is taking up a lot of his time.

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## C. – Lemoyne Municipal Authority

Verbal Report from Meeting held July 8, 2014

The Authority is moving ahead to accommodate PennDOT for the project involving 5 sewer service laterals in the 200 block of Lowther Street. PennDOT has requested them to be lowered so that new stormwater inlets and pipes can be installed. Three contractors were contacted, and E.K. Services was selected because they could perform the services in a timely manner and at a reasonable cost.

## 6. New Business

### A. 200 Block of Lowther Sewer Lateral Movement Requirement

See notes above on Municipal Authority meeting on July 8th. Tim Travitz will be out on the job site should there be any issues regarding the connection of the new pipes to the individual house laterals.

### B. Concerns over Commercial Sewer Account Increase (Strategic Plan Priority #6)

Ms. Gromlich reported she met with members of the focus group on July 7<sup>th</sup>, and the discussion revolved around an analysis of several different rates presented by Will Hesse. Mr. Hesse volunteered to do more analysis with water consumption data for all accounts for 2013. Ms. Gromlich will schedule another meeting when Mr. Hesse is ready.

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

Mr. Moll noted he can help start a formal Septage Acceptance Program now that Council has approved rates for it. He advises just a limited program while the plant is still under construction. He will bring materials to the next meeting.

### D. Situation with Dillsburg Excavating and Septic Company

Mr. Ihlein reported that he has met with their office manager to discuss reconciling their accounts. It may take a couple of months for them to go back through their records for 2012 and 2013.

### E. Flusher Truck (Strategic Plan Priority #2)

This will be evaluated in August as part of the 2015 Budget.

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

This will be evaluated in August as part of the 2015 Budget.

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

Mr. Moll reported one easy place to start is to purchase manhole inserts. These inserts stop stormwater from entering the sanitary sewer and are not very expensive.

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## H. Other

Mrs. Morrow discussed the need to improve the ability of the Borough to take credit card and debit card payments for sewer bills. The old system from Freedom Systems does not work. Diversified Technologies offers that as an ancillary service that would cost the Borough \$45.00 per month and the processing fees would be paid by the card holder. After a discussion Ms. Yenchko made a motion to allow staff to make the arrangements to do so. The motion was seconded by Mr. McGee. The Committee voted unanimously to have this also approved at the next Council meeting.

Mr. Ihlein reported that he had received a letter recently from PADEP regarding the 2013 Chapter 94 Annual Wasteload Report. The letter states the Borough is still in a moratorium for new connections because of hydraulic overloading. This is a situation that has been ongoing for a few years, especially when Camp Hill Borough was connected to the system. However, the Borough can get approval for new connections by contacting the Department.

## 7. Announcements/Next Meeting

The next Sewer Committee meeting is set for Thursday August 21, 2014 at 7:30 p.m.

## 8. Adjournment

There being no further business to discuss Ms. Gromlich declared the meeting adjourned at 9:25 p.m.

Minutes submitted by Robert Ihlein

*APPROVED AS WRITTEN BY THE COMMITTEE ON SEPTEMBER 18, 2014*