

BOROUGH OF LEMOYNE

"The little town that has it all!"

Sewer Committee

Minutes of the Meeting Held on August 21, 2014

1. Call to Order

A meeting of the Sewer Committee of Lemoyne Borough Council was held on Thursday, August 21, 2014 the Lemoyne Borough Hall, 510 Herman Avenue Lemoyne, PA. Chairwoman Stacy Gromlich called the meeting to order at 7:39 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 Department Supervisor Tim Travitz, Plant Operator Charles Moll, and Office Manager Kathy Morrow.

3. Public Comments

Diana Linsey of Indiana Avenue came to the Committee to ask for a credit on her sewer bill. Their bill had gone up significantly in July because they had topped off the water in their pool and also had done a lot of watering to establish a new lawn. She asked if there was a way to average bills based on water consumption during the winter months. Ms. Gromlich explained to Mrs. Linsey that at this time the Borough does not have a policy to discount sewer bills for water that does not go to the plant for treatment. Ms. Gromlich also explained the short history of the deduct meter program and also explained about a similar request from some of the large commercial accounts. These credits may be considered as part of the ongoing discussion about adjusting rates. Ms. Gromlich made note that any consideration of credits would have to be made up with higher rates on some or all users so that the annual revenue requirements are met.

4. Review of Previous Minutes

The minutes of July meeting were not ready for review. Mr. Ihlein will get them to the Committee for review before the next meeting.

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. The trend appears to indicate that the targets will be met by the end of the year.

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 July into August.

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3. Water Shut-Off Update for Delinquent Accounts

Mrs. Morrow reported that the first 30-day Notices were mailed, and the target date for shut off is the end of August. A notice will be posted 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 the bill process is working well with Diversified Technologies and that Borough staff is keeping up with processing the payments.

5. Department Personnel – Verbal Update on Staffing

Mr. Travitz reported that an employee on the Safety Committee made him aware of a lighting safety issue. The electrical contractors had removed all of the overhead lighting around the property without putting up temporary lighting. This made it dangerous to walk around the plant at night. Mr. Travitz requested the contractor to energize some of the new lights they installed so there would be sufficient light in the areas the employees go to do the plant checks at night.

Mr. Travitz and two other employees will be attending the annual conference of the Pennsylvania Municipal Authorities Association at the end of the month.

B. – Sewage Facilities

1. Verbal Report of Collection System and Pump Station Operations

Mr. Travitz reported that the pump station at the West Shore Plaza is antique and the float chamber is in need of additional repairs. He will be getting three quotes for the work that is needed.

As part of this discussion Mr. Travitz reported that this station collects a fair amount of fat and grease from the restaurants in the Plaza. He asked the Committee if they would review any existing ordinances that deal with fats, oils and grease. If there is one it is probably old and should be updated. The Committee agreed to look into this at their next meeting.

Mr. Travitz reported about a problem that was encountered at the Walton Street pump station. A plastic plumbing part from a sewer clean out had gone down the pipe and got lodged in the pipe near the station. He said residents should be warned not to throw things like that down into the open vents and that all clean out pipes should have a cap on them. There is also a continuing problem with residents using "disposable wipes". They are advertised as such, but take a long time to break down and easily cause clogs. An article should be included in the newsletter advising residents to avoid flushing these items down the toilet.

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Mr. Travitz also reported that the North Side pump station has been given the address of 20 Glen Ridge Street and that the identification sign has been mounted on the outside of the building.

2. Treatment Plant Upgrade

The construction project appears to be on schedule. The substantial completion deadline is April 24, 2015.

Mr. Moll reported that the Discharge Monitoring Report (DMR) for July has been submitted on time.

3. Staff Training Plan/Retirement Planning

Mr. Travitz reported that the department is down to seven regular employees from nine and could use some help. Mr. Ihlein reported that he has met with Ms. Gromlich and Ms. Yenchko to address staffing levels in all departments and will make recommendations as part of the 2015 budget process.

C. – Lemoyne Municipal Authority

Verbal Report from Meeting held August 12, 2014

Mr. Will Hesse of the LMA Board was in attendance. He reported that they are finishing up their regular audit and that PennVEST has scheduled a "mid-project" audit review.

6. New Business

A. 200 Block of Lowther Sewer Lateral Movement Requirement

The Municipal Authority hired E.K. Services to do the work and the project has been completed.

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

Mr. Hesse reported that he was still working on possible rate scenarios based on water consumption data for 2013. In one scenario he made a projection looking only at winter usage, and the result was about \$400,000 less in annual revenue. However, he has not had the time to evaluate all of the data. Ms. Gromlich will schedule another meeting with the focus group when Mr. Hesse is ready with some alternative rate structures.

Mr. Hesse suggested the Authority and Council hold an open house event when the construction project is finished at the plant.

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

Mr. Moll noted he is aware of three potential customers, but recommends only a limited program until next summer and the new process is working at the plant.

D. Situation with Dillsburg Excavating and Septic Company

Mr. Ihlein reported no progress this month.

E. Flusher Truck (Strategic Plan Priority #2)

Mr. Travitz reported that a vendor brought a new VACON truck to the plant for a demonstration. This particular model was a little larger than what he would like and was priced at \$252,000. This will be evaluated in August as part of the 2015 Budget.

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

Mr. Travitz suggested that he does not need a special truck and expensive camera equipment. A simple "push camera" would be helpful to him and the Maintenance Department. 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 brought with him a manhole insert for all to see. These inserts stop stormwater from entering the sanitary sewer and cost about \$30 each. There was a discussion about fining specific areas of the Borough that contribute the most storm water inflow into the sanitary sewers. The metering programs do help to identify larger areas, but does not help with exact locations. Mr. Travitz reported that he knows of one section of main near 5th and Apple Streets that is broken. He will work on getting estimates to repair it.

H. Mercury Spill on August 7, 2014

Mr. Travitz reported on a mercury spill at the plant. It was caused by one of the contractors who mis-handled an old pressure gauge. The gauge was set on the floor of the Dewatering Building and the mercury leaked out. The County HazMat team and local firemen were called to the scene. The spill was contained in the building, and there was no threat to the public or environment. Mr. Travitz and Mr. Ihlein called Clean Venture Cycle Chemicals of Baltimore to clean up the spill, and 6 – 8 ounces was cleaned up the next day. Mr. Ihlein said he would review hazardous material response with the project engineer to make sure that all the contractors know what items on the site may still contain mercury and what to do in the event of a spill.

I. Digester Clean Out

Mr. Ihlein reported that Quandel will handle the clean out of two sludge tanks by hiring a separate contractor and that the liquids will be processed in the plant.

J. Ordinance to Required Air Testing for New Sewer Laterals

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Mr. Travitz had raised this issue last month. Mr. Ihlein reported he found an ordinance that referred to "Resolution 1988-F". He brought a copy to the meeting to show that it consisted of 54 pages of detailed specifications. There is a section that recommended the use of air pressure testing. The Committee asked staff to send them a copy of the Resolution to review and to see if other municipalities may have more current lateral connection standards.

7. Announcements/Next Meeting

The next Sewer Committee meeting is set for Thursday September 18, 2014 at 7:30 p.m.

8. Adjournment

There being no further business to discuss Ms. Gromlich declared the meeting adjourned at 9:50 p.m.

Minutes submitted by Robert Ihlein

APPROVED WITH SEVERAL CORRECTIONS BY THE COMMITTEE ON SEPTEMBER 18, 2014