

# BOROUGH OF LEMOYNE

"The little town that has it all!"

---

## Sewer Committee

### Minutes of the Meeting Held on September 18, 2014

1. Call to Order

A meeting of the Sewer Committee of Lemoyne Borough Council was held on Thursday, September 18 2014 the Lemoyne Borough Hall, 510 Herman Avenue Lemoyne, PA. Chairwoman Stacy Gromlich called the meeting to order at 7:35 p.m.

2. Roll Call

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

3. Public Comments

There were no comments.

4. Review of Previous Minutes

Mr. McGee made a motion to accept the minutes of the July 17 meeting as written. Ms. Yenchko seconded the motion, and it was passed unanimously. Ms. Yenchko made a motion to accept the minutes of the August 21 meeting as amended. Mr. McGee seconded the motion, and it was passed unanimously.

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 revenue may not hit \$3 million mark 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 August to September. The efforts of staff to collect on delinquent accounts have been effective.

Mrs. Morrow brought up an issue regarding the sewer bill from a business. They had a contractor clean out their sewer lateral and used a hose inside the basement to help flush out the line. Contractor forgot to turn off the water when they were finished, and the water ran for more than a month before the business owner noticed. This resulted in a high water bill and high sewer bill for the business owner. The Committee agreed the contractor should help pay for the sewer bill as well as the water bill.

# BOROUGH OF LEMOYNE

"The little town that has it all!"

---

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

Mrs. Morrow reported that the first customer was actually cut off from water service. Everyone else that received ten-day notice paid their past-due bills. The process will continue for the next few months.

## 4. Department Personnel – Verbal Update on Staffing

Mr. Travitz reported that it has been difficult to get some work done on the day shift with his brother Scott being on medical leave. The Committee was in agreement that the need for additional staff should be brought to the attention of Council.

## B. Sewage Facilities

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

Mr. Travitz reported an issue with the sewer main on fifth Street near Apple Street. There is a partial collapse in the pipe and it needs to be repaired. He will be getting three quotes for the work that is needed.

Mr. Travitz reported that he was called to the site of the new Karns store to inspect the new service lateral. The plumbing contractor used an air test, and it passed.

Mr. Travitz also reported that he is still working on getting three proposals for repair work needed at the Plaza Pumping Station.

Mr. Travitz reported to the Committee that a meter reader for the water company recently notified him that the meter located on the water service pipe to the treatment plant showed extremely high volumes of water use. This indicated a leak. Tim then contacted E.K. Services to come out on an emergency basis to help locate the leak. They were able to locate a rather large hole that had developed in the pipe, and then repaired it. We received a water bill for \$90,000. We will ask the water company for a leak credit. Tim is also going to start a weekly check of that meter to help prevent problems in the future.

### 2. Treatment Plant Upgrade

The construction project is 60% complete at this point in time, and appears to be on schedule. The substantial completion deadline is April 24, 2015.

Mr. Moll reported that the lab has been relocated to an office trailer at the back of the control building and is now fully functional.

# BOROUGH OF LEMOYNE

"The little town that has it all!"

---

## 3. Staff Training Plan/Retirement Planning

Mr. Ihlein reported he is working on some ideas 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 September 9, 2014

Mr. Ihlein reported that he was in attendance and the Board stated they will be sending a letter to Borough Council with a request for administrative assistance. The Board also stated that as recommended in a recent audit they will be opening a new bank account and will request that the Borough transfer the money from the Tapping Fee Account to it. The Board would also like to change their mailing address 510 Herman Avenue, and gave the Borough Manager permission to open their mail. The Board also asked Mr. Ihlein to place a public notice in the newspaper advertising the change of their meeting place for their meetings in October and November because their conference room will be under construction.

The Board had also received a request from a teacher at Messiah College to bring engineering students to the plant to observe the construction. The Committee had a short discussion, and decided that it was too risky to have students on the property at this time. Mr. Ihlein will let the teacher know that they are welcome to come and take a tour of the construction is complete.

## 6. New Business

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

Mr. Hesse is still working on possible rate scenarios based on water consumption data for 2013. Ms. Gromlich will schedule another meeting with the focus group when Mr. Hesse is ready with some alternative rate structures.

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

Mr. Ihlein reported he is working with the company to resolve this issue by the end of the year.

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

This purchase is being evaluated as part of the 2015 Budget.

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

Mr. Moll and Mr. Travitz are developing a plan with some specific projects for next year.

# BOROUGH OF LEMOYNE

"The little town that has it all!"

---

E. Ordinance to Required Air Testing for New Sewer Laterals

The Committee agreed that the ordinance and resolution that dates from 1988 should be updated and will place it on the task list for 2015. Mr. Moll brought a sample ordinance from Annville that the Committee would like to review again. They asked Mr. Ihlein to send that to them along with the old Borough ordinance.

F. Grease trap clean out requirement

Mr. Moll reported that this is an important item for the Borough to check up on because the grease can lead to serious clogs. The Committee agreed that this should be part of the new ordinance that they will work on next year.

G. Increase Revenue by Accepting Outside Sewage (Strategic Plan priority 4) – Starting a Septage Acceptance Program (Will be discussion point for April 2015)

Mr. Moll is accepting septage only from Dillsburg Septic for now. Increased volume in this business will need to wait until the new plant is online in 2015.

H. Notice of Violation dated 9-17-14 from PADEP regarding hauled in waste forms  
The Borough received the letter as the result of a recent inspection. The Department is looking for 5 years worth of information regarding septage waste that was brought to the plant for treatment.

I. Meeting with PADEP staff on 9-19-14

Mr. Ihlein reported that he, Mr. Moll and Mr. Travitz will be meeting with staff from PADEP to review the Notice of Violation letter and how the Borough can set up new procedures for record keeping going forward.

7. Next Meeting

The next Sewer Committee meeting is set for Thursday, October 16, 2014 at 7:30 p.m.

8. Adjournment

There being no further business to discuss Ms. Gromlich adjourned the meeting at 9:15 p.m.

Minutes submitted by Robert Ihlein

Approved by the Committee on October 16, 2014