

**MEETING MINUTES OF THE
PLUM CREEK MUNICIPAL AUTHORITY
December 2018**

A regular meeting of the Board of The Plum Creek Municipal Authority was held on December 18, 2018 at the Plum Creek Municipal Authority Business Office Building, South Manheim Township, Schuylkill County, Pennsylvania.

Board members present at the meeting were Jim Ridderhoff, Jerry Weiss, Matt Gruber, and Corby Lewis. Others in attendance were Dave Bright (SSM Engineering), Joe Zerbe (PCMA Attorney), Keenan Engle (PCMA Operations Manager – Select Environmental), and property owners who signed the attendance sheet: George Ankenbrand, Jean Schreiber, Robert Zdance, and Joe Haggerty.

Jim Ridderhoff called the meeting to order at 6:00 p.m.

The minutes for the October 2018 meeting were accepted by motion of Corby Lewis, seconded by Matt Gruber, carried by all. There was no November, 2018 meeting due to weather.

The Treasurer's report for October 2018 and November 2018 were reviewed and accepted by motion of Jerry Weiss, seconded by Matt Gruber, carried by all.

Keenan gave the manager's report. In water operations, he reported:

- Normal operations continue. There were no violations to report for the period.
- All wells are operational. Two wells are currently online, and the wells are being rotated to avoid overflowing the water storage tanks.
- The Booster Station is at 14.5 psi.
- All pumps at the Booster Station are operational and are rotating on a monthly basis.
- Daily average water production is approximately 175 gpm from two wells.
- Completed leak repairs before the Thanksgiving holiday. The boil water alert was lifted. The day after it was lifted, on November 17th, we fixed a main break at the intersection of Creek and Hogan drive and the boil water alert was lifted before the holiday. After Thanksgiving, we completed the remaining leak repairs starting on November 28th and lifted the boil water

alert on December 8th. The total amount of water recovered by repairing these leaks was approximately 75K per day.

In sewage operations, Keenan reported that:

- Normal operations continue. No violations to report for this period.
- Approximately 16 septic pumps are in the backlog.
- The Ranger is currently operational.
- Flow Data Instruments (FDI) was at the plant to try to install a valve for our influent flow. They were successful in getting the valve to work at the low flow range that we need to operate our plant. The valve is working very well so far. They are still refurbishing the other valve and then we will have a backup valve.
- Both pump trucks currently operational.
- We will be starting meter reads on December 17th and will be completed before the end of the 2018 calendar year. We will be bringing in 1-2 seasonal employees and be working overtime (as needed) by our full-time employees to complete this work.

Keenan said the F250 truck is no longer inspected. The quote (from Big Tom's garage) includes what needs to be done for it to be inspected this year and at the bottom of the page it shows that it can exceed \$8,000.00 to fix it. The plow, the bed, and a large variety of other things need to be done before it can pass inspection this year. The frame will probably not pass (next year) due to the rust and corrosion and it could become unsafe. Keenan recommends that we get another plow truck. Keenan said it will be much easier if we had another truck for regular operations and we need something to plow with. Corby Lewis has been keeping an eye out for trucks and has found multiple ones but it depends on what the Authority is looking for. Corby said he found a truck on Municibid.com, a 2006 F350, with a utility bed, has 39,000 miles on it, owned by a Municipality, and has an 8-foot plow on it, for \$7,200.00. Corby said he needs to know where the Authority wants to be with the cost. Corby said if you purchase on Municibid you don't have to put it out for bid because you are bidding against other municipalities. Corby recommends setting a cap on the purchase price. Robert Zdance, property owner, asked if the Authority tried finding a truck at gsa.gov website. Robert said they have all kinds of pickup trucks and they have good deals. Jim Ridderhoff said the Authority can explore that source. Jim thanked Robert for the information.

Upon motion by Jerry Weiss, seconded by Matt Gruber, and carried by all, the Board ruled to put a cap on the search for a pick-up truck at \$20,100.00. The bidding is to be done through one of the municipal programs (Municibid or any like programs) that do not require municipal bidding. Corby Lewis and/or Matt Gruber were given the authority to make the decision on the purchase of a truck.

Keenan asked for the truck to be put out for bid. That way there is another option to purchase a truck in case nothing is found through one of the municipal programs.

Upon motion by Jerry Weiss, seconded by Matt Gruber, and carried by all, the Board approved a public bidding process for a truck, with our specifications, if we can't find a truck between December 18, 2018 to January 1, 2019 through a municipal program. The bidding process will be from January 2, 2019 to January 16, 2019. PCMA also reserves the right to reject any or all bids. Joe Zerbe will place a legal ad in the newspaper.

Keenan said that the time for same day service (double charges) for weekday pumps that are called in needs to be changed from 3:00 p.m. to 12 noon. We have had circumstances over the past few months that have made us move other important pumps or the driver had to stay late. In moving the time from 3:00 p.m. to 12 noon, for same day service pump requests, we will be able to reasonably accommodate our customer base while still respecting our pump truck drivers. Keenan believes that the customers can adjust to this and call a few hours earlier making it far easier for us to service them on still very short notice. Nancy said the 3:00 pm. time was put into effect on April 1, 2017. Pumps called in at or after 3:00 p.m. on weekdays would be charged double.

Upon motion by Jerry Weiss, seconded by Corby Lewis, carried by all, the Board ruled to adjust the same day service time from 3:00 p.m. to 12 noon for holding tank and septic tank pumps that are called in on weekdays. Holding tank and septic tank pumps called in at or after 12 noon, on weekdays, will be charged double if the pumping can't wait until the next business day, effective February 1, 2019. A notification will be put in the 1st Qtr. water bills.

Matt Gruber suggested that the 1975 white Mack pump truck should be put up for sale. Keenan said it is just sitting at the plant, doesn't run, and it is not inspected.

Upon motion by Matt Gruber, seconded by Corby Lewis, carried by all, the Board approved selling the 1975 white Mack pump truck - As Is - on Municibid.

Keenan asked what we are going to do with the F250 pick-up truck? Matt Gruber said we should sell the F250 truck. Corby Lewis said it may be worth our time, if the F250 truck is no longer going to pass inspection, to pull the motor and then sell the white truck (at the booster station) with the F250 motor (put it in the bed of the truck) – sell it as a package. Corby said he can pull the motor out of the F250 truck. Keenan said he can bring the F250 truck to Corby's place after the holidays and after the meter reads are done – middle of January would be good. Corby said we should wait till the next meeting and discuss it further.

In engineering matters, Dave Bright (SSM) said the only thing they are working on, at the moment, involves the amending of the townships Act 537 plan. SSM was in touch with representatives, of both townships, to get as much of the past planning documents that they had available. With that information, we put together a scope of work for proceeding with amending the plan in accordance with the direction they received from Mr. Stermer (DEP) at the meeting at the Pottsville office. Dave said they had some questions, that needed clarification, which they got from him within the past week. So, they pretty much have that scope together and that probably will be going in to Mr. Stermer tomorrow. The purpose of that is primarily to be on the books for a possible reimbursement if the state ever puts that program back into effect but it also allows Mr. Stermer to see the scope and raise any questions. In the meantime, SSM is proceeding with doing the amendment (the work) and Dave's goal is to have a draft of that, by the February meeting, so we can look at that and give it to the townships.

Joe Haggerty asked if this is an amendment to the Act 537? Dave Bright said yes, it is. Joe asked if they are not going to do a new Act 537? Dave said the Authority doesn't have the Act 537 plan it is the townships that have the plan. Dave said it is a tweaking of what is in place using what is known as the Component 2M Minor Act 537 Update Revision. Dave said they clarified with Mr. Stermer that this only affects the lake. It is not dealing with anything outside of the Lake Wynonah community. So, it is a revision of both townships current planning documents. Dave said they are providing him with a scope of the work and a cost estimate to do the work. It is not any of the revision documents. That's what we are aiming to have completed by the February meeting.

Robert Zdance, part-time homeowner, but wants to be here full-time, asked where PCMA is at with the pump truck situation – is PCMA still going to do it or are we going to have contractors? Dave Bright said that is part of what is being addressed. Jim Ridderhoff said we do not know yet. Jim said we are in the process of evaluating what we have right now - the sewage end of this Authority is becoming

extremely expensive – more than the charges that were taken in. We are exploring the possibility of turning over the sewage part of this Authority to outside haulers. We have not made that decision yet because we don't have all the information yet. Robert said he has a holding tank and is he going to be forced to go to a septic? Jim said you will not be forced ... you have a choice. It would benefit you financially to go to a septic system because the charges for holding tanks will go up extremely high.

Joe Haggerty asked if Joe Zerbe heard anything about the status of Deer Lake taking tankers in. Joe Zerbe said he talked to Pat Caulfield (Schuylkill County Municipal Authority) and there is no set time. Pat couldn't say it would be months, it is probably more than months, but it is probably not years. They were working on it and then another problem came up with a different area that SCMA was working on and they put it aside for a while. Joe Z. said Pat couldn't promise that it wouldn't happen again. It is not the number one priority on SCMA's to do list.

In legal matters, Joe Zerbe said routine matters were addressed such as filing and satisfying liens. Joe said he reviewed, at Jen and Jim's request, some ordinances and a report. Joe gave Jim his feelings on it that if the Authority decides to move ahead with the changes and the townships agree - what the townships might have to change in their ordinances and Act 537..... if that is the decision the Board makes in the future.

Jim Ridderhoff asked if the meeting dates for 2019 were posted? Nancy said Jen sent the meeting dates, for the year 2019, to the Republican Herald newspaper to be published.

Jim Ridderhoff said the Board needed to discuss the salaries for the four employees.

Upon motion by Jim Ridderhoff, seconded by Matt Gruber, carried by all, the Board approved the following salary increases for Jen - \$1.00, Nancy - \$1.25, Joe - \$1.00 and Carl - \$1.00; effective January 1, 2019.

There being no further business, Matt Gruber motioned for adjournment, Jerry Weiss seconded the motion, carried by all. Jim Ridderhoff adjourned the meeting at 6:55 p.m.

Meeting minutes were taken, prepared, and submitted by Nancy Wesner.