

**MINUTES OF REGULAR MEETING  
OF THE BOARD OF THE  
PLUM CREEK MUNICIPAL AUTHORITY**

A regular meeting of the Board of The Plum Creek Municipal Authority was held on November 16, 2021, 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, Corby Lewis, and Ryan Achenbach. Also, in attendance were Jamie Lorah (SSM Engineering), Joe Zerbe, Nancy Wesner (PCMA Office), Carl McGrady (PCMA Plant), Mike Kreiser (SES – Select Environmental Solutions), and property owner Joe Haggerty.

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

The minutes for the October 2021 meeting were accepted by motion of Matt Gruber, seconded by Corby Lewis, carried by all.

The Treasurer's report for October 2021 was reviewed and accepted by motion of Matt Gruber, seconded by Jerry Weiss, carried by all.

In engineering matters, Jamie Lorah (SSM) said she did not have much to report on. Jamie said she did reach out to Department of Environmental Protection (DEP), but she has not gotten a response yet on whether they reviewed the Act 537 Plan. It was submitted August 2, 2021, and she was told it would be potentially 180 days. Jamie said the 180 days is what they call the guarantee review period and they said they need at least 120 days, but it could be anywhere between 120 – 180 days. Jim Ridderhoff said he had asked Jamie about a ballpark figure for the remediation of the treatment plant when it is shut down and if \$100,000 was a reasonable figure. Jamie said that is what we would be expecting, and it is a reasonable budget number. Joe Haggerty asked if that is a level site. Jamie said yes – a level site. A design on the demolition has not been worked on yet. But they could fill the tanks, flatten everything, and leave a concrete pad, or they could demo the entire thing. That has not been determined yet. Jamie said it is not going to depend so much on the Board but on DEP's requirements. Joe said he is surprised they would leave the tanks there. Jamie said they do if you put the proper protocols in. Jamie said they may ask for a three feet perimeter around the tank, or fill them with stone, or sand, and a concrete cap, or drains on the tanks.

Jamie Lorah (SSM) said she noticed the water usage was up. Mike Kreiser (SES) said that was from the hydrant flushing and there were a couple of leaks.

Mike Kreiser (SES), submitted a written manager's report to the Board prior to the meeting:

- Copies of the following information has been submitted by SES to PA DEP on the authority's behalf and are viewable via PA DEP website via the eDMR.
  - Discharge monitoring report and Discharge monitoring report supplemental report
- Mack truck going in for inspection the week of November 15<sup>th</sup>.

In water operations, Mike Kreiser (SES) reported that:

- On October 1st, SES staff continued flushing hydrants and checked the curb stop at 2566 Wagon Wheel and reported findings.
- On October 4th, SES staff continued flushing hydrants and checked the curb stop at 1672 Buckaroo and reported findings.

- October 5<sup>th</sup>-7<sup>th</sup>, SES staff continued flushing hydrants.
- On October 6<sup>th</sup>, SES staff had shut off Well #1 while on site to keep from overflowing the water tower and rechecked at the end of the day and had to restart the Well again due to high usage from flushing hydrants.
- On October 8<sup>th</sup>, SES staff dug down to expose the valve for the blow off in Pony cove, repositioned the access pipe correctly over the valve, and backfilled around it. After completion, the blow off was flushed.
- On October 15<sup>th</sup>, SES staff replaced the cap to the blow off in Fawn Cove.
- On October 18<sup>th</sup>, SES staff checked on water complaint at 799 Cherokee and found no issues at time of inspection. Staff worked with Aungst Excavation to replace the curb stops at 2566 Wagon Wheel and 1672 Buckaroo. At Buckaroo, the bottom section of the valve box was replaced as well as the cap for the box.
- On October 26, SES staff worked on the repairing/repiping at Well #6, installed meter touch pad on the outside of the home at 1239 Buck Dr, collected final meter read due to selling at 1147 Running Deer, and repair wire at the meter connection at 2283 Tonto Dr.
- On October 27, SES staff pumped out and cleaned the final effluent tank at the sewer treatment plant and checked the water meter at 1954 Wynonah where no issue was found.
- On October 28, SES staff finished the repiping work on Well #6, flushed, and installed new CL2 pump.
- On October 29, SES staff repaired the wire at the meter connection for 1271 Running Deer.
- Three wells (8,3,1) are currently running in October.
- 16,700 gallons is in parenthesis because according to our well summary that would be the result but that is due to timing over the weekend. The flows were recorded shortly before midnight and then shortly after midnight for ops done over the weekend. The usage beside it is closer to what is normally reviewed.
- Booster Station: All pumps operational and rotating on monthly basis.

In sewage operations, Mike Kreiser (SES) reported that:

- Normal operations continue and plant ran well for October 2021.
- Approximately thirty-eight septic pumps are in the backlog.
- There were 56 pumps done (25 Holding Tank Pumps, 31 Septic Pumps) for October 2021.

Corby Lewis said the number really jumped up for the pumps. Ryan Achenbach said he invited Carl McGrady (PCMA plant) to the meeting tonight because he took notice, after reading the Manager's report (that he received by email), that the septic tank pumps were up to 31. Obviously, the past couple of months there were some issues, last month there were 6 septic's done and 14 the month before. Ryan said he just wanted to tell Carl nice job and that is a great way to try and get us dug out of this backlog. Ryan said he knows that holding tanks were down and that allowed more septic's to get done. Ryan asked Carl if he can maintain that next month or were there things that played in your favor, that might not again, or are there issues that the Board can help him with. Carl said he does not see a problem with that but what might put a damper on things is the weather. If we get a cold spell sometimes the lids are frozen, and he will try and bust them loose, or take a torch but that can take a while. Carl said he would like to maintain at least four tanks a day. Carl said as far as on the water side, if Joe Clemas (plant) needs a hand then that would stop him from maintaining what he wants to do. Ryan said he proposes that as we keep trying to cut into this backlog, if it is coming up and you find yourself getting pulled away and it is delaying you from being able to meet what you what to do for the month for septic's, then let Nancy know and she can let the Board know. Ryan said then we can figure out, in conjunction with Mike Kreiser (SES) and Matthew Crump (SES), how to solve the water side problems so you can focus on what you want to do and alleviate you getting pulled back and forth.

In legal matters, Joe Zerbe said routine legal matters were addressed, including satisfying liens. Joe said he got a call from a client regarding the property at 229 Wanna Drive. The client bought the property at the 2020 Tax Upset Sale and there is to be distribution on that sale, but the County still has not distributed the money. Joe said Nancy and I submitted our claim back in 2020 for about \$2900. The Authority would have gotten paid the \$2900 out of that sale but to pay the delinquent amount the clients came in and paid the office in full and got the water turned back on. Joe said what he prepared tonight was a letter for the Authority to send to the Tax Claim Bureau saying when you get around to dispersing the money from the tax sale, we already have been paid so disperse our share back to the property owner who paid us. Joe said every year before the Tax Upset Sale, Nancy and I get together and we make a list of all the properties in South Manheim and Wayne that are in Lake Wynonah, that are on the list, in case they go to sale, we submit what we are owed, so that way we retain our rights to get paid by the Upset Sale. If you do not submit it, you lose the right to get paid.

Upon motion by Jerry Weiss, seconded by Matt Gruber, and carried by all, the Board approved to comply with Joe Zerbe's request and send the letter to the Tax Claim Bureau regarding the dispersing of the money from the 2020 Tax Upset Sale for 229 Wanna Drive.

Mike Kreiser (SES) said the pit meter, at 443 Wynonah Drive, keeps filling up with water, and then when the meter gets submerged, there is a wire for the reading instrument, it gets wet and shorts out, and you cannot get a read. Mike said he does not know what is filling it up. It does not appear to be water from distribution, but it is filling up with water. Matt Gruber said that could be hard to drain if it is a spring that comes up from the bottom. Nancy (office) said this pit meter was installed in 2006. Mike said when you read it quarterly you can pump it out because the meter is still going to go around it is just that we cannot get a read. So, you can take a sump pump with, pump it out quarterly, and manual read it. It just becomes more time consuming to read the meter. Ryan Achenbach said he feels we should do the manual read, there is thirty-seven pit meters, and just budget our time to get them read. Mike said right now this is the only pit meter that is submerged. Mike said he will have Matthew (SES) contact L/B Water and see if there is anything waterproof. Matt said he can stop by and look at it.

Jim Ridderhoff said included in the meeting packets is a copy of the preliminary budget. The Board members should look at it, between now and next month, and send their comments to Nancy at the office. Jim said he made three assumptions for this budget: 1) that the treatment plant would shut in the middle of the year – June 30<sup>th</sup>; 2) that it would cost \$100,000 to remediate the treatment plant; 3) that Jen's (office) last day would be the end of February because she is retiring.

Nancy (office) said the new website is up and running – it went live today. The Board should look at it and send any comments to the office.

Ryan Achenbach said he sent an email out with two items he would like to discuss. Ryan said one of the items is implementing timecards. Ryan said he did contact Minersville Municipal Authority and Schuylkill Municipal Authority and for the most part they all use some kind of timecard system.

Ryan Achenbach said the other item is taking pictures. When we got a service order from Matthew Crump (SES) there were photos attached to it. Ryan said we get a couple every year where there is a dispute over how something was left. Ryan said when the guys get to the property take a picture of the site, when they are all done and the lid has been placed back on take a picture again, attach them to every single service order. Mike Kreiser (SES) said he would also take a picture of the empty tanks. Ryan said yes, he agrees. Jerry Weiss said the pictures should also

have the date/time stamp on them. Corby Lewis said if they had a digital camera, keep it in the truck, and when they get to the site take the pictures, give it to Nancy and she can print them out.

Corby Lewis said when they get to each site first take a picture of the mailbox with the house number on so the office can distinguish the pictures. Ryan Achenbach said a checklist should be made of all the pictures that should be taken. Jerry Weiss said not all homes have mailboxes so maybe you will want to take a picture of the number on the house. Mike Kreiser (SES) and Corby said take a picture of the work order first (that will have the lot number on) and then take the site pictures that way everything is in order.

Upon motion by Ryan Achenbach, seconded by Jerry Weiss, and carried by all, the Board added to the agenda timecards and work site pictures/camera to discuss purchasing these items.

Upon motion by Ryan Achenbach, seconded by Corby Lewis, and carried by all, the Board approved to purchase time clocks, for two locations, not to exceed \$1000, based on our Auditor's recommendations.

Upon motion by Ryan Achenbach, seconded by Jerry Weiss, and carried by all, the Board approved the purchase of a digital camera for operations and not to exceed \$500.

Carl McGrady said to keep his schedule – he would like to stay on doing pumps - because he is usually pulled off pumping to meter read. Carl said his wife, Brenda, does most of the meter reading and he does one book. Mike Kreiser (SES) said he will check with Matthew's wife and see if she can help meter read. Ryan Achenbach said he would like Carl to stay focused on the pumping and work on the backlog. Ryan said to Carl if he is being pulled away to let the Board know and they will address that issue. Mike said there is another staff member that could go out and do meter reading.

Jamie Lorah (SES) said she did receive an email, around 6:30 p.m., from Scott Novatnak (DEP), regarding the Act 537, and he said there is nothing new to report, at this time, and will be in touch after the review is fully complete. Jamie said Scott Novatnak is the DEP reviewer for the Act 537 Plan.

Matt Gruber said the camera should also be used for taking pictures of all the leak repairs that way we have pictures on file. Ryan Achenbach and Jerry Weiss said every service order (both water and sewage) should have pictures attached. Mike Kreiser (SES) said all the PA One Calls should also be documented. Nancy (office) said Matthew Crump (SES) did that – he took pictures of the PA One Calls that we had to call in as marked. Mike said you should have two cameras – one for water and one for sewage. Matt said yes - we should.

There being no further business, Ryan Achenbach motioned for adjournment, Jerry Weiss seconded the motion, carried by all. Jim Ridderhoff adjourned the meeting at 7:37 p.m.

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

