

**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 July 19, 2022, 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 Joe Zerbe, Nancy Wesner (PCMA Office), Carl McGrady (PCMA Plant), Matthew Crump (ARRO Water Services), Patrick "PJ" O'Boyle (ARRO Water Services), Edward Overberger (ARRO Water Services), Jamie Lorah (SSM Engineering).

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

The minutes for the May 2022 meeting and documentation that there was no meeting on June 21, 2022, were accepted by motion of Corby Lewis, seconded by Ryan Achenbach, carried by all.

The Treasurer's report for May 2022 and June 2022, were reviewed and accepted by motion of Jerry Weiss, seconded by Matt Gruber, carried by all.

Matthew Crump (ARRO Water Services), submitted a written manager's report to the Board prior to the meeting:

- Copies of the following information has been submitted by ARRO Water Services 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

In water operations, Matthew Crump (ARRO Water Services) reported that:

- Staff marked PA One calls as necessary and performed water meter replacements throughout the month.
- June 16-30: Staff performed the quarterly water meter readings.
- June 30: Staff oversaw the bypass set up and the frac tank was delivered and used.
- Two wells (8 & 6) are currently running in June.
- Booster Station: All pumps operational and rotating on monthly basis.
- Booster pumps are rusty and degrading. We should consider having them looked at to get an opinion on replacement or repair before we have any fail. The dehumidifiers in Wells 1 & 3 are working very well so far and should extend the life of the current pumps and any new ones should they get replaced.

In sewage operations, Matthew Crump (ARRO Water Services) reported that:

- Normal operations continue and plant ran well for June 2022.
- 39 septic pumps in the backlog.
- Staff pulled rags out of the aeration tank and clarifier valves/inlets.
- There were 61 pumps done (35 Holding Tank Pumps, 26 Septic Pumps) for June 2022.
- Both pump trucks are in the shop right now. One of the trucks is going to be picked up tomorrow. The Mack pump truck does not sound right and was sent into the shop to be looked at. This pump is not old.

Matthew Crump said the EQ tanks are all cleaned out and SSM is coming tomorrow to check out the metal and integrity of the tanks.

Jim Ridderhoff said in the past we have had the pump trucks repaired often and the pumps replaced often. Jim said has Axiom outlived their usefulness as a place to get the pumps fixed or are we putting the wrong kind of pumps on the truck. Jim said why do our pumps keep breaking down. Matt Gruber said he will check with Mike Strouse (Strouse Bros) about the pumps.

Matthew Crump (ARRO) said he does not have a schedule set yet for hydrant flushing. It is at the top of the priority list. PJ O'Boyle (ARRO) said with the changing laws with EPA they frown strongly upon discharging chlorinated water directly to the ground anymore. PJ said ARRO has authorized him to order dechlorination mechanisms for it and flow metering so we will get more accurate readings when we go to do the Chapter 110 (Water Allocation) report.

In legal matters, Joe Zerbe said an agreement was made in principle (before Joe went on vacation) with MuniBilling (water billing software) to separate. The terms of that were we would release each other from all obligations, they would pay PCMA \$3,000, and we would agree to not disparage each other. Joe said he put together a Mutual General Release, Settlement and Non-Disparagement Agreement for the Board to review and sign.

Upon motion by Ryan Achenbach, seconded by Corby Lewis, and carried by all, the Board approved the Mutual General Release, Settlement and Non-Disparagement Agreement between Plum Creek Municipal Authority and MuniBilling and Jerry Weiss, Co-Chairman, will sign the agreement.

Upon motion by Ryan Achenbach, seconded by Matt Gruber, and carried by all, the Board made a motion to ratify the signature for the new Muni-Link (water billing software) contract previously signed by Jim Ridderhoff.

In engineering matters, Jamie Lorah (SSM) said the EQ tank clean out went well. The tanks were cleaned out in a matter of days (three) rather than weeks. Jamie said we intentionally overestimated the quantity of grit. We were given conservative numbers that they took when they measured the material in the tanks. There is about 53 cubic yards of grit per tank – 106 cubic yards total. The bid quantity that we used was 150 so we have a savings of roughly \$20,000 for grit hauling and removal. By Thursday that will be the two-week period for the short-term rental for the frac tank. They did bill for the full two-week rental and at that point we go into long-term rental. Jamie said they will be sending out a structural engineer to inspect the tanks and he is meeting with a contractor with LB Industries who installed the bypass. They are also a contractor that can do coatings or repairs to the EQ tanks if needed. They will be sending a man down into the manway into the tanks to inspect them. The tanks have not been taking on ground water and there are no apparent leaks. However, the metal is very thin and so what they can see is daylight when they are down there - pinholes and thinness of the tanks - which is allowing daylight to come through the tanks. One proposed option that was discussed at the pre-construction meeting was the option of taking one of the tanks out of service since you do not need both tanks. That way you have one clean tank that can be disposed of – if and when the plant is decommissioned. Right now, they have installed six-inch lines coming out of the tanks. They put inflatable plugs in, so that it prevents the frac tank contents from coming down the hill and backing up into the EQ tanks. The frac tanks only have so much room, within the tanks, of operating capacity. Jamie said so therefore you had some hauling over the last week, and she spoke to Nancy (PCMA Office) and said just do the emergency hauling for now and if you need to do outside haulers during that period hopefully it is for a brief period. Jamie said from initial discussions she thinks it is going to be some sort of coating whether it is inside or outside of the tank to prevent further pinholes from developing.

Jamie Lorah (SSM) said regarding Jim Ridderhoff's question to closing the plant and not using the plant during this period, where we have a lack of hauling capability, and the outside haulers are taking the material off site. Jamie said she did present that to Jared Sabitsky (local Sanitarian) and Jared said the biggest thing is that you still must operate in accord with your NPDES Permit because the permit does not go away. If you are not discharging then you write on the DMR no discharging and you still must submit a DMR every month. You still need an operator in charge, you must retain one, should there be an issue at the plant, and especially if you continue to use the plant in any capacity. If wastewater is discharged at all you need to do the sampling requirements even if it is only one discharge a month you still need to take a sample. Jamie said this was a preliminary discussion and Jared will be getting her more information. The plant still has to be aerated because you still have material in there. Jamie said she asked Jared is there a specified time that the plant remain like that, and he said he would get back to us.

Jim Ridderhoff said we are in an emergency period right now so in effect we are not putting anything into the plant for the last few days. So, how many days can you continue to do that before it will affect the plant. PJ O'Boyle (ARRO) said with the condition of your sludge you could go three to four weeks without an addition of anything through the plant because of the strength of the wastewater that is in there. Jamie Lorah (SSM) said you will not have a violation for the fact that you are not taking on wastewater.

Jamie Lorah (SSM) said the two townships (South Manheim and Wayne) withdrew the Act 537 Plan with the intention to resubmit at a later date. Currently, the Authority has met with the two townships, has met with the POA (Property Owners' Association), and have been in discussions. The POA wants to come and tour the plant. When it comes to the actual plan update the next step is to have a meeting with DEP to go over their checklist, so that we specifically include every checklist item that they are requiring in this submission. Jamie said they said we could submit this as a joint study - South Manheim and Wayne - combined submitting for the planning area that is Lake Wynonah community. That needs to be confirmed with DEP.

Jamie Lorah (SSM) said she understands that the POA has requested that there be a second opinion of the Act 537 Planning. Jamie said she had suggested to Jim Ridderhoff and Jerry Weiss, when they had a brief meeting, that this would be at the expense of the Authority and her opinion would be unnecessary because we already know that the plan is inadequate in the eyes of DEP. It is inadequate because we did it in accordance with a different reviewer's comments. So, in the eyes of the new reviewer it does not have all the components he wants to see. Jamie said her recommendation to the Board was to have SSM team with another consulting firm and have that consulting firm just do the alternative analysis. That is the part in which alternatives or options are considered for the lake community, such as centralized sewage, different types of onlot systems, close the plant, keep the plant running, all those different options that we considered. Those had all been presented in previous Act 537 plan and we updated all those numbers and moved forward with those same recommendations. Jamie said she reached out to Keith Showalter at System Design Engineering (SDE), and he said they are interested. They are also the consultants who did the Act 537 in 1989 for both South Manheim and Wayne so they have a familiarity with the lake. They also performed the Act 537 Plan update for Wayne township in 2004.

Jamie Lorah (SSM) said the questions regarding turning off Well# 2 electric – Matthew Crump (ARRO) is going to get some more information for Jamie. This was tabled till next month's meeting.

Jamie Lorah (SSM) asked if the Board wants to authorize repairs to the EQ tanks up to a certain cost that could be conducted for a short-term repair or does the Board want her to go ahead with long term frac tank rental for the next four weeks and pay that fee till a decision is made at the next Board meeting. The frac tank rental is \$1,773.20 a month.

Matthew Crump (ARRO) said the other thing to consider is how the frac tank is currently sitting (on an incline) we can only process about one and three quarters (7,000 gallons a day) of the tank a day. That can change if we are looking at long term rental. Matthew talked to Jamie Lorah (SSM) about switching things up so we can feed from the bottom of the tank. Jamie said the reason we put two discharge ports on, we did that intentionally, is because you have a lot of trash that is coming in and it is not going through the barb screen or being manually screened out anymore and that is all sitting on the bottom of the frac tank. Eventually that will have to be cleaned out. As it is set up now, there is no screening mechanism in the frac tank, and everything that comes in, the trash is laying on the bottom of the frac tank. Jamie said to prevent the trash issue in the frac tank - you could have Carl to dump up at the septage receiving station (where he normally does) so you can still screen out all the trash and then there is a small reservoir where it goes through the screen, and you could put a trash pump in there and pump it out and pump it down to the frac tank.

Corby Lewis said we should buy a trash pump, and in the meantime try and find out from DEP if we can run off the frac tanks and for what kind of term we can use them. We should check into purchasing frac tanks and find out the cost to repair the existing tanks. Then at the next meeting we can decide.

Upon motion by Jerry Weiss, seconded by Ryan Achenbach, and carried by all, the Board approved to rent a frac tank for two months and purchase a trash pump and accessories.

Jamie Lorah (SSM) asked the Board if they wanted the structural engineer (when he comes to check the EQ tanks) to take pictures of the roof and the inside condition of the plant. The last time a structural evaluation of the building was done was in 2016. He would not do a structural evaluation, but he would walk around and take a couple of pictures of the areas where the block is starting to split from the mortar, the issues with the roof, the ceiling tiles, and the cracking in the concrete. The Board said yes, have him take pictures.

Ed Overberger (ARRO) said he works with ARRO on the consulting side. His temporary role right now is that he is leading the transition team with everything switching over from Select Environmental Services (SES) to ARRO Water Services. Ed said he knows the Board looked at a contract prior to the selling of the company with SES - Mike Kreiser. Everything that was in the agreement with SES originally is in ARRO's contract. The contract is broken into water and wastewater separately. He knows that the Board wanted it changed to use MJ Reider labs and that change is in the contract. Mike Kreiser (SES) is with ARRO as a consultant for a 24-month period. Ed said the only thing not in the contract that Mike mentioned was that the Board asked him if his folks would direct and have under their control your employees and have hiring and firing capability. That is not something ARRO does on an operations side. If you wanted something with managerial help that would come from the consulting side of ARRO. Joe Zerbe said he would like the Board and Jamie Lorah (SSM) to look through the services provided in the contract, and he will look at the legal side of the contract and compare it to what we had.

The Board reviewed a complaint received from a customer at 135 Navajo Drive about minor damage done in her yard by the pump truck. The owner is asking for \$150 to fix it.

Upon motion by Ryan Achenbach, seconded by Jim Ridderhoff, and carried by all, the Board acknowledged the repair but will not be making a cash payout for the repair. PCMA personnel will complete the repair to include topsoil and grass seed. Nancy (Office) will send a letter to the homeowner at 135 Navajo Drive.

Jim Ridderhoff said several weeks ago he contacted the four outside haulers that were interested in our plan last year. Jim said he established a gentleman's agreement that they would service the community if we were in emergency services. He asked them for an amount that they would be satisfied with if they come in and hauled any holding tank. Jim said we established a fee – holding tank \$500, and a septic tank \$455. The haulers all agreed that they would come in on an emergency service and do the job. Plum Creek Municipal Authority would be subcontracting the haulers and we would pay them that amount. Jim said as of today, ten holding tanks have been emptied by outside haulers and we are liable to them for \$500 a pump but we only collect \$190 from the customer.

Jim Ridderhoff said Jamie Lorah (SSM) gave us a report saying that our costs over the last several years have averaged out to \$455 a pump and we did not differentiate between holding tanks and septic tanks. The outside haulers did not like \$455 for a holding tank – they settled for \$500. Jim is suggesting to this Board that we raise the sewage rates for Plum Creek Municipal Authority to holding tanks \$500 and septic tanks \$455. Jim said under emergency services he did not think we would be doing holding tank tests.

Jamie Lorah (SSM) said the cost they calculated was based on a five-year average of your actual sewer expenses and sewer revenues. So, we looked at a breakeven point. That is not making money that is just breaking even with your sewer expenses. That is where the \$455 per pump out is based on. Ryan Achenbach said we have been subsidizing the sewer side with water rates. If the sewage rates are passed, then the water rates should be lowered. Matt Gruber said you are looking at a lot of water repairs. Ryan said should we be putting a portion of water rates into a capital projects fund to do water repairs. Jamie said she thinks you can at the very least make some sort of an increase based on inflationary factors. Jamie said septic tanks are harder on the equipment, thicker solids, and usually more grit in them.

Ryan Achenbach is going to get information about joining Survey Monkey. Jamie Lorah (SSM) said she would like to see the results of a survey about the overall quality of the water or the customer's perception of the quality of their water. That might be helpful to target areas for replacement of some of the infrastructure.

Jamie Lorah (SSM) said PJ O'Boyle (ARRO) needs a copy of the outside hauler's manifest to be able to complete the monthly DMR. Nancy (Office) said when she gets the copies, she will email them to PJ.

Upon motion by Jim Ridderhoff, seconded by Ryan Achenbach, and carried by all, the Board approved the following rates to go into effect September 1, 2022.

- Septic Tank Pumps/Inspection - \$455
- Holding Tank Pumps - \$455
- Holding Tank Tests - \$110 (No change)

Upon motion by Ryan Achenbach, seconded by Matt Gruber, and carried by all, the Board approved to send out a letter to the PCMA customers regarding the rate change. The letter will be approved by each Board member by email.

Upon motion by Jim Ridderhoff, seconded by Ryan Achenbach, and carried by all, the Board suspended the regular meeting at 8:50 p.m. and convened in Executive Session to discuss personnel matters.

Upon motion by Ryan Achenbach, seconded by Corby Lewis, and carried by all, the Board reconvened at 9:25 p.m. in regular session. The Board discussed a pay raise for Carl McGrady.

Upon motion by Ryan Achenbach, seconded by Corby Lewis, and carried by all, the Board approved a pay raise of \$1.00 per hour for employee Carl McGrady and to provide a letter of explanation of his benefit package.

There being no further business, Jerry Weiss motioned for adjournment, Corby Lewis seconded the motion, carried by all. Jim Ridderhoff adjourned the meeting at 9:25 p.m.

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