

**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 September 19, 2023, 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, Ryan Achenbach, and Mike Flynn Jr. Also, in attendance were Nancy Wesner (PCMA Office), Joe Zerbe, Eric Sprunger (ARRO), Jamie Lorah (SSM Engineering), Marcus Kohl (PA American Water Company) and property owners Stephen Gibson and Rob Gibson.

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

The minutes for the August 2023 meeting were accepted by motion of Matt Gruber, seconded by Jerry Weiss, carried by all.

The Treasurer's report for August 2023 was reviewed and accepted by motion of Jerry Weiss, seconded by Matt Gruber, carried by all.

Jim Ridderhoff opened the two sealed bids that were received for the 2012 Mack Pump Truck. The bid from H2O Express was \$21,200 and the bid from Strouse Bros was \$45,900.

Upon motion by Mike Flynn, seconded by Jim Ridderhoff, and carried by all, the Board awarded the bid of \$45,900 for the 2012 Mack Pump Truck to Strouse Bros.

David Kline (ARRO Water Services) submitted a written manager's report to the Board prior to the meeting: There are no water or sewer system violations for the month of August 2023. Copies of the following information have been submitted by ARRO Water Services to PA DEP on the authority's behalf - Discharge Monitoring Report and Supplemental Reports

In water operations, David Kline (ARRO Water Services) reported that:

- August 4: Service line leak found at 1844 Bow Drive on the homeowner's side.
- August 7: Meter change out at 1603 Teepee due to low pressure.
- August 14: Final inspection at 1961 Wynonah
- August 15: Emergency water shut off at 357 Tomahawk.
- August 16: Emergency water turn on at 357 Tomahawk.
- August 22: PA1 calls.
- August 23: PA1 calls. Water turn off and on at 1724 Running Deer. SSM inspected electric service for wells.
- August 24: Municipal worker interviews, PA1 Calls
- August 28: Municipal worker interviews
- August 30: Knight Security tour, PA1 Calls
- August 31: PA1 calls
- Booster Station: Normal operations; nothing to report.

In sewage operations, David Kline (ARRO Water Services) reported that:

- There were 69 pumps done (26 HT and 43 Septic) for the month of August 2023.
- Pump Truck Operations / Maintenance – Nothing to report.

Jamie Lorah (SSM) said the tank levels were at 12 ½ PSI on Friday when she spoke with Andy Marcano (ARRO). Jamie said Andy is concerned with the Aqua Freed treatment on Well 8 with being able to maintain water levels in the tanks. Jamie said we are going to have to be stricter on the conservation measures (mandatory) because right now we are on a voluntary conservation measure and Andy said there are still people rinsing off their driveways and things like that. The Aqua Freed treatment is starting on Monday, September 25th and will take approximately two weeks. Nancy (office) will send out a notification to the property owners on Friday, September 22nd.

Marcus Kohl (Pennsylvania American Water Company) said he just wanted to stop by and introduce himself.

Steve Gibson from 1146 Running Deer had a concern with the pumping out of his septic tank. When the hauler went to do the pumping, it is solid on the bottom. He received the bill for \$455 but the pumping has not been completed. The comments on the inspection report from the hauler said it needs to be dug up for better cleaning – the tank was all solids (a bigger opening/lid for them to get in). Jim Ridderhoff said Nancy (office) will call Strouse Bros and have him come back in, break up the solids, finish pumping it, and Mr. Gibson can pay the one bill of \$455 he received. Mr. Gibson said he agrees with that.

Jim Ridderhoff said we have a new worker (Jason), and he is going to be locating and clearing out hydrants, curb stops, and water main valves, some of which have been buried and/or hidden. The fire hydrants should be visible from the road and have a five-foot-wide path which will include at least a two-foot radius around each hydrant. Mike Flynn said the curb stops and water main valves need to be exposed, painted, and a five-foot radius as well. Nancy (office) said a note is going to be put in with the October bills. Ryan Achenbach said Nancy should also contact the POA and ask them to send out the information in an email blast.

In legal matters, Joe Zerbe said he sent the Board a couple of emails with three different resolutions regarding the shut off fees that were talked about at the last meeting. 1) A resolution for shut off/on fee for non-payment, we are amending the 2016 resolution where we the fees for shut off/on for non-payment was \$100 and now it is being increased to \$150, 2) A resolution for voluntary shut off/on fee of \$150, 3) A resolution to amend the sewage management plan if there was a shut off for for non-compliance to include the \$150 shut off/on fee.

Upon motion by Jerry Weiss, seconded by Mike Flynn, and carried by all, the Board accepted the Resolutions No. 1, 2, and 3 as written by Joe Zerbe.

Joe Zerbe said regarding 200 Hatchet Cove, a letter was sent to the property owner in May regarding the curb stops inside her fence, but she did not respond. Another letter was sent out last month and she did call Joe within the time period. Joe said she told him that she has no money to move the fence and the Authority can move the fence. Joe told her if the Authority comes in and does it, we are not going to move the fence - we are going to remove the fence, but he would let the Authority know her position. Joe said he will contact her one more time to fix it or we will take you to court. Joe said then we would file a suit against her for violating the easement in the Court of Common Pleas and ask the Court to give an order that either she moves it within so many days at her risk and cost or we remove it.

Jim Ridderhoff said Nancy (office) has provided a breakdown of the checks (copies front & back) that she received from the bank for Lot 848/796 George Sheriff. The payments did not address the amount owed on Lot 796. The Board said the amount owed on Lot 796 stands – no consideration will be given. Nancy will send a letter to the owner.

Jim Ridderhoff said a letter was received from Lot 297 Creek Drive, which is a vacant lot, with an offer of \$3,000 to bring the account current – nothing has ever been paid on this property. This was tabled till next month's meeting.

Jim Ridderhoff said Lot 1844 Bow Drive has been dealing with a leak since August 7, 2023. Andy Marcano (ARRO) said it is a substantial leak. The homeowner has contacted the office on August 11th, August 18th, August 29th, and September 7th as to the progress of the repair, but the repair only started two days ago (Sunday), and the homeowner/contractor called Andy on a Sunday to turn off his water so he could fix this leak. Andy told Anthony (ARRO), who was doing his rounds, to go out and shut the water off. Anthony went back to see if the repair was done, and it was not done, but the guy wanted him to turn the water back on again. Andy called Jim to ask about this and Jim said if the repair is not done the water has to stay turned off till the repair is done. Andy comes in Monday morning and the water is turned on and the homeowner said he does not know who turned it back on. The homeowner contacted the office and said the leak was going to be fixed by Thursday. Joe Zerbe stepped out of the meeting and called the owner at 1844 Bow Drive. Joe said he told owner that if the repair is not made by Thursday, the water will be turned off on Thursday, and won't be turned back on till the repair is completed and inspected by PCMA. Joe said he told the owner do not turn it off yourself, do not turn it on yourself, do not have someone else turn it on or off, or you will be reported to the authorities.

Jamie Lorah (SSM), submitted a written monthly engineer's report to the Board prior to the meeting:

Technical Assistance - SSM had prepared the Scope of Work for the Act 537 Plan Alternatives Analysis and provided this to Larson Design Group for consideration by PennVest and the PA DEP. This Scope of Work included the Sanitary Sewer Survey, in addition to the Alternatives Analysis, which has been a necessary component required for the Act 537 Plan submittal. In addition to the Alternatives Analysis, SSM prepared a Scope of Work for the Water System Capital Improvements.

UPDATE: An email was received from Jay Patel at PA DEP on 9/13 notifying us that the funds are no longer available. Further discussion with the Authority is needed.

Booster Pumping Station – Co-Stars proposals were previously obtained for the Booster Pumping Station replacement and controls, which include a Quadplex (4 pumps) Booster Pumping Station on Variable Frequency Drives (VFDs). In May, the Authority approved the proposal from Kohl Bros in the amount of \$168,000 (not-to-exceed) in order to complete this work. SSM reached out to PennVest, and it was determined that the Small Projects funding would be feasible and would not require the standard waiting times and approvals of a standard PennVest-funded project. They offer the "County Cap Rates" of 1.000% for Years 1 through 5 and 1.743% for Years 6 through 20.

UPDATE: A Public Water Supply Permit Application was submitted to the PA DEP, and we have recently addressed all comments from the PA DEP. The Public Notification period has recently expired, and we are expecting the issuance of the Permit soon.

Well Water – samples were taken at each of the Wells (raw water and finished water), as well as the Storage Tank, for Iron and Manganese. A second set of samples was taken at the raw water and finished water sampling points with no significant change based on the Klenphos 300 dosing changes. We have requested samples to be taken at the storage tank as well, and we are awaiting these results. Excursions were recently issued for Manganese, and we are working with ARRO to resolve these issues.

PP&L 3-Phase Power: Previously, we discussed issues related to the Well pumps shutting down due to “current instability.” This was investigated by PP&L, and a new transformer was installed. This did not resolve the issue, but PP&L has recommended changing the service to a 120/208 Volt 3-phase service. Last month, we presented that there is “typically no cost to the Authority for PP&L’s work” (per PP&L), but we needed to determine if your existing pumps will work on this new configuration.

UPDATE: Based on authorization by the Authority, SSM’s electrical engineers reviewed the power requirements for the pumps and have determined that the new 3- Phase Service could operate the existing pump at Well No. 6 without major modifications. A work order was issued with PP&L this past month in order to get this work started. This work is going to be performed at Well No. 6 first, and we will monitor the results of this work. PP&L has told us that they will need at least 6 weeks in order to process this work order.

Subsurface Technologies – The cleaning and maintenance schedules were previously reviewed, and it was determined that Well No. 6 and Well No. 8 were cleaned in 2017 and are due again for a cleaning/treatment. Proposals were obtained from Subsurface Technologies last month and included the following:

Aqua Freed Process for Well No. 6 can be completed for a total of \$43,545, and it commonly lasts up to five (5) years. Another option is to do this cleaning now and then approve the Aqua Gard Preventive Well Maintenance System to start next year. This work has not yet been awarded by the Authority, but a discount for mobilization was obtained. Per Subsurface Technologies, there is a savings of \$ 1,200 if the wells are completed under one mobilization.

Jamie Lorah (SSM) recommended doing Well 6 next year. The Board agreed.

Aqua Freed Process for Well No. 8 was authorized and is scheduled to be completed starting on September 20th for a total of \$43,545. This cleaning was recommended last month, as the Well is currently running at 50 to 55 gpm, and it has the ability to run at 90 to 100 gpm. Currently, the Authority is losing as much as 70,000 gpd of capacity from Well No. 8. The cleaning could take 10 to 14 days, and we suggest removing the current instability parameter from Well No. 6, if deemed necessary during the cleaning, in order to keep up with water consumption rates.

Water Meter Radio Reads – a proposal was obtained last month for conversion of the existing water meters to a Radio Read system. The Sensus system is compatible with the existing Muni-Link billing software. The benefit of this system is that it offers a 15-year full replacement and an additional 5-year replacement that is prorated. The new meter heads can be attached to the existing Sensus oval style touchpads in order to convert the meters to radio reads. The total cost for this radio read system is estimated to be \$223,233.75 and includes: the set-up, software, Sensus auto gun, and up to 1,000 new meter heads (at nearly \$210/meter). At this time, we are recommending applying for a Local Share Account (LSA) Grant from the DCED for the purchase of this system. Applications are due by November 30th.

UPDATE: This past month, we requested quotes from other vendors for an advanced metering system in which the meters would be installed in pits close to the road. This would allow the Authority to better identify and track leaks in the system. We have requested quotes from three (3) different vendors (Badger, Neptune and Sensus) with similar advanced metering systems, which could be used in order to submit a Grant Application. Last month, we discussed installing these

meters along Wynonah Drive for now, as this is the most active leak zone in the system. Additional information will be provided at the meeting.

Jamie Lorah (SSM) said the AMI (advanced metering system) which they would put a reader(s) out somewhere in the system (they would do a study) and they would replace the head of the meter and that would be hooked up to your billing system. The FlexNet metering system, by Sensus, the proposal was for \$468,722.37. This is for a walk by/drive by system designed to integrate with your existing system. You have to purchase the propagation study and the base station, and this proposal was for \$119,702.30. Jamie said you are talking about a million dollars till it is all done. This system you will only be reading what people are using in their homes and it will not capture water loss within the water service lines.

Jamie Lorah (SSM) said we also talked about having water meter pits at the property line. Jamie said installed you are looking at \$1700 to \$1800 per pit and that is just the pit not the MXU (meter transceiver unit). Essentially you are looking at \$2 million to \$2.5 million dollars if you do the whole system with the FlexNet system. The Sensus representative said if you do not want to install pit meters and you just want to put the new MXU's, basically the head of the meter, and replace that and get the radio reads units somebody could just drive by and collect the data. He recommended putting leak detectors in the mains. Jamie said you could do that and not put it on the service lines.

Jamie Lorah (SSM) said the grant applications are due at the end of November and the Board will need to adopt a resolution at the next meeting. Mike Flynn said to do a vehicle radio read system with leak detectors in the system.

Oil Spill Assistance - The remediation work at the WWTP was completed at the end of March. All soil sample results were below the appropriate DEP "non-residential saturated soil" levels; therefore, no additional soil remediation is required. The final report has been submitted to the PA DEP, and we can likely close this project.

PENNVEST Funding Application - A new project number was opened for the work associated with submission of the funding Application with PENNVEST for the Booster Pumping Station Project. The initial paperwork was prepared this past month to start the process. A meeting has been scheduled with the PA DEP and PENNVEST to review the Application contents and the process involved. We will need the attendance of at least one (1) Authority member at this electronic (Teams) meeting.

There being no further business, Jerry Weiss motioned for adjournment, Matt Gruber seconded the motion, carried by all. Jim Ridderhoff adjourned the meeting at 8:30 p.m.

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