

**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 December 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, and Mike Flynn Jr. Also, in attendance were Nancy Wesner (PCMA Office), Joe Zerbe, Kevin Dunn (ARRO), Andy Marcano (ARRO), Jamie Lorah (SSM Engineering), and property owners Joe Haggerty and David Mengel.

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

The minutes for the November 2023 meeting were accepted by motion of Mike Flynn, seconded by Jerry Weiss, carried by all.

The Treasurer's report for November 2023 was reviewed and accepted by motion of Jerry Weiss, seconded by Mike Flynn, carried by all.

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 November 2023. Copies of the following information have been submitted by ARRO Water Services to PA DEP on the authority's behalf – DWELR Report, Discharge Monitoring Report and Supplemental Reports

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

- November 1: Water service inspection at 2191 Montana, hydrant replacement at 1488 Bearcat Cove.
- November 6: Emergency call back for elevated aeration tank levels. Wasted level down into the sludge holding tank, cleaned up absorbent pads, mopped/squeegeed the floor. Shut off feed valve for the toilet.
- November 9: Problem with contractor performing repair on Pony Cove.
- November 17: Responded to an odor complaint. Determined that is was not coming from the wastewater plant.
- November 19: Emergency call for low water pressure.
- November 21: Monthly meeting.
- Booster Station: Normal operations; nothing to report.

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

- There were 64 pumps done (13 HT and 51 Septic) for the month of November 2023.

Kevin Dunn (ARRO) said due to the elevated aeration tank levels - two loads were taken out of the wastewater plant by Strouse Bros. The strong odor smell that was outside was not from the wastewater plant but was coming from the lake being lowered. Kevin said the new flow meter at Well #3 was installed last Tuesday. At the last meeting Jamie Lorah (SSM) spoke about doing some carbon dioxide testing on the Wells and Kevin reached out to MJ Reider, but they do not do any sort of testing for carbon dioxide. Kevin said he can reach out to another lab if the Board wants him to. Kevin reached out to Aungst regarding the two hydrants (Hatchet Cove and Cherokee) that must be replaced, and they are going to wait till the new year.

Jamie Lorah (SSM) said she got some information back for the leak detectors that were put out in the system, but it works off cellular service and the service is not good in this area – eight were put out but only five were picking up service - so she is not sure how this equipment is going to work out. Jamie will be having a meeting and should have more information for the Board at the next meeting.

In legal matters, Joe Zerbe said routine matters were addressed including filing liens and a resolution was put together for PENNVEST which will be voted on later in the meeting. Joe said since the last meeting he did not get a response back from Ms. Doral at 200 Hatchet Cove regarding her fence and if the fence is not moved than he would recommend filing with the court. The next steps to be taken he would review with the Board in an executive session.

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

Booster Pumping Station – Co-Stars proposals were 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. However, we have requested a revised proposal to include Prevailing Wages, per the PennVest funding requirements.

Jamie said the revised proposal from Kohl Bros came in out \$184,000. Jamie said they are getting ready to submit the PENNVEST application and now have increased the limit up to \$210,000. There are two documents to be approved by the Board: 1) is the resolution (prepared by Joe Zerbe) to submit the application and 2): a letter of responsibility – the letter is written from Plum Creek Municipal Authority stating that they are applying for this financial assistance, and they intend to pay it back.

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. Samples will be taken on a Quarterly basis with adjustments made to the Klenphos addition as needed. Samples are also required for CO2 at each of the wells to determine if the concentrations are high due to Aqua Freed treatment, etc. We have reached out to two (2) well drillers to obtain quotes for televising Well No. 3 to determine if we can locate the source of the bubbles and possibly mitigate this. We are still awaiting quotes.

The quote from Eichelbergers for \$5,984 to televise the Well was tabled.

PP&L 3-Phase Power: Previously, we discussed issues related to the Well pumps shutting down due to “current instability.” A Work Order was previously placed with PP&L in order to install true 3-Phase Service at Well No. 6. This work is going to be performed at Well No. 6 first, and we will monitor the results of this work. We have spoken with PP&L's John Valentine, who has provided an update. This work is expected to start the week of January 8th.

Act 537 Planning

UPDATE: Upon the request of the Authority, a proposal was obtained from Larson Design Group for these remaining tasks. This proposal includes the following:

Sewer Needs Survey and Alternatives Analysis: this can be provided to review the Alternatives associated with providing a central sewer system and new WWTP to the Community, and this work can be completed for a Lump Sum fee of \$51,000. This is to be billed based on percentage complete, if accepted by the Authority.

UPDATE: Door-to-Door Survey: this work was awarded to AM Septic, and a meeting was held with Allen Madeira this past month to review the plan. This work is expected to start in the new year. A notice has been prepared for homeowners that this inspection work is to be conducted.

UPDATE: Two (2) additional proposals for the Alternatives Analysis have been requested by ARRO Consulting and SDE. We are expecting to receive these for consideration at the January Meeting.

PENNVEST Funding Application: A meeting was held with the PA DEP and PENNVEST to review the Application contents and the process involved. Ryan and Mike have agreed to assist with this process, and the financial information was provided by the Authority's office. Letters of support were obtained from South Manheim Twp, Schuylkill County, the Ag Land Preservation Board, and Wayne Twp. We received additional information from the Authority last week and are using this to update the application.

We have also requested updated pricing from Kohl Bros. to include prevailing wages, which are required for the application. There are two (2) additional documents that must be included with the submission: 1) The Resolution to Apply must be approved by the Board and is on the agenda for the December meeting; and 2) A Letter of Responsibility must be completed and signed by the Board. Once the funding budget is finalized, we will request assistance from the Authority Board to complete this Letter. Once we confirm the pricing and process these additional documents, we can finalize the application.

2023 LSA Grant Application

UPDATE: A quote was obtained for the purchase of new MXUs, and radio read system from LB Water in the amount of \$257,967.39. Kentrel was contacted in order to provide the installation work under a Co-Stars Contract. The total cost for this system, with installation and 5% Grant Contingency, is \$350,708.81.

UPDATE: In addition to the radio read metering equipment, we also obtained a quote for the leak detection system recommended by LB Water. The total cost for this project, including the radio read system and leak detection, with 5% Grant Contingency, is \$418,750.91. LB had their vendor perform the demonstration the week of December 5th in order to determine what the actual needs are for the leak detection system. A report has not yet been received but has been requested. For now, a budgetary cost has been included in the Grant application to include the purchase of this system. The LSA Grant Application was submitted to the CFA by the November 30th deadline. At this time, it is unknown when the CFA will be announcing grant awards.

Upon motion by Mike Flynn, seconded by Jerry Weiss, and carried by all, the Board adopted the Resolution 2023-No. 5 to submit a PENNVEST Financial Assistance Application.

Upon motion by Jerry Weiss, seconded by Mike Flynn, and carried by all, the Board approved the Letter of Responsibility with the following change to remove in line E, F, and G the language in brackets (Except as stated in the attached addendum).

Upon motion by Mike Flynn, seconded by Jerry Weiss, and carried by all, the Board approved Allen Madeira's Door-to-Door Survey Initial Letter that will be sent to the homeowners.

Upon motion by Mike Flynn, seconded by Jerry Weiss, and carried by all, the Board approved AM Septic Design (Allen Madeira) Change Order for additional surveys of holding tank properties for \$8,640 plus round-trip mileage.

Nancy (office) said Allen Madeira (AM Septic Design) does not have his own liability insurance. It would cost PCMA an approximate \$1,200 to add him to our insurance. The Board wants Allen to get his own liability insurance and if it would cost him more than \$2,000, he should get back to the Board. Also, if he gets his own policy, he should have PCMA listed as an additional insured. Nancy will contact Allen and let him know the Board's decision.

David Mengel asked about the door-to-door surveys and how will the properties be picked. Jamie Lorah (SSM) said they will be randomly selected.

Joe Haggerty asked about the oil spill claim. Jim Ridderhoff said it is still in negotiations.

Joe Haggerty said he just recently signed an annual maintenance contract for his peat moss filter septic system. The filter is taken apart and inspected. He is wondering how redundant this is with what we do here, that every three years he must get his septic pumped and inspected. Jamie Lorah (SSM) said it is not the same inspection that is done when pumped – you have a specialty annual inspection. Jim Ridderhoff said the PCMA pumping / inspection is all one price.

Jim Ridderhoff said some members of the Board have concerns about the ongoing Management Contract with ARRO Water Services. Joe Zerbe said the contract at this point has a 90-day notice provision and if you decide that you want to terminate the contract you have to give them a 90-day notice. That is what you want to determine and if you have reasons – you should discuss those reasons, then put it up to a vote whether you want to exercise that option under the contract and then you have to send them formal notice. Jim said some of the reasons are – hours of service provided were not always convenient hours (the staff leaves before noon, one, or two o'clock, and then we have calls coming in after), inconsistent service from different people, and every month we have billing inconsistencies. Kevin Dunn (ARRO) said they can make changes to the hours that they are here, and he has done that with Andy - he must start around 9-9:30. Kevin said they are only scheduled for up to six hours but if the Board wanted someone longer it could be changed in the contract. Joe said when Kevin talks to his management could he find out about the following -- the contract indicates if they terminate the agreement with the 90-day notice that the Authority would be responsible for ARRO's costs and Joe wants to make sure that ARRO does not interpret that as a penalty. This matter was tabled till the next meeting.

Upon motion by Mike Flynn, seconded by Jerry Weiss, and carried by all, the Board suspended the regular meeting at 7:30 p.m. and convened in Executive Session to discuss an employee matter.

Upon motion by Mike Flynn, seconded by Jerry Weiss, and carried by all, the Board reconvened at 7:50 p.m. in regular session. The Board discussed an employee issue and how to proceed with handling the issue.

There being no further business, Jim Ridderhoff motioned for adjournment, Mike Flynn seconded the motion, carried by all. Jim Ridderhoff adjourned the meeting at 7:51 p.m.

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