

MINUTES
New Holland Borough Authority
April 17, 2018

The New Holland Borough Authority met in regular session on Tuesday, April 17, 2018 at 8:30 a.m. in Borough Hall. All members were present: Chairman Jacob W. Musser, Vice-Chairman Robert P. Johnson, Treasurer Jack E. Schnader, Secretary Ernest M. Orr and Assistant Secretary/Treasurer Michal H. Kurtz. Also present were Authority Solicitor Bradford J. Harris, Authority Manager/Recording Secretary J. Richard Fulcher, Borough Water Department Supervisor Clete Stone, Borough Wastewater Department Supervisor Tina Myers, Borough water consultant Jeff Bologna of Becker Engineering and Tracey Rash of audit firm Maher-Duessel.

Chairman Musser opened the meeting, asking for action on the Minutes of the previous meeting. Ernie Orr made the motion that the Minutes of the Authority's meeting of January 17, 2018 be approved as distributed. This was seconded by Jack Schnader and passed.

Tracey Rash of Maher-Duessel then reviewed the 2017 audit of the Authority financial activities. The members have received copies of the Draft audit. She reminded members that the Authority like the Borough operates on the cash basis of accounting. Their audit opinion is based on that system. The audit opinion provided is called Unmodified, which is the best opinion for an audit. The regular basis of accounting used in private activities and some larger municipalities is the accrual basis. As this is not used, there is no comment otherwise related to that. The letters to the Board outline the various elements related to auditor functions and management functions. Another one identifies two items of potential risk; the first being that the Authority's checks are kept in the Borough's vault, which is not always locked during the day; the second relates to the identification of mainly one clerical staff that handles the Authority's bookkeeping. In response to a question, she noted that these management elements were discussed with some of the staff during the audit.

Robert Johnson made the motion that the 2017 Audit of the Authority's financial activities be accepted as presented. This was seconded by Ernie Orr and passed.

Borough Wastewater Department Supervisor Myers then reviewed the operational highlight of the 2017 activities Report. The members did not receive a copy but she will go over it in the meantime. There were no major clogs in the main

collection line during the year. There were no high-level alarms at either Pump Station; noting this is probably due to the two new pumps put in over the past few years. Both Fleur de Lait and CNH continue proper pre-treatment as required. Fleur de Lait is again discussing possibly moving forward with the long discussed new treatment facility. This is supposed to be on the west side of South Custer actually in Earl Township. They again have not indicated any timeframe. The Borough's plant operations have stayed well below the maximum limits of our NPDES Permit. As a reminder, the initial five-year renewal period, since 2012 has come and gone. We are actually in a second renewal period. All updated information was initially provided but apparently due to a staffing shortage as well as not being a plant of concern, PA DEP has still not responded for the next renewal. According to information from some of those municipalities that did receive their updated Permit, there is a strong emphasis on what we refer to as the Minnow Testing requirements. This is when various minnows as well as microscopic daphnia are placed in the plant's effluent to determine its toxicity for such elements. In response to a question, she noted that testing, depending on the purpose is either able to be done on site, as we have a DEP approved lab and staff, or for such specialized tests, performed by a private laboratory. The plant's biosolids are also under the general NPDES Permit and nothing related to this has been provided from DEP either. There was a major piping improvement to the sludge removal process recently. The original design had two pipes connected together, the sludge waste and fresh water line which had a chlorine contact line on it also. This could allow a back flow into the chlorine tank. These two lines have been separated to prevent this. The installation drawings for the Belt Filter Press recently purchased by the Borough are being prepared. Installation should begin late summer. There is also a major replacement project identified as a high priority. This is the need to replace the 10" collection line, from the manhole at the railroad tracks at Brubaker Avenue, east to the southward crossing under the tracks, southward into Hinkle Drive in the Herritage Estates development. This line goes back to 1939, and along with six manholes, is only four to five feet away from the tracks on railroad property. The goal is to get it off of the railroad property and install a new line to the immediate north. There are no known leaks from the pipe but its usable service capacity is down to about a six-inch line. She has also talked with the Manager about the need to replace the original 6" force main, in the future, possibly in phases; going north from the Spruce Road Pump Station, south to State; west to Union; north to Warren; west to Hiester; then south to a manhole in Main Street. Overall the operations are in good shape. The permitted daily flow at the plant is 1.34 million gallons per day; with a maximum design flow of 1.59 mgd. The average daily flow is around .960 mgd.

Chairman Musser thanked Supervisor Myers for the report. He requested consultant Bologna to provide his information related to water activities.

Mr. Bologna reported that as the members may be aware, the wet weather has continued to prevent proceeding with the draw down step for the new well. Ideally, they will have a period of a week or so when the water table is moving downward. He does have some transducers in the nearby wells to be involved with the impact of the draw-down test and these gave him some idea of water levels over this period but otherwise have to also wait for the test to be conducted for the other information. During this extended waiting period he was able to identify a less expensive option for the pumped-out water, which is being required by DEP to be treated for PCE before being allowed to run off. This is being required even though the level of PCE is below the requirements for safe drinking water. He located a less expensive mobile piece of equipment for this in Virginia versus a different, more expensive type available in Pittsburgh. He will be testing for 700 to 1,000 gpm. If the pumping is started and there is a normal rainstorm, it should not present a problem. On a separate matter, he reported as follow-up that the old cellular building which was given to the Authority by a former carrier on the east end storage tank, was recently sold and successfully removed. It was purchased for \$4,000 by the Pike County Emergency Agency.

Authority Manager Fulcher commented that concerning the two internal items of potential risk noted in the audit, the first related to the bookkeeping/accounting activities which are the responsibility of Administrative Secretary Paula Walsh. He was not present when a discussion with her took place but contrary to what it seems to indicate, he monitors the financial activities including spot checking the monthly banking statement reconciliations as well as reviewing and approving Authority bills for payment prior to Authority review. Mrs. Walsh then prepares the check with appropriate documentation for payment by the Authority; which requires two separate member signatures. All members see the list of checks prepared and if someone does not recognize a vendor they usually inquire about it. The second item noted that the Authority's checks are kept in the Borough vault which is often unlocked during the work day. A different secure situation will be looked into. It is recognized there are a few times when bills come in between the quarterly meetings. These are reviewed by the Manager and checked and signed by the Chairman and Treasurer to avoid late fees; and identified at the next meeting.

Jack Schnader made the motion that the bills be approved for payment as prepared. This was seconded by Robert Johnson and passed. The bills were:

Becker Engineering Meeting; E. Tank Bldg. Removal	\$402.50 Ck#1483
Becker Engineering Cell Bldg. Removal	\$833.75 Ck#1484
Lancaster County Treasurer Taxes—Wertztown Rd; 287 Phillip Rd.	\$231.81 Ck#1485
Becker Engineering On Site to move Cell Bldg.	\$258.75 Ck#1486
Eagle Disposal Roll Off Trash—Fire Bldg. Demo	\$463.12 Ck#472
R.S. Brubacher & Sons GSFR Bldg. Demo	\$825.00 Ck#473
Eagle Disposal Roll Off Trash—Fire Bldg. Demo	\$1,061.24 Ck#474
Gerald G. Martin & Sons GSFR Bldg. Demo	\$2,350.00 Ck#475

There being no further business or public comment, the meeting adjourned at 9:25 a.m.

July 17, 2018
Date Approved