Myerstown, PA 17067

 November 14, 2024

 Vice Chairman Patrick Angley called the regular monthly meeting to order at 7:00 p.m., prevailing time. The meeting was held in the Conference Room of the Myerstown Water Treatment Facility situated at 601 Stracks Dam Road, Myerstown, PA, 17067.

ROLL CALL:

 Present were: Steven Hammer; Treasurer Bryan Rittle; Secretary Brian Ziegler; Asst. Treasurer Samuel Moyer; Vice Chairman Patrick Angley; Engineer Farley F. Fry; Solicitor Kenneth Sandoe (absent); operator Steve Hickernell, and operator Casey Walborn.

MINUTES:

 Motion by Mr. Rittle; Second by Mr. Angley: To approve the minutes of the October 10, 2024 meeting as distributed. Motion passed unanimously.

Mr. Moyer abstained from the vote, due to his absence from the October 10, 2024 meeting.

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 Samuel Moyer

Mr. Ziegler abstained from the vote, due to his absence from the October 10, 2024 meeting.

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 Brian Ziegler

CITIZEN’S COMMENTS

None.

COMMUNICATIONS:

1. Ephrata National Bank Commercial Loan letter
2. Hanover Engineering Railroad St. Project Schedule
3. EPA Fact Sheet

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FINANCIAL REPORT:

Was reviewed.

INVOICES:

 Motion by Mr. Rittle: Second by Mr. Ziegler: To approve payment of the invoices as presented and attached. Motion passed unanimously.

OPERATIONS REPORT FOR NOVEMBER 2024:

* Issues with filter #3 Pratt valve and level sensing are fully resolved and no problems since
* Cycle 2 meter reading was completed
* Pre- Construction meeting for Cornerstone Commons. All good, should proceed without any issues. They know all of our specifications that we are asking for.
* Monthly DEP reporting was completed
* Large Diameter meters read. Highest week was 1,340,000 and Lowest was 1,000,000 (37 accounts)
* Caulking job started here at the plant. Proceeding normally. Almost done
* Ryan Rotzell was here and inspected. He will give a detailed report. Overall, he thinks putting corner braces in at the North West corner would be the best fix.
* Car Wash had an internal leak that had us scrambling a little bit. They used 108,000 gallons in the course of 6 days. (caught by reading large diameters)
* Finally got the DEP EdmR reporting sorted out. Chris was still on as a certifier unbeknownst to me. Steve was added as a
* Quarterly calibrations completed on the Turbidity meters
* Awaiting DEP to get their end sorted out on the WebOAS, cannot submit data. I have been told in email that we will not be in violation if it is late.
* Continual training of Ryan Ward. Moving along well. Having him fill out the morning clip boards, some supervised operation of the plant, reading meters, and independently checking all facilities daily.
* Lead & Copper Service line data was uploaded to DEP’s web site. Approx.. 1,400 notices were sent out to customers that were in the unknown status as of 11/12/2024
* The Chloring gas leak. 10/15/24 During cylinder change and our normal procedure there was an overwhelming smell of chlorine. I quickly closed the bottle we were currently switching over. Steve and I evacuated and I immediately called 911. The smell was strong enough that we left the office building and moved to the driveway. First responders started showing up. Lebanon County EMA and Hazmat arrived. They ran the show from there. I instructed the team going in how to remove the control head. They removed the bottle and put a kit “A” on it. After a few minutes they returned to take another gas reading. The level was low enough for us to walk back in. After a minute or two we realized the smell was still too strong. I then shut the plant down. After this, we found that the currently active control head was “exhausting” chlorine out of the vent tube. Long story short, we then removed that one, bypassed that feedline and put the other one back on with the other control head and everything worked fine. No more leak. We contacted the company that handles the chlorine system maintenance and they (Drue) came out the following Tuesday I believe. What he found was it appears the cylinder was over pressurized. He re-built both heads, and everything is as normal as it should be. There has been correspondence with Univar (the chlorine supplier) and they don’t sound like they are going to do anything about it. Steve has been dealing with the insurance company.
* **Well Depths**

 **3 5 6 8**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 10/3/2024 |  | 28' S |  | 35' P |  | 32' P |  | N/A |
|  |  |  |  |  |  |  |  |  |
| 10/10/2024 |  | 34' s |  | 30' p |  | 35' s |  | N/A |
|  |  |  |  |  |  |  |  |  |
| 10/17/2024 |  | 32' s |  | 37' s |  | 36' p |  | N/A |
|  |  |  |  |  |  |  |  |  |
| 10/24/2024 |  | 34' s |  | 38' s |  | 36' p |  | N/A |
|  |  |  |  |  |  |  |  |  |
| 10/31/2024 |  | 37's |  | 40' s |  | 40' p |  | N/A |
|  |  |  |  |  |  |  |  |  |
| 11/7/2024 |  | 38' S |  | 40' S |  | 42' P |  | N/A |
|  |  |  |  |  |  |  |  |  |
| 11/14/2024 |  | 40'S |  | 43' S |  | 45' P |  | N/A |

OFFICE REPORT FOR NOVEMBER 2024

1. There were 0 new connection fees paid since last meeting.
2. There was 1 bad check last month.
3. We posted 16 properties this month.
4. Shutoff notices were sent to 41 properties this month.
5. Payment of $502,394.75 for our commercial loan with Ephrata Bank was made on 11/7/24.
6. An outdoor box to drop bill payments off was purchased and will be installed on the building shortly. A note was put on future bills telling customers of this (see sample bill). This should smooth out the erratic mail delivery.
7. Lead and Copper letters to customers were mailed out by Kwik Quality Press and rejects were sent out by us.
8. Attached is a copy of the most recent Auditor’s Report that I do monthly.

CASH POSITION:

 Was Reviewed

SOLICITOR’S REPORT:

A title search was done for the Car Wash property.

A Deed of Dedication was created for the water main at McDonalds.

ENGINEER’S REPORT:

Was reviewed. The extension of the 12 inch main to King St. (possible) will require a $5000.00 Escrow Account to be established. An Escrow Account will also need to be established for the proposed water main extension at Washington Ave. and Rose Alley for $2500.00.

OLD BUSINESS:

The Transmission Main Project was discussed in the Engineer’s Report.

The Water Plant structural issues were discussed in the Engineer’s Report.

The Railroad St. Project was discussed in the Engineer’s Report.

NEW BUSINESS:

Motion by Mr. Rittle; Second by. Mr. Moyer: To approve payment of $97.50 to Hanover Engineering from the Cornerstone Estates Escrow Account. Motion passed unanimously.

Motion by Mr. Ziegler; Second by. Mr. Moyer: To approve payment of $1297.50 to Hanover Engineering from the 651 Land Development Escrow Account. Motion passed unanimously.

Motion by Mr. Rittle; Second by Mr. Ziegler: To approve payment of $4615.00 to Hanover Engineering from the General Account for the Water Plant Structural Evaluation. Motion passed unanimously.

Motion by Mr. Hammer; Second by Mr. Moyer: To approve payment of $10,602.17 to Hanover Engineering from the General Account for the Structural Stormwater Improvement Project. Motion passed unanimously.

Motion by Mr. Ziegler; Second by Mr. Rittle: To approve payment of $1150.00 to Hanover Engineering from the General Account for the yearly retainer fee. Motion passed unanimously.

Motion by Mr. Hammer; Second by Mr. Ziegler: To approve payment of $32.50 to Hanover Engineering from the General Account for general consulting. Motion passed unanimously.

Motion by Mr. Moyer; Second by Mr. Rittle: To approve payment of $8184.72 to Hanover Engineering from the General Account for the Water Treatment Building Caulking Replacement Project. Motion passed unanimously.

Motion by Mr. Hammer; Second by Mr. Ziegler: To approve payment of $1055.50 to Hanover Engineering from the General Account for the Highway Occupancy Permit Assistance. Motion passed unanimously.

Motion by Mr. Rittle; Second by Mr. Moyer: To approve payment of $148,475.35 to A. H. Moyer from the General Fund for final payment for the Water Plant Structural Underdrain Project.
Motion passed unanimously.

Motion by Mr. Ziegler; Second by Mr. Moyer: To approve Redemption 05-2024 for $6917.30 to Hanover Engineering for the Transmission Main Project from the Wilmington Trust account for 2 billings combined invoice MWA21-14. Motion passed unanimously.

Motion by Mr. Rittle; Second by Mr. Ziegler: To approve Redemption 06-2024 for $1332.50 to Hanover Engineering for the S. Railroad St. Water Main Replacement Project from the Wilmington Trust Account for billing invoice MWA24-24. Motion passed unanimously.

Motion by Mr. Hammer; Second by Mr. Ziegler: To approve the Delaware Valley Health Trust Health Insurance renewal for $41,694.00. Motion passed unanimously.

Motion by Mr. Rittle; Second by Mr. Moyer: To approve the D & T spouting quote for $7185.00. Motion passed unanimously.

The Hanover Engineering 2025 Rate Schedule was reviewed.

The Arthur Hall insurance quote for 2025 from the Cincinnati Insurance Co. was reviewed.

Motion by Mr. Rittle; Second by Mr. Hammer: To purchase 500 new Kamstrup meters from Core & Main for the quoted price of $157,500.00. Motion passed unanimously.

Motion by Mr. Moyer; Second by Mr. Ziegler: To approve payment of $21,171.00 to the Delaware River Basin Commission for the 10 year renewal of their permit to withdraw water. Motion passed unanimously.

The 2025 preliminary budget was reviewed and discussed.

The Capital Improvement Project List and future spending list was discussed and reviewed.

ADJOURNMENT:

No further business to come before the meeting, the meeting was adjourned at 10:07 P.M., prevailing time.

 Respectfully submitted,

 Brian Ziegler

Transcribed by Terry Miller

Asst. Sec.

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