

**DALLASTOWN-YOE WATER AUTHORITY  
175 E. BROAD STREET  
DALLASTOWN, PA 17313  
OCTOBER 8, 2014 – 7:00 PM  
MEETING MINUTES**

**CALL TO ORDER**

The October 8<sup>th</sup> meeting of the Dallastown-Yoe Water Authority was called to order by Authority Chairman, Arthur Wertz, followed by the pledge of allegiance.

**MEMBERS PRESENT**

Arthur Wertz  
Patricia Myers  
Steve Malesker  
Patrick Callahan  
Tana Bentzel – arrived at 7:45

**ALSO PRESENT**

Connie Stokes – Borough Manager  
David Jones – Stock & Leader - Solicitor  
Dennis Sarpfen – Holley & Assoc. - Engineer  
Joe Joines - Maintenance

**ACTION ON THE 9/10/14 MEETING MINUTES**

**Motion:** Mr. Malesker moved and was seconded by Ms. Myers to approve the 9/10/14 meeting minutes as presented.

**Motion carried 4-0.**

**VISITORS**

- Dan Deller – 429 Ridgeford Rd., Dallastown – Mr. Deller owns a rental property at 400 E. Main Street in Dallastown. There are three apartments in the building. The two apartments upstairs feed off of one meter. His concern was the consumption on the September bill due to the dates that the meter was read. His stated that his bills are normally just a minimum, but this last reading was done almost 4 months later than the previous bill in June. The extra time pushed the usage over the minimum. Mr. Malesker had a computerized summary of Mr. Deller’s account which showed his entire billing/usage history. The Authority agreed that looking at his previous history, nothing looked out of line. Not all of his bills were minimum usage.

**ENGINEER’S REPORT**

- There was nothing new concerning the tapping fee.
- Mr. Sarpfen received a call from Joe Joines that the valves were in and ready to go. Mr. Sarpfen came to the Borough yesterday in order to test them. They shut the control valves and the tanks at Lion’s Park and Denton started to drop. He said everything that is going on with the valves is visual on the Scada screen. It shows a lot of information and is a very nice system. However, there was a problem with the Broad Street/Denton combination. It’s didn’t work on the automatic mode and the valve stayed open. Manually it worked fine, but not automatically. The Keystone representative came today to check it out. He hooked all his meters to it and said that there are issues with the controller which will be corrected. The valve at Fern work fine.

Mr. Wertz inquired as to how low the tanks are able to be drafted. Mr. Sarpen stated that he is unsure at this point and suggested that the tanks are lowered in steps in order to see how it effects the rest of the system.

Mr. Sarpen received an email from the Red Lion Municipal Authority's Engineer concerning how it will impact their system and filter plant. At this point Mr. Sarpen doesn't know how it will effect Red Lion or if it even will.

Mr. Sarpen stated that it will be a learning experience until it is figured out. Mr. Wertz stated that they would eventually like to see written procedures.

- Mr. Sarpen and Mr. Joines reviewed the flushing schedule that was obtained from Red Lion. Mr. Sarpen would like to look at it further to determine the best course of action for flushing DYWA's system.

#### **SOLICITOR'S REPORT**

- Attorney Jones stated that there is still work that needs to be done to the Rules & Regs.
- The new shut off procedures are scheduled to start the first billing quarter of 2015. There was a discussion concerning the fees that will be attached to the new procedures. It was decided there will be a \$15.00 charge for the shut off notice and \$35.00 charge for the posting of the property. Attorney Jones will draft a Resolution plus a letter of explanation to go out to all customers.
- Attorney Jones received an email from Verizon concerning a lease for the use of the tanks. They are considering using the same lease as Shentel uses and asked for a copy.

#### **MANAGER'S REPORT**

- The GIS is in, but is still a work in progress. Ms. Stokes stated that they are happy with it thus far. The water information has not been totally installed at this point.
- An estimate was received from Freedom, the utility billing software company that is currently being used, for paper billing. The estimate was approximately \$12,000.00 per year. Mr. Wertz asked if this was something that would need to be bid. Attorney Jones stated that as long as the price was under \$19,300, there is no need to bid. Also, if the price is under \$10,000.00 no other quotes would be needed, but since it is over, other quotes should be obtained. Mr. Callahan asked if the billing would be totally outsourced or done in house. The answer was outsourced. This will also save on staff time.
- Ms. Stokes received a Right-To-Know from Keith Kahwajy of Red Lion Municipal Authority. He requested 2012 & 2013 audits, 2012, 2013 & 2014 budgets for both Water and Borough plus the resolutions done for water increases.
- Mr. Holtzapple presented the letter from his plumber as requested by the Authority, so the bill was settled on.
- Due to the 40,000 gallon jump in Mr. Bray's meter, which seemed unreasonable, the bill was divided in half.
- Reports – Tank Level, Master Meter & Maintenance Log

#### **OTHER BUSINESS TO COME BEFORE THE AUTHORITY – N/A**

#### **APPROVAL OF BILLS**

**Motion:** Mr. Malesker moved and was seconded by Mr. Callahan to approve the bills as presented.

**Motion carried 5-0.**

**APPROVAL OF FINANCIAL STATEMENTS**

**Motion:** Mr. Malesker moved and was seconded by Ms. Bentzel to approve the financial statements as presented.

**Motion carried 5-0.**

**ADJOURNMENT**

**Motion:** Mr. Malesker moved and was seconded by Mr. Callahan to adjourn the meeting.

**Motion carried 5-0. 8:05 PM**

Respectfully Submitted,

Susan Wertz