

**York Township Water & Sewer Authority**  
**Meeting Minutes**  
**190 Oak Road**  
**Dallastown, PA 17313**  
**July 19, 2021**

Karen Atkinson called the regular monthly meeting of the York Township Water & Sewer Authority to order at 6:30 P.M. with the following in attendance:

Members

Josephine Dick  
Zane Williams  
Thomas Pinkerton  
Jamie Reid  
Karen Atkinson

Township Staff

Sarah Doyle - Stock & Leader  
Robert Miller - York Township  
Gretchen Tome – York Township  
Brent Ramsey - Gannett Fleming

**Minutes:** Mr. Pinkerton made a motion which was seconded by Mrs. Dick to approve the minutes of the May 17, 2021 Water & Sewer Authority meeting. All were in favor.

**Visitors and Public Comment:**

None

**Solicitor-Sarah Doyle:**

No action items.

**Public Works Report – Robert Miller:**

**Amendment to Adjust Master Rate Table** - Mrs. Dick made a motion which was seconded by Mr. Pinkerton that the Authority approve adding the Project Engineer II as a client classification to the rate table. All were in favor.

**Colonial Park Public Sewer Extension – Deller Farm, Dallastown Borough** – A discussion was held regarding the Colonial Park Public Sewer Extension proposal and the Authority agreed there was no pressing need to move forward with the public sewer extension since there are no failing systems in the 163 homes potentially served at Deller Farm. The Authority was in consensus for a letter to be sent to Attorney Peter Ruth at Stock and Leader stating they are declining to participate.

**Appoint New Secretary/ Treasurer** – Mr. Pinkerton made a motion which was seconded by Mr. Reid to remove Diane Mitchell and appoint Gretchen Tome as Authority Secretary / Treasurer. All were in favor.

**Authorized Check Signer** – Mr. Reid made a motion which was seconded by Mr. Pinkerton to add Gretchen Tome as an authorized check signer to the Authority's York Traditions Bank. All were in favor. Karen Atkinson, Zane Williams, and Robert Miller will remain as authorized check signers. Jamie Reid will coordinate the change of signatures resolution.

**Bluefield York Development -Sanitary Sewer Design Security Agreement** – Mr. Miller explained the security agreement and a discussion was held. Mr. Pinkerton made a motion to approve signing the security agreement which was seconded by Mr. Reid. All were in favor for Ms. Atkinson to sign the security agreement.

### **Engineer's Report - Brent Ramsey:**

**Green Valley Pump Station Replacement** – The joint permit application was approved on 7/2/21 and is awaiting execution. GF bid phase budget is at 44.3% and shop drawings are currently processing and are under review. The GF construction phase effort was authorized on 4/9/21 and construction is underway. A construction progress meeting is potentially set for the week of 7/26/21 or 8/2/21. No change orders are currently pending. Pay request #2 for \$35,460 and #3 for \$132,475.50 were received from PSI for approval. Pay request #1 for \$19,316.48 was received from Monacacy Valley Electric, Inc. for approval. An invoice from First Energy will require payment.

**Green Valley Force Main Replacement** – NTP was issued on 5/26/21 with a condition that no work is to be performed prior to issuing a permit. The joint permit application was approved on 7/2/21 and is awaiting execution. GF bid phase budget is expended at 27.4% and shop drawings are currently processing and under review.

**Spangler Meadows Pump Station Abandonment and Gravity Sewer Extension** – The joint permit application was submitted on 8/25/20. GF addressed comments which were submitted on 2/4/21 but are pending approval. NTP was issued 6/18/21 with the condition that no work was to be performed prior to issuing a permit. The GF bid phase budget has expended \$5893.58 of \$18,200.00. Shop drawings are currently processing and under review.

**Green Valley Sewer Extension** – The sewer extension is on hold. The budget has expended \$13,964.61 of \$35,000.

**Intermunicipal Billings** – The first quarter of intermunicipal billings are pending.

**Active Construction** – Sewer testing is complete for Hudson Ridge and Fair Valley, Phase 3 and manhole testing will be performed after paving.

**Recent Development Reviews** – The third submission was received on 4/28/21 for the Dallastown Area School District Stadium improvements. A review letter was provided on 5/28/21. The Anderson Property, received on 7/2/21 is under review. Bridgewater which was received 7/7/21 is pending a meeting with developers on 7/22/21. Blue Field Properties which was received on 7/12/21 is under review and the sewer extension project is pending.

**Potential Upcoming Projects** – Standard Specifications update and Interceptor Modeling

### **Treasurers Report:**

**Payment of Invoices and Check Approvals** - Mrs. Dick made a motion for invoice payments and check approvals which was seconded by Mr. Reid. The Authority approved to pay the following bills:

- a. Stock and Leader Check #1360 – Invoice 338386 for \$195.00
- b. Gannett Fleming Check #1361 – Invoices 061235.74\*115426 and 061235.74\*117716 for a total of \$580.00

- c. Authority payment Jamie Reid Check #1362 for \$50.00
- d. Authority payment Josephine Dick Check #1363 for \$50.00
- e. Authority payment Karen Atkinson Check #1364 for \$50.00
- f. Authority payment Thomas Pinkerton Check #1365 for \$50.00
- g. Authority payment Zane Williams Check #1366 for \$50.00

All were in favor.

**Adjournment:**

Mrs. Dick made a motion to adjourn the meeting which was seconded by Mr. Pinkerton. The Water and Sewer Authority meeting was adjourned at 7:15pm. All were in favor.

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Gretchen Tome  
Secretary / Treasurer