

# Manager's Report – February 2024

## General Fund Related

### **1. PennDOT Form MS965:**

- The MS965 (Actual Use Report of State Funds) was completed and submitted to PennDOT. This form is a required submission to complete the state liquid fuels process for 2023 and includes the planned use report allocation for the year 2024.

### **2. CSVT Traffic Signal & PennDOT Green Light Go Grant:**

- As part of the CSVT project a Scoping Form to address the traffic signal at 8<sup>th</sup> Avenue was submitted to Harrisburg on 1/22/24. This is a grant opportunity for the Borough to upgrade this intersection, which is technically not impacted (PennDOT's determination) by the CSVT project but must be upgraded. The Green Light Go grant is a 20% matching grant. The estimated cost to upgrade the 8<sup>th</sup> Ave intersection = \$500K, with approx. \$100K Borough match.
- PennDOT will be upgrading the signals and necessary right-of-way acquisitions at the existing intersections at Routes 11&15 split and Baldwin Blvd at no cost to the Borough.
- The intersection at 11<sup>th</sup> Avenue is being upgraded through the Royal Farms HOP agreement.
- The new traffic signal near Bob Evans Restaurant will be paid for and installed by PennDOT as part of the CSVT project.
- Eventually, ownership and maintenance for all (5) intersections will be the responsibility of the Borough when complete. There will be a new agreement executed and presented by PennDOT to the Borough for signatures.

### **3. Traffic Signal Agreement:**

- Tra Electric (our signal maintenance contractor) submitted the required annual maintenance costs for the (4) Intersections that are currently the responsibility of the Borough. The cost = \$600 / intersection. The maintenance and signal cleaning is typically done in the first quarter of each year.

### **4. Zoning Permits:**

- (4) zoning permits were issued in the month of January.

### **5. 11<sup>th</sup> Avenue Property (Update):**

- (R-1) Residential – Medium Density, designation was reviewed by the planning commission. We can begin the formal process of subdividing and long-range planning of the property as soon as the zone is approved.

## Water / Sewer Related

### **1. Training:**

- Josh, Brady, and I attended a training class for water filter optimization on January 9<sup>th</sup>. DEP continuing education credits are earned by attending and completing the training.

### **2. Water Treatment Plant valve replacements (Completed):**

- The replacement of the (2) filter rinse valves, actuators and related wiring was done on January 25<sup>th</sup>. The existing effluent valve control wiring was modified to accommodate the replacement of the rinse valves. We are getting quotes to replace the (2) effluent valves.

### **3. PFAS Rule Sampling:**

- PFAS testing for the first quarter of 2024 was done on January 30<sup>th</sup>. We are coordinating the shipping with Sunbury Municipal Authority and using Environmental Services Laboratory from Indiana, PA as our testing lab.

### **4. Chapter 94 Report:**

- The information for the 2023 Chapter 94 Report, which is required DEP submission for the sewage load that we send to ESCRA for treatment, has been sent to the engineer for review. The submission is due prior to the end of March.

### **5. Snyder County Sewage Enforcement Committee:**

- The yearly meeting was held on January 31<sup>st</sup> at the Snyder Co Courthouse. We work through the designated sewage enforcement officers to address / resolve the issue or problem with on-lot systems within the Borough.

## **6. Chapter 110 Water Report of Water Usage for Calendar Year 2023 Submission.**

- The 2023 water usage reports were submitted to DEP as part of a requirement per our water allocation permit. In 2023 we withdrew 111,621,900 gallons of water from the Susquehanna River to supply the Borough with water and other operational functions.

## **7. Main Reservoir Compartment Inspections and Washout (Proposal):**

- The Pa DEP requires an interior washout and inspection of a public water systems storage facility once every (5) years. The estimated cost to do this required work at the main reservoir is \$3800.00 for (1) compartment. We should do this work in 2024. I hope to do the first of (4) 250,000-gallon compartment in the first quarter of the year. We only want to do one compartment at a time due to the usage demand for our system.

## **8. Emergency Generators Consideration (Update):**

- We have received some of the final pricing but are still waiting for an installation quote for some site mounting components. I anticipate the final pricing for the March meeting.

## **Miscellaneous**

### **1. Nissan Site:**

- A planning commission meeting was held on January 10<sup>th</sup> to discuss a preliminary plan for a proposed Mazda dealership building. Construction of the new facility is being planned for 2024. See attached planning commission minutes and notes.

### **2. Royal Farms Site:**

- The owner is still waiting for PennDOT to release the final HOP plan, a letter of conditional approval has been issued by PennDOT, pending review of a right-of-way plan for land to be transferred to the department, which has been submitted to the department by the engineer.
- The abate of hazardous materials in the existing buildings began on January 9<sup>th</sup>. This work is scheduled to take about 4 – 6 weeks to complete. Demolition of the structures is scheduled to begin as soon as the abatement work is completed.
- The final / updated land development plans were final reviewed and signed by the Borough and recorded at the courthouse on January 11<sup>th</sup>, 2024.
- The zoning permit application has been reviewed and released to the engineer by this office. The building permit review has been completed by the CK CoG, and the permit has also been released.

### **3. PMRS Pension Audit:**

- The exit meeting for the audit of calendar years 2018, 2019, 2020, 2021 & 2022 was held on January 23<sup>rd</sup>. The auditor reviewed the findings and provided a Management Representation Letter. The overall audit findings for those (5) years were good; however, there was an over payment of state aid to the Borough in 2022 for payments made in 2021, involving an employee that requested to be employed from a full time to a part-time basis. The amount that was overpaid to us is \$5,180 and will be invoiced to us for repayment (plus interest) sometime in the first quarter of 2024. There were no other findings.

### **4. Investment: (Request for Approval)**

- A Water/Sewer CD in the amount of \$100,000 is up for renewal later this month. I suggest reinvesting it into another CD for 36 months, which works well with the current laddering of our investments. Current rates for that term are around 3.5% APR. Shorter terms (12 months) are still currently paying a higher rate.

### **5. ARPA Funds:**

- Options for use of funds.

### **6. 2023 Financial Audit:**

- We will be meeting with the auditors on February 21<sup>st</sup> to begin the audit process.