

CARLISLE BOROUGH SEWER SYSTEM AUTHORITY

MEETING MINUTES

October 21, 2025

A brief tour of the headworks, primary treatment, and Stage #1 of the BNR process was given by Melissa Kenny at 3:15 p.m. Attending was Ed Hazel, Gary McCormick, Meghan Anderson, and Corey Flythe.

A meeting of the Carlisle Borough Sewer System Authority was held at the Wastewater Treatment Facility on Tuesday, October 21, 2025, beginning at 4:04 p.m. Authority members participating were: Ed Hazel, Gary McCormick, and Meghan Anderson.

In addition, Dru Miller, Attorney from Martson Law Offices and Jamie Shambaugh, P.E. from Gannett Fleming Engineers were present.

Borough staff participating in the meeting included: Jason Cohen, Director of Finance, Mo Abeln, Director of Water Resources, Corey Flythe, Water Resources Manager, and Melissa Kenny, Treatment Plant Senior Operator.

Meeting Minutes

A motion and second was made to approve the minutes from the July, 15, 2025 meeting. The minutes were unanimously accepted and approved as then presented.

Report from Borough

Jason Cohen presented the latest expenditure report. He noted that the report reflected legal expenses, with no other financial activity recorded during the reporting period.

The Treatment Plant Report was reviewed during the meeting. Ms. Kenny reported that the Wastewater Treatment Plant has begun cleaning out the Biological Nutrient Removal (BNR) tanks. She explained that the purpose of these cleanouts is to allow maintenance staff to enter the tanks and inspect all mixers and air diffusers, which supply air to the aerobic treatment process. Ms. Kenny noted that this is a delicate operation, as transferring mixed liquor between different trains must be done carefully to avoid disrupting the plant's biological balance. She emphasized the importance of closely monitoring the plant's discharge to ensure all parameters remain within the limits specified by the NPDES permit. Improperly transferring mixed liquor can disturb the biological process, potentially causing spikes in ammonia, phosphorus, and nitrate/nitrite levels.

She also stated that plant staff will begin their annual wet well cleanout the following day.

Ms. Kenny mentioned that the WWTP washer compactor at the headworks has been rebuilt and is scheduled to be reinstalled later in the week.

Report from Solicitor

Dru Miller provided an update on the Post Road property and its transfer. He reported that he has been working with the Borough Solicitor to finalize the deed for the property transfer. Mr. Miller explained that the deed must first be approved and notarized by the Authority in order to execute the transfer to the Borough. Once that is complete, Martson Law can provide the executed deed to the Borough Solicitor, who will then proceed with recording the deed and completing the transfer process.

A motion and second was made to approve this process to move forward. The transfer was unanimously accepted and approved.

Report from Consulting Engineer

Mr. Shambaugh reported that the Biosolids Project continues to progress. He noted that the 30% design review meeting was held in September, during which several comments were received; however, there were no significant updates beyond that. The Wastewater Treatment Plant is currently collecting data from the primary treatment process to support the process design, which he identified as a critical step to move the project forward. Mr. Shambaugh stated that the project is now advancing from the 30% design phase to the 60% design phase.

Mr. Shambaugh also updated the Authority on Pump Station #1 at Waggoners Gap, where there have been intermittent issues with hydraulic overloading. He explained that this is not a Sanitary Sewer Overflow (SSO) issue, but rather that the volume of flow being pumped at times exceeds the capacity of a single pump. Various corrective measures are being considered, and Mr. Shambaugh and Mo Abeln are currently drafting a Corrective Action Plan. He added that inflow and infiltration (I&I) may be contributing factors, but the exact cause has not yet been determined and further investigation is ongoing.

Old Business

There was no old business.

New Business

There was no new business.

Public Comment

There was no public comment.

Adjournment

With no other reports or business to conduct a motion to adjourn was seconded. All were in favor and the motion was unanimously approved. The meeting was adjourned at 4:26 pm.

Secretary

Melissa Kenny

Recorder of Meeting Minutes