

Mount Joy Borough Authority
Pre-Authority
December 19, 2017
Minutes

The Mount Joy Borough Authority held its Pre-Authority meeting on this date in Council Chambers of the Borough Offices Building. Present were Chairman Rebman, Mr. Derr, Mr. Hiestand, Mr. Hamm and Mr. Metzler. Also present were Angie Fenicle, John Leaman and Joe Ardini, Dale Kopp and Lola Mowen from ARRO Consulting and Mike Davis from Barley Snyder. Chairman Rebman called the meeting to order at 4:00 P.M.

Public Input Period.

There was no one present from the public.

Discussion with Mr. Dan Derr of Derr Benefits regarding Flexible Spending Accounts (FSA).

Mr. Dan Derr was present to explain and answer any questions to clarify how the FSA will be established and the benefits to the employees. Mr. Derr explained that the Authority will need to front load the FSA accounts and the employees will reimburse the Authority out of their pay every two weeks. Mr. Derr stated that the Authority will need to make the decision on the maximum amount to contribute which could equal up to the Federal guidelines of \$2,650. A **MOTION** was made by Mr. Hiestand and a second by Mr. Hamm to approve the funding and establishing the FSA accounts for the employees of up to the maximum federal regulation amount of \$2,650 with the employees reimbursing the Authority over the course of 12 months; motion carried.

Consulting Engineer Report.

Mr. Dale Kopp provided updates on the following projects and developments:

South Jacob Street Water Treatment Plant and Well 3 Site – As of December 19th PACT TWO has completed the following;

- Raw Water Tank slabs and walls
- Raw Water Overflow Sump slab and walls
- Neutralization Tank, Brine Pit slabs and walls
- Clearwells A and B slab and walls

The following areas are in the process;

- Clearwell Overflow Sump slab and wall
- Importing borrow fill from County Line Quarry
- Backfilling and compacting around tanks with Earth Engineering performing compaction testing
- Leakage testing

The following areas are complete with Well 3;

- 12" Water Main has been directionally drilled and pulled across the creek
- Excavation for Well House foundation and under slab pipe was completed with approximately 57.5 CY of rock was removed
- Stone driveway at Well House and PPL pole location

Mr. Kopp stated that ARRO, Authority staff and PACT TWO met on December 14th to discuss change order request No. 1. Mr. Kopp provided a brief summary to the Board of their request. Mr. Kopp also stated that ARRO received from PACT TWO a request for change order No. 2 of which ARRO will review.

Marietta Avenue Water Main Relocation – ARRO worked with Authority staff to create record plans of the work performed by Authority staff.

DCED Grant Application – ARRO met with Authority staff to begin the process of creating the exhibits (cost opinion, site map) for the Well 1 and 2 improvements.

Donegal Square – ARRO reviewed their request to enter into the 18-month maintenance agreement with the owner and recommended approval to the Authority.

Elm Tree Phase 4B – The contractor has completed the installation of the water and sanitary sewer facilities; some testing still needs completed.

Laurel Harvest Labs – ARRO continues to have meetings with the design firm concerning service to the proposed facility as well as discussions concerning the existing water and sewer facilities along with the water mains to be constructed by the new Water Treatment Plant by the contractor as it relates to the changes that will need to be made to South Jacob Street.

Authority Manager Report.

Mr. Leaman provided an update on the accounting software: Mr. Leaman stated that staff received notification that Blackbaud has completed the extraction of the material and is now available for review. Ms. Fenicle expects to have her review of the data completed by the end of next week.

Mr. Leaman stated that he received a phone call from Mr. John Brosious from PMAA to inform him of the amendments to Senate Bill 656 concerning Fair Market Value and the easing of the ability for municipal water and sewer systems to be acquired was withdrawn.

Mr. Leaman stated that staff met with Mr. Dave Christian concerning the Flyway Construction lot purchase beside the Authority's pump station on the East end of the system. They will settle on the property in March and will be moving forward with project.

Mr. Leaman stated that staff met with Northwest Bank to discuss the various accounts that the Authority currently has with Union Community Bank and Fulton Bank. Mr. Leaman stated that Northwest offers benefits for municipalities and has a competitive interest rate. Mr. Leaman noted that Northwest Bank has no interest in trustee responsibilities. Mr. Leaman stated the he will reach out to Union Community Bank to discuss with them what was offered to the Authority.

Mr. Leaman stated that the Public Officials luncheon at the farm show will be on Wednesday, January 10th if anyone is interested in attending, registration is due December 28th.

Mr. Leaman informed the Board that Borough and Authority staff has a conference call with Municipay this Thursday to discuss the Borough's solicitor's comments on the agreement.

Mr. Leaman stated that staff met with The ARM Group today to discuss the Engle Tract and other potential sites for a public supply well.

Update on SR Holdings / Melhorn Trucking capacity discrepancy: Mr. Davis stated that the agreement has been signed and a check will be delivered to the Authority by December 29th.

Assistant Authority Manager Report

Mr. Ardini informed and updated the Authority Board on issues and statuses for the water system:

- PA DEP finished up the filter evaluation on December 6th. Staff's initial understanding is that PA DEP were pleased overall with the facility. PA DEP staff will schedule a review meeting to review the report when completed.
- Authority staff has installed a new CL2 analyzer at the Carmany Road Water Plant, this was a budgeted item.
- Authority staff has replaced all the batteries on the security systems which is completed on an annual basis.

Mr. Ardini informed and updated the Authority on issues and statuses for the construction department:

- A tree was removed from the distribution system just West of the railroad tracks on West Main Street.
- Authority staff is currently working on meter repairs from the current meter readings.

Mr. Ardini informed and updated the Authority Board on issues and statuses for the wastewater system:

- The conveyer belt on the discharge conveyer has been replaced and is working well.
- The grinder pump at Fairview Pump Station failed and was sent to One Stop Electric for repair. Upon evaluation it was determined that the cost for repair would be \$4,600 compared to \$7,600 for a new pump. Mr. Ardini authorized staff to order a new pump as this station has been in service since the mid 90's and the pumps have been rebuilt over the years. A second pump for this station will be accounted for in the next fiscal year budget.

- The dystor parts should arrive within the next two weeks.
- The headworks parts are in and staff will be working on installing the parts.
- Bio-solids were removed from the facility and the remaining should be emptied out over the next two weeks.

Business Manager Report.

Mrs. Fenicle had nothing to report.

Minutes of the Previous Meeting.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hiestand to approve the November 21, 2017 meeting minutes; motion carried.

Unfinished Business.

There was no unfinished business to discuss.

New Business.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve Payment Application No. 4 from PACT TWO in the amount of \$300,187.45 for the South Jacob Water Treatment Plant and Well 3 as recommended by ARRO Consulting's letter dated December 13, 2017; motion carried

Any Other Matter Proper to Come before the Authority.

There was no other matter proper to come before the Authority.

Authorization to Pay Bills.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. 16 as follows: \$29,731.55 from the Water Operating Fund and \$33,897.59 from the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to approve the attached Requisition No. WBRI 17-22 from the Water Bond Redemption and Improvement Fund in the amount of \$2,284.47; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to approve the attached Requisition No. 16 from the 2016 Construction Fund in the amount of \$300,187.45; motion carried.

Executive Session

An executive session was held for personnel purposes with no decisions made. A **MOTION** was made by Mr. Derr and a second by Mr. Hiestand to reconvene the public session at 5:47 PM; motion carried.

Adjournment.

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Metzler to adjourn. Motion carried and the meeting adjourned at 5:48 PM.

Respectfully submitted,

John A. Hiestand
Secretary