

Mount Joy Borough Authority
Regular Monthly Meeting
February 6, 2018
Minutes

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

Public Input Period

Mr. Brad Clubb from Flyway Properties and Mr. Stacy Heistand from Asset Strategies was present to discuss agenda items under new business.

Consulting Engineer Report

Mr. Dale Kopp was present to provide an update for the South Jacob Street Water Plant Project: Mr. Kopp handed out a report showing the progression of items for the project along with the updated construction schedule from PACT TWO, LLC. Mr. Kopp discussed the contractors work schedule for the next two weeks. Mr. Kopp stated that ARRO feels that the probability of freezing ground is still an issue and that no steel mats should be placed on-grade until the weather is suitable, possibly mid-March. Mr. Davis asked if the recommendation is to not allow the contractor to place steel mats, then when would the approval be granted and is there other work the contractor could be doing. Mr. Kopp stated that until the freezing concern passes neither ARRO nor Earth-Tech Engineering would advise placement of the steel mats. Mr. Kopp estimated that the contractor has possibly two weeks' worth of work, then would be at a stall. Mr. Kopp stated the current schedule shows a substantial completion date of December 7, 2018. Mr. Leaman questioned why the contract's October 24, 2018 substantial completion date is not being utilized and shown on the construction schedule. Mr. Kopp stated that this is currently what the contractor is showing as substantial completion. Mr. Davis asked where ARRO thinks PACT TWO is on the schedule, Mr. Kopp thought that PACT TWO has picked up about one month of time. Mr. Derr stated that he still does not feel that the Authority Board is receiving the requested information pertaining to the construction schedule and asked Mr. Kopp to again ask the contractor to show the requested information on the construction schedule. Mr. Kopp understood the request and will approach the contractor.

Authority Manager Report

Mr. Leaman informed the Board that Mrs. Fenicle and himself met with Union Community Bank to discuss the Authority's accounts. Mr. Leaman discussed the current and proposed interest rates Union Community Bank has to offer.

Mr. Leaman stated that The ARM Group was scheduled to come in on February 6th and 7th, this was altered due to the weather and was rescheduled for February 8th and 9th.

Mr. Leaman stated that the Authority received the construction permit from PA DEP for the Nitrate Resin Replacement Project. Mr. Leaman received an estimate for a PSA in the amount of \$16,500.00 from ARRO for the bidding/design services. Mr. Leaman stated that the PSA would allow for one bid process and any additional bidding by the Authority would have additional costs. A **MOTION** was made by Mr. Derr and seconded by Mr. Hamm to enter into a PSA agreement for bidding/design in the amount not to exceed \$16,500.00 and authorized Mr. Leaman to execute the agreement when received; motion carried.

Mr. Leaman stated that the Annual Water Resource Plan was submitted to SRBC detailing the actions taken by the Authority in 2017.

Mr. Leaman informed the Board that staff met with two candidates for an internship from Thaddeus Stevens on January 26th. Mr. Leaman informed the Board that the internship hours would not exceed 30 hours per week and would start after the spring semester and continue through the summer until the fall semester. Mr. Leaman stated that after discussion by Authority staff, staff determined which candidate fit the needs of the Authority. Mr. Derr questioned how much surrounding municipalities pay interns per hour. Mr. Metzler believed that the pay rate

previously discussed was accurate. A **MOTION** was made by Mr. Hamm and seconded by Mr. Hiestand to offer an internship to the candidate selected at a wage determined by the Authority Manager not to exceed \$17.00 per hour; motion carried.

Mr. Leaman informed the Board that staff has been working on the application for the PA Small Water & Sewer Grant and that staff is intending on submitting the grant by the third week of February.

Mr. Leaman informed the Board the staff met with the department heads on February 1st to discuss the 2018-2019 budget and a second meeting will be on February 15th to finalize their budgets. Mr. Leaman informed the Board that the Finance Committee is scheduled to meet on March 7th at 5:00 pm and a second meeting is scheduled for March 28th if needed. Mr. Derr stated that he could not attend the March 7th meeting and asked if it could be rescheduled. Mr. Leaman stated he would speak the other committee members for a possible reschedule date which would require advertisement.

Mr. Leaman informed the Board that there is an Administrative Meeting scheduled for February 27th at 5:00 pm.

Mr. Leaman informed the Board that the FSA Agreement was signed and returned.

Assistant Authority Manager Report

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

- Staff is still looking at a possible water leak within the distribution system. A leak was found at the Kleen Rite building and a water service on Main Street. This has helped; however, a possible 30,000-gallon leak still needs to be located. Fluid Pinpointing and Authority staff have been working hard to find the remaining issue.
- Staff took time to go over the equipment and make any repairs needed.

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

- Filter Evaluation Update: Authority staff had the review from the filter evaluation and received a satisfactory result. PA DEP has determined that ten comments from the past evaluations have been addressed, nine previous comments still need addressed along with five new comments from the most recent evaluation. Authority Staff will be composing a response letter addressing the comments by March.
- Mr. Ardini presented the SRBC unaccounted for water result at the meeting, being 12.5 %.

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

- Staff had done some televising of developments that were coming to the end of their 18-month guarantee, there were no issues found.

Mr. Ardini informed and updated the Board on other related topics:

- All departments are currently working on their budgets for our preliminary meeting.
- Mr. Ardini was contacted by Kattie Surra at Thaddeus Stevens about attending an Operator Forum for the freshmen students enrolled in the WET class, this was on Tuesday, January 30th.

Business Manager Report

Mrs. Fenicle was absent from the meeting.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the January 2, 2018 meeting minutes as presented; motion carried.

Unfinished Business

There was no unfinished business to discuss.

New Business

Mr. Stacy Heistand presented a study prepared by Markley Actuarial Services, Inc. to the Authority Board as it related to new employees in a defined contribution pension plan. Mr. John Hiestand asked what the current contribution is to existing employees' pension plan. Mr. Leaman stated that the Authority typically contributes 10% into the plan based upon the Minimum Municipal Obligation (MMO). Mr. Leaman stated that the Authority currently has two plans, one being a defined benefit plan, the second being a 457 plan and if implemented, the third would be the defined contribution plan. Mr. Leaman discussed the associated fees that would be incurred by implementing the additional defined contribution plan. Mr. Heistand explained that the current 457 Plan that the Authority offers to the employees could be restructured to allow employer contributions along with employee contributions but is limited on total contributions made within a calendar year. Mr. Heistand stated that if the Authority Board wishes to modify the current 457 plan, it would require formal action with a resolution which could occur at a future meeting. Authority Board requested that Mr. Heistand investigate further into the possibility of restructuring the current 457 plan and report back to the Authority.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hiestand to approve Resolution No. 2-18 approving the PA Small Water and Sewer Program Grant of \$350,677.53 to be used for the project known as Mount Joy Borough Authority Wells 1 & 2 Upgrade and authorizing Mr. John Leaman and Mr. Joe Ardini to execute all documents for said grant; motion carried.

Mr. Ardini reviewed the waiver request for water main extension from Mr. David Christian representing Flyway Properties, LLC with the Board. Mr. Ardini stated that staff had no objections to the request as this was discussed during a previous Authority meeting. A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve Flyway Properties, LLC waiver request for water main extension; 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. Derr to approve the attached Requisition No. 19 as follows: \$98,703.14 for the Water Operating Fund and \$126,109.34 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. WBRI 18-1 from the Water Bond Redemption and Improvement Fund in the amount of \$2,311.95.

A **MOTION** was made by Mr. Derr and a second by Mr. Hiestand to approve the attached Requisition No. SBRI 18-3 in the amount of \$14,203.00 from the Sewer Bond Redemption and Improvement Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. 19 in the amount of \$25,239.53 from the 2016 Construction Fund; motion carried.

Executive Session

An executive session was held for personnel purposes with no decisions made. A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to reconvene the public session at 6:20 PM; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Hiestand and seconded by Mr. Derr to adjourn; motion carried and the meeting adjourned at 6:21 PM.

Respectfully submitted,

John A. Hiestand
Secretary