

Mount Joy Borough Authority
Regular Monthly Meeting
January 5, 2016
Minutes

The Mount Joy Borough Authority held its regular meeting on this date in conference room of the Borough Offices Building. Present were Mr. Rebman, Mr. Derr, Mr. Golicher and Mr. Hamm. Also present were Angie Fenicle, John Leaman, Joe Ardini and Mr. Mike Davis from Barley Snyder. Mr. Weidman was absent. Secretary Rebman called the meeting to order at 4:00 PM.

Reorganization of the Board.

The meeting was turned over to Mr. Leaman for the purpose of election of officers. Mr. Leaman asked for nominations for the chairman position. A nomination was made by Mr. Golicher and a second by Mr. Derr to nominate Mr. Rebman. There being no other nominations for the chairman, A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to close the nominations; motion carried. A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to appoint Mr. Rebman to the Authority Board Chairman position; motion carried.

Mr. Rebman noted the suggested slate of officers as follows: Mr. John Weidman, Vice Chairman; Mr. Larry Derr, Treasurer; Mr. Robert Golicher, Secretary; Mr. Richard Hamm, Assistant Secretary / Treasurer. A nomination was made by Mr. Derr and a second by Mr. Golicher to nominate the above listed slate of officers. A **MOTION** was made by Mr. Derr and a second by Mr. Golicher that the nominations be closed; motion carried. A **MOTION** was made by Mr. Golicher and a second by Mr. Derr to approve the above slate of officers as presented; motion carried.

Appointment of Official Representatives.

Chairman Rebman noted the current slate of representatives:

Solicitor: Barley Snyder, LLC.

Engineer: ARRO Consulting, Inc.

Auditor: Trout, Ebersole & Groff

Trustee: Fulton Financial Advisors

Depository: Union Community Bank

A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to reappoint the same representatives as noted above for the 2016 calendar year; motion carried.

Public Input Period.

There was no one present from the public.

Authority Manager Report.

Mr. Leaman stated that he submitted a letter from the Authority to PA DEP to acknowledge acceptance of the settlement charges in the November 18, 2015 letter for NPDES violations.

Mr. Leaman informed the Board that staff met with ARRO Consulting to provide additional informational on updating the tapping fee calculations. The revised calculations are expected by the end of February.

Mr. Leaman informed the Board that Trout, Ebersole & Groff has started the compliance audit for the booster station grant today. The Audit should be completed by the end of February.

Mr. Leaman informed the Board that staff will be meeting with Trout, Ebersole & Groff on Thursday to discuss the progress on the rate forecasts.

Mr. Leaman stated that the Authority received the Summary of Material Modifications document for the update to the pension plan from Markley Actuarial Services. A meeting will be scheduled with Mr. Stacy Heistand later in the month to meet with Authority staff and explain and distribute the updated document.

Mr. Leaman provided an update on the AT&T project: the work on the water tank is complete except some minor ground site work. The roof of the standpipe was painted as part of the overall project. Mr. Leaman also stated that

he asked Mr. DeClerck to provide the Authority with a report on the current condition and pricing of the water tank rehabilitation / painting.

Mr. Leaman provided an update on the new water plant: ARRO Consulting sent the documents for the requested information to the two filter manufactures for the pre-selection process. The proposal due date is January 28th.

Mr. Leaman stated that Authority staff met with SRBC on December 22nd to discuss the potential new well site. There were also a discussion on the increased allocation applications submitted for wells 1 and 2. Mr. Leaman stated that SRBC has stated that the Authority is moving in the right direction and to continue looking for more well sources.

Mr. Leaman informed the Board that he received a completed benefit survey from Ms. Nancy Hess, however, an error was noted and brought to Ms. Hess attention. Ms. Hess indicated that she would make the correction and will distribute the benefit survey after the New Year.

Mr. Leaman informed the Board that he will be scheduling a preliminary budget meeting with the department supervisors in preparation of the upcoming budget.

Mr. Leaman provided an update on Melhorn Trucking: the cart wash unit has been delivered, however will not meet the completion date of January 8th. Mr. Melhorn has stated that they ran into some installation setbacks and is hoping to be in operation by end of the week of January 11th. It was stated that Mr. Melhorn designated another location to have their trucks washed to meet the requirements of their permit. Mr. Leaman mentioned that he has seen a cut back in production and to date they are operating within the reduced allocations.

Mr. Leaman stated that he and Mr. Scott Hershey discussed moving forward to look at different health plans for year 2017. Mr. Leaman stated that he realizes this is early in the year; however, the Authority needs to look at all the options to see how to proceed. Mr. Leaman stated that if the Authority chooses to change the plan during the calendar year, a 60 day notice needs to be given to the employees in advance, however an advance notice does not need to be given if the Authority wishes to increase the employee contributions.

Mr. Leaman informed the Board that the Authority received its final payment for the first half of the obligation from Charter Homes as per the agreement. Mr. Leaman stated that the rest of the funds will be collected over a period of time when connection permits are submitted for Phase 3.

Mr. Leaman informed the Board that he received a call from Mr. George Desmond asking how pump station 2 is progressing. Mr. Leaman informed him of the status and stated that he will be in contact with Mr. Desmond after the New Year to discuss his final payment to the Authority.

Operations Manager Report.

Mr. Ardini updated the Board on the Marietta Avenue Bridge project: the water main installation, bacteria testing and hydro-testing have been completed. The water main went live on Friday, December 11th. Heisey Mechanical has a small portion of insulation that needs completed which is scheduled for this week.

Mr. Ardini updated the Board on Pump Station 2 project: the pump station did pass its ten day trouble free period and has been turned over to the Authority for operation. Demolition will now begin on the existing pump station.

Mr. Ardini informed the Board that staff has begun to install the new hydrant markers. Mr. Ardini reminded the Board that this will be a three year project.

Mr. Ardini stated that he received pricing on the stortz adapter for the 4 ½ inch discharge on the fire hydrants as requested last meeting. The cost is \$160.00 each or \$140.00 each for a purchase of 50 or more. The cost to have them installed on the hydrant at the time of purchase would be \$2,750.00 compared to a standard hydrant at \$2,277.13.

Mr. Ardini stated that Neff's Lock was present to install our cylinders at the booster station, pump station 2 and repair some locks that were not functioning correctly at our other locations.

Mr. Ardini stated that staff has been installing the new water meters and has two properties remaining to complete the Industrial accounts and will move right into the Commercial accounts.

Mr. Ardini stated that the recalibrated meter head for the effluent meter at the water plant was received and staff will schedule a time to install the meter head and the existing one will be sent back to the factory for recalibration.

Business Manager Report.

Mrs. Fenicle stated she received a response regarding the inflation question for the property insurance coverage. Ms. Fenicle stated that the insurance company does apply an inflation rate; however, does not apply it to each individual property on the policy. It was stated that if the Authority wishes for the insurance company to apply an inflation increase on property values, this can be done. Ms. Fenicle stated that since the Authority has chosen to get an appraisal completed this year on all the properties, 2017 would not need to be adjusted. Ms. Fenicle stated that she will remind the Board before 2018 renewal if the Authority desires to increase the property values.

Mrs. Fenicle updated the Board on the website: Mrs. Fenicle stated that the new site is now live and asked the Board to review the site for comments and suggestions. Mrs. Fenicle noted that there is still data that needs to be changed and updated, however majority of the site has been revised.

Minutes of the Previous Meeting.

There was no regular monthly meeting in December.

Unfinished Business.

There was no unfinished business to discuss.

New Business.

A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to approve Resolution No. 1-16 approving a schedule of Fees and Charges for Water and Sewer Services; motion carried.

A **MOTION** was made by Mr. Golicher and a second by Mr. Derr to approve the recommendations of Mr. Sean Frederick with Barley Snyder, the escrow funds from the refunding of the 2010 water bonds be used to purchase a U.S. Treasury Note due April 28, 2016 per the January 16, 2016 letter to Fulton Bank; motion carried.

Any Other Matter Proper to Come Before the Authority.

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

Authorization to Pay Bills.

A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to approve the attached Requisition No. 16 as follows: \$103,319.93 for the Water Operating Fund and \$96,022.97 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Golicher and a second by Mr. Derr to approve the attached Requisition No. WBRI 16-01 from the Water Bond Redemption and Improvement Fund in the amount of \$182,655.85; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to approve the attached Requisition No. SBRI 16-01 from the Sewer Bond Redemption and Improvement Fund in the amount of \$830.50; motion carried.

Executive Session.

An executive session was held to discuss a real estate matter.

A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to reconvene the public session at 5:44 PM; motion carried.

Adjournment.

There being no further business, a **MOTION** was made by Mr. Golicher and seconded by Mr. Hamm to adjourn; motion carried and the meeting adjourned at 5:45 PM.

Respectfully submitted,

Robert R. Golicher
Secretary