

Mount Joy Borough Authority
Pre-Authority
July 19, 2016
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. Golicher, Mr. Hamm and Mr. Metzler. Also present were Angie Fenicle, John Leaman, Joe Ardini, Jimmy Dennis 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.

Presentation from Trout, Ebersole & Groff.

Ms. Carol Roland and Mr. Chris Johnson from Trout, Ebersole & Groff were present to present the 2016 annual audit highlighting the financial analysis, capital assets, SAS 114 and SAS 115 letters and the GASB pension standards. It was noted that there was no significant findings during the audit. Mr. Johnson and Ms. Roland commended Authority staff and Board on outstanding improvements to improve their operation cost and building the capital improvement accounts. Ms. Roland explained to the Board the new requirements that were established through GASB 34 stating that the pension funding must now be incorporated into the financial statements. Ms. Roland was happy to report that the Authority is 106% funded. A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to accept the 2016 annual audit as presented; motion carried. A copy of the annual audit is on file for the public to view upon completion of the right-to-know request form.

Consulting Engineer Report.

Mr. Jimmy Dennis provided updates on the following projects and developments:

Pump Station 2 – ARRO is currently working with the contractor to get the final closeout documents and proper storm water documents for East Donegal Township.

Well 3 & New Water Treatment Plant – ARRO is continuing to move ahead with plant design. ARRO is currently working on electrical, structural and HVAC.

Air Scour System at Carmany Road – Authority staff has finished performing the in-house operations testing. ARRO and Authority staff will schedule a meeting to review the results and ARRO will then be able to make a recommendation on how to move forward.

Donsco Property / Well Site – Myers Brothers were on site July 6th to complete the casing removal and abandoned the well.

Farmview Properties – ARRO has reviewed and approved their shop drawings. The construction started on July 14th.

Keystone Chapter of ABC – ARRO reviewed the updated submittal of “as-constructed” plans and they now meet the Authority’s specifications. ARRO requested Keystone to submit the final documents.

Authority Manager Report.

Mr. Leaman provided an update on the SRBC monitoring plan for Charles Spring: Mr. Leaman stated to date, the Authority received no new information.

Mr. Leaman informed the Board that the Water Resource Plan was submitted to SRBC on July 12th.

Mr. Leaman provided an update on Well 2 allocation increase: Mr. Leaman stated that the increased permit request and supporting documents will be sent to PA DEP this week.

Mr. Leaman provided an update on the well drilling on the Donsco Property: Mr. Leaman stated that the Authority received an email from Mr. Don Mann acknowledging that they are in agreement to have an access agreement created for the purpose of exploring for a viable source of water on the area known as parcel four and five. ARRO Consulting provided the Authority with a map illustrating where the Authority will explore for water. Mr. Leaman stated that Mr. Mike Davis will prepare the access agreement and the map will be included as an exhibit. Mr. Golicher asked if ARRO is recommending drilling on both locations at the same time. Mr. Leaman replied that the first drill will be on parcel four and if that is not an adequate water source, then the Authority will move to parcel five. Mr. Metzler asked the size of the parcels of ground. Mr. Leaman replied, he is not sure of the acres, however are close in size. Mr. Leaman also stated that Myers Brothers completed the abandonment of the well and provided the Authority with the close out documentation for our records.

Mr. Leaman provided an update on healthcare: A meeting was held with Benecon to discuss the separate pricing for the Borough, Police Department and Authority. Benecon also provided a comparison of the different department's utilization over the last five years. Mr. Leaman provided the Board with copies for their review.

Mr. Leaman stated that the AWWA Water & Sewer Rate Survey was submitted on July 6th. Confirmation of the submittal was received and that submission of the survey will be accepted until the end of September. The results will not be available until the beginning of next year.

Mr. Leaman provided an update on the South Jacob Street Water Plant (New Water Plant):

- Staff met with Mr. Bruce Sherman to discuss what equipment needs to be purchased and installed to allow communication between the water tank, Carmany Road Water Plant, wells and the new water plant. Triangle Communication will perform a survey and will cost approximately \$2,950. Mr. Derr asked how long the survey will take to complete. Mr. Leaman stated he does not have a completion date.
- Staff and ARRO Consulting had a site meeting with PPL to evaluate what options there are for supplying power to Well 3. It was discussed to possibly run the electric overhead from the PPL pole in the park to the Authority's property and if so a right-of-way will need to be established with the Borough. Mr. Leaman stated that he spoke with Mr. Brian Brubaker, Parks Supervisor, and he would like to have the five trees replaced.
- Staff contacted RBC Capital to discuss timing of starting the borrowing process. RBC Capital would like to start the paperwork to gather updated financial information now. A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to authorize RBC Capital and staff to move forward with the borrowing process and documents; motion carried.
- The Borough Planning Commission recommended waiving the land development process from the Borough and deferring it to East Donegal Township for the lane to the plant.
- The Borough Planning Commission recommended waiving the land development process for Well 3 conditioned upon the Authority entering into a storm water agreement.
- Borough Council unanimously approved the Right-of-Way Agreement for the Authority across Little Chiques Park at the July 11th Council meeting. It was also stated that the Authority only needs to be present at the monthly Council meeting for the borrowing presentation.

Mr. Leaman informed the Board that the Borough received an updated quote to replace the phone system within the office and police department. The Authority did budget our portion of the replacement costs in the current fiscal year budget.

Mr. Leaman informed the Board that the solar panels at the Wastewater Treatment Plant needed some repairs. A control transformer went bad in the inverter. The transformer will be repaired by the Authority. Mr. Leaman reminded the Board that all maintenance and repairs is the Authority's responsibility.

Mr. Leaman made the Board aware that Mr. Scott Hershey, Borough Manager, will be retiring in December 2016.

Assistant Authority Manager Report

Mr. Ardini provided an update on Park Avenue Restoration: The final paving was completed on July 13th, sealing on the 14th and top soil and seeding on the 18th. Mr. Ardini felt the project went well with very little complaints from the residents.

Mr. Ardini informed the Board that an I/O (Input/Output) card went bad in one of the PLC's at the Wastewater Treatment Plant. Staff is ordering a new card which will cost approximately \$1,600.00.

Mr. Ardini informed the Board that he received a call from Mr. Brad Guillerm from American Flow Control regarding the nozzle recall on fire hydrants. The company ordered the replacement nozzles for the affected hydrants and the parts will be shipped directly to the Authority. When the parts are received, Mr. Guillerm will schedule a contractor to perform the replacements.

Mr. Ardini stated that staff completed and submitted the meter calibrations sheets to SRBC for Wells 1 and 2 on July 18th. This is a requirement within the docket that was outstanding. Copies of the meter calibrations are required every five years. Mr. Ardini stated that the Authority have the meter calibrated every year. The Authority received an email acknowledging that they received the submission.

Mr. Ardini stated that Kline's Service has completed the pump station cleanouts the week of July 7th. Kline's Services did have one minor issue at pump station 4 as the operator accidentally tore out one of the floats in the junction box. Kline's contacted a plumber and replaced the float at their expense.

Mr. Ardini informed the Board that the hydrant flushing seems to be going well. Staff has not heard of any complaints pertaining to dirty water from any customers that have had the hydrants flushed in their areas.

Business Manager Report.

Mrs. Fenicle stated that ARRO informed the Authority that the Lancaster County Planning Commission waived the application fee to review the new water plant plans and the check was returned. Mrs. Fenicle stated that funds will be placed back into the WBRI Fund.

Minutes of the Previous Meeting.

A **MOTION** was made by Mr. Golicher and a second by Mr. Hamm to approve the June 21, 2016 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. Golicher to approve Resolution No. 7-2016 to authorize the disposition of public records as set forth in the Municipal Records Manual approved December 16, 2008; motion carried.

Any Other Matter Proper to Come before the Authority.

Mr. Leaman informed the Board that he was contacted by PMAA to complete a survey in reference to SRBC. After brief discussion, the Board elected not to participate in the survey.

Mr. Rebman asked for an update on Mr. Larry Herr and his position. Mr. Leaman replied Mr. Herr's last day is July 22nd and in the interim, staff will take care of the mowing.

Mr. Ardini asked if the Board had a chance to review the article for the Lumber Street Water Tank. The Board did review and no comments were made and suggested we use the article for public information and place in the next annual report, Borough's newsletter and on the web site.

Authorization to Pay Bills.

A **MOTION** was made by Mr. Metzler and a second by Mr. Golicher to approve the attached Requisition No. 6 as follows: \$35,312.90 from the Water Operating Fund and \$31,567.98 from 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 16-13 in the amount of \$30,142.51 from the Water Bond Redemption Improvement Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. SBRI 16-9 in the amount of \$1,610.50 from the Sewer Bond Redemption Improvement Fund; motion carried.

Adjournment.

There being no further business, a **MOTION** was made by Mr. Golicher and seconded by Mr. Metzler to adjourn. Motion carried and the meeting adjourned at 5:52 PM.

Respectfully submitted,

Robert R. Golicher
Secretary