

Mount Joy Borough Authority
Regular Monthly Meeting
March 5, 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 Vice-Chairman Derr, Mr. Hiestand, Mr. Hamm and Mr. Metzler. Also present were Angie Fenicle, John Leaman and Joseph Ardini, Dale Kopp from ARRO Consulting and Mike Davis from Barley Snyder. Chairman Rebman was absent. Vice-Chairman Derr called the meeting to order at 3:00 PM.

Public Input Period

There was no one present from the public.

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 with the Board and Authority staff the estimates from PACT TWO, Inc. regarding potential soft spots. Earth Engineering stated that if the Authority desires to move forward, the Authority could probe the subgrade following the rebar placement; however, if a soft spot was found, it might involve removing an area of rebar to remediate the area. This could result in a potential change order with the contractor. PACT TWO asked the Authority to consider payment of stored pipe materials. A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to negotiate payment of up to 90% of pipe materials continuance upon receiving delivery slips and invoices for the materials in trade with PACT TWO assuming the cost of any soft spots; motion carried.

Authority Manager Report

Mr. Leaman informed the Board that he received a call from Ms. Susan Lowell who is the owner of the proposed brewery at 93 East Main Street and she was very receptive of what the Authority is looking for.

Mr. Leaman stated that he received information from Mr. Sara Gibson, Rapho Township Manager in regard to amending the agreements between the Authority and the Rapho Township. Mr. Leaman stated that the agreements were established 24 years ago, and many changes have taken place since then. The Board authorized staff to move forward and ask Rapho Township to submit a draft amendment for review.

Mr. Leaman discussed with the Board the wage increases as presented at the last meeting. Mr. Leaman mentioned that a decision needs to be made by the next meeting for staff to incorporate the new figures in the proposed budget. A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve and authorize pay increases for employees per the recommendation of Mr. Leaman and consistent with the updated Wage Survey provided by N.J. Hess in the amount of 2.5% except for those employees requiring an additional increase to be brought into the recommended wage range as established by the Wage Survey, which additional increases are also approved and authorized by the Board; motion carried.

Mr. Leaman informed the Board that staff will be meeting with Laurel Harvest Labs tomorrow regarding their project and the catch basin.

Mr. Leaman informed the Board that the Authority received the pension study from Markley Actuarial. Mr. Leaman briefly reviewed the report and suggested that Mr. Stacy Heistand be present at a meeting to discuss the report more in debt prior to making a decision on the best scenario for the Authority.

Assistant Authority Manager Report

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

- Staff was marking water service lines on Lumber Street in preparation for moving any of the existing water services from the four inch water main over to the 12 inch water main. After the services are relocated, it is our intention to cut, cap and abandon the water main in place.

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

- Staff installed two new actuator valves on the influent of the clarifiers, the valves were leaking and not fully closing.

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

- Staff installed the new mixer shafts and paddles in the pug mill. After doing so, a high quality of mixing with less lime usage was noticed.
- Staff will maintain the lawn equipment over the next couple weeks to prepare for the spring.

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

- The electrical grounding tags were received and will be installed when the water meters are inspected and or replaced along with two other current tags.
- All the permitted users have paid their invoices except one. This business provided half of the payment and will provide the remaining balance at the end of April.

Business Manager Report

Mrs. Fenicle stated that staff met with Northwest Bank to review the process in getting the accounts switched over to Northwest of which the process will be approximately a three to four months process. During the meeting it was noted that Northwest needed approval of signers and the number of signers for each account. A **MOTION** was made by Mr. Metzler and a second by Mr. Hiestand to approve all five current Board Members to be authorized signers on all bank accounts held with Northwest Bank: John D. Rebman, Larry A. Derr, Richard S. Hamm, John A. Hiestand and Christopher E. Metzler; motion carried. A **MOTION** was made by Mr. Metzler and a second by Mr. Hiestand to authorize the number of signers for each account as follows: Sewer Revenue Fund, Water Revenue Fund, Payroll Fund, Escrow Fund, FAS Fund Water and Sewer Collection Account will require one (1) signature and the Water Operating Fund and Sewer Operating Fund will require two (2) signatures; motion carried.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Hiestand to approve the February 6, 2018 meeting minutes as presented; 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. Hiestand to approve Markley Actuarial Service Agreement for the 2018 calendar year; 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. Hiestand and a second by Mr. Hamm to approve the attached Requisition No. 21 as follows: \$34,625.91 for the Water Operating Fund and \$46,383.90 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 18-2 from the Water Bond Redemption and Improvement Fund in the amount of \$18,525.00; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. SBRI 18-4 in the amount of \$10,618.00 from the Sewer Bond Redemption and Improvement Fund; motion carried.

A **MOTION** was made by Mr. Hiestand and a second by Mr. Hamm to approve the attached Requisition No. 21 in the amount of \$915.00 from the 2016 Construction Fund; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Hiestand and seconded by Mr. Metzler to adjourn; motion carried and the meeting adjourned at 4:55 PM.

Respectfully submitted,

John A. Hiestand
Secretary