

Mount Joy Borough Authority  
Regular Monthly Meeting  
November 1, 2016  
Minutes

The Mount Joy Borough Authority held its regular 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 and Mike Davis from Barley Snyder. Chairman Rebman called the meeting to order at 4:00 PM.

**Public Input Period**

There was no one present from the public.

**Authority Manager Report**

Mr. Leaman provided an update on the Stream Monitoring with SRBC for Well 3: Mr. Leaman stated that the Authority received and reviewed the revised monitoring plan from ARRO Consulting. The revised plan will be resubmitted to SRBC this week.

Mr. Leaman provided an update on Well 4: Mr. Leaman stated the confirmed date to start the drilling on the Donsco property is November 14<sup>th</sup>. Mr. Golicher asked if both wells are going to be drilled. Mr. Leaman replied the agreement is for two wells; however, will drill one at a time. Mr. Golicher asked if the first well supplies water, will the second well be drilled. Mr. Leaman replied that ARRO Consulting will need to investigate the well to be sure that the water coming from the well will be an adequate water supply.

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

- ARRO and Watek completed the design work for the UV system and it was sent to PA DEP on October 17<sup>th</sup>.
- Barley Snyder forwarded the borrowing documents along with the self-liquidating date report to PA DCED.
- ARRO will be scheduling a final meeting with Authority staff, Watek and Bruce Sherman to discuss tying the communications of the existing system into the new plant. Mr. Sherman will submit a cost proposal after all the issues have been satisfied.
- ARRO will be attending East Donegal Township's Zoning, Planning and Board of Commissioners meetings for approval. East Donegal Township's engineer supplied a letter to the Authority stating they are satisfied with the plan.

Mr. Leaman stated that he received information from the freshman class instructor at Thaddeus Stevens for potential internships. Mr. Leaman stated that she provided two individuals that could be available as early as next summer. Mr. Leaman stated that the Authority can set up interviews at a later date.

Mr. Leaman informed the Board that Authority staff met with ARRO to finalize values for the water and sewer tapping fees. The draft summary will be supplied at the next Board meeting for discussion.

Mr. Leaman followed up with the Board regarding the meeting schedule for 2017. Mr. Leaman stated that if the Board wishes to move the Administration and Finance Committee meetings to 5:00 as requested, there will not be any other meetings to interfere. Mr. Leaman stated that the July 4<sup>th</sup> meeting will need to be changed to July 5<sup>th</sup> because of the holiday. The Board authorized John to move forward with the schedule as presented.

Mr. Leaman informed the Board that the employees' health care meeting took place today to explain the process and changes that will occur with an HSA Health Plan. Mr. Leaman stated there were a lot of questions to which Highmark was present to answer. Mr. Leaman stated that the goal is to have everyone set up and receive their welcome packets by mid-December so the employees have time to activate their accounts prior to January 1. Mr. Leaman also discussed with the Board how the Authority will fund a new employee that may start in middle of the year. Mr. Leaman suggested to pro-rate their amount depending on hire date. The Board was in favor to pro-rate the Authority's contribution depending on new employee start date. Mr. Leaman stated that Bank of America will charge a service fee to hold their funds of up to \$4.00 per month. Mr. Leaman shared with the Board that the 2017 health care increase is 17.8% and mentioned that Mount Joy has the highest utilization rate this year. Mr. Golicher asked how often the Authority will let the employees make changes to their HSA contribution amount. Mr. Leaman

replied normally once a year; however, staff suggested to let the employee set an amount at the beginning of the year and at six months; the employee can reevaluate to see if they want to make changes. Mr. Leaman stated that every year after the first initial year, it will be set at the beginning of each year. Mr. Leaman stated that another employee meeting will be held after the New Year to discuss any more questions or concerns the employees may have. Mr. Golicher mentioned that at the next meeting, the health plan increase should be discussed with the employees.

Mr. Leaman provided an update on the Solar Panel at the Wastewater Treatment Plant: Mr. Leaman stated that the solar system is repaired. Mr. Leaman stated that he had a discussion with Mr. Doug Berry in regards to the system being off line for six weeks. Mr. Leaman discussed with him why he had not contacted the Authority when he noticed the system was not working properly. Mr. Berry stated that when the conduit was damaged it caused the inverter to fail which is what triggers the alarm system. Mr. Leaman asked the Board if the Authority should move forward and discuss with Mr. Berry for consideration for reimbursement for the down time that occurred for six weeks. Mr. Leaman stated that he reviewed the electric, repair invoices and the quarterly SREC shortage for this quarter which equals approximately \$12,000 loss. The Board authorized Mr. Leaman move forward with negotiating with Mr. Berry a reimbursement amount.

### **Assistant Authority Manager Report**

Mr. Ardini informed the Board that the construction department staff is working on the installing smaller water meters for the commercial accounts in hopes to be completed by the end of the year.

Mr. Ardini reported to the Board that the Authority did come in under the annual nutrient loadings for Total Nitrogen and Phosphorous for the compliance years 2015-2016. The paperwork will be submitted to PA DEP prior to the November 28<sup>th</sup> deadline.

Mr. Ardini informed the Board that the construction department staff is saw cutting Range Road this week in preparation for the waterline installation.

Mr. Ardini informed the Board that there was roof damage at the Charles Springs building. Staff does not know when this occurred and was spotted by an individual driving by the property. Mr. Ardini stated that there were fire proof cabinets that were stored at this location along with piping and accessories. Staff removed the files and relocated them to the mezzanine at the Carmany Road Treatment Plant. Staff will be cleaning out the files over the next few months. Mr. Ardini stated that he received a quote from Top of the Line Roofing in the amount of \$4,911.97. Mr. Derr asked if this was reported to the insurance company. Ms. Fenicle stated she will be contacting the insurance company this week.

Mr. Ardini informed the Board that the new door arrived for Pump Station 6 and will work on scheduling a date for installation.

Mr. Golicher asked for an update on the Melhorn Trucking usage matter. Mr. Ardini stated that he has not heard anything back yet regarding the meter that is being checked for calibration and the readings are a little high.

### **Business Manager Report**

Mrs. Fenicle reported to the Board an annual update for delinquent accounts. Mrs. Fenicle stated as of now there are 214 outstanding accounts totaling \$51,000 compared to at this time last year there were 365 outstanding accounts totaling \$98,000.

Mrs. Fenicle informed the Board that staff is starting the process for the general liability, auto and property insurance renewal. Mrs. Fenicle stated that the HDH Group will be submitting three renewals for a combine policy and a policy for each the Borough and Authority.

### **Minutes of the Previous Meeting**

A **MOTION** was made by Mr. Golicher and a second by Mr. Derr to approve the October 3, 2016 Special Meeting minutes and October 4, 2016 meeting minutes as presented; motion carried.

### **Unfinished Business**

There was no unfinished business to discuss.

### **New Business**

There was no new business to discuss.

### **Any Other Matter Proper to Come Before the Authority**

Mr. Leaman informed the Board that the second half of the health insurance rebate was received totaling \$16,062. Mr. Golicher asked if the rebates will continue now that the plan is changing to an HSA Plan. Mr. Leaman replied that the change will not affect the rebates.

### **Authorization to Pay Bills.**

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. 13 as follows: \$52,278.21 for the Water Operating Fund and \$67,145.30 for the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve the attached Requisition No. WBRI 16-20 in the amount of \$1,935.00 from the Water Bond Redemption and Improvement Fund; motion carried.

### **Adjournment**

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Golicher to adjourn; motion carried and the meeting adjourned at 5:10 PM.

Respectfully submitted,

Robert R. Golicher  
Secretary