

Mount Joy Borough Authority  
Pre-Authority  
November 15, 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, Matt Warfel from ARRO Consulting and Mike Davis from Barley Snyder. Chairman Rebman called the meeting to order at 4:00 P.M.

**Public Input Period.**

Mr. Sam Sulkosky, Borough Manager, was present with nothing to report.

**Consulting Engineer Report.**

Mr. Matt Warfel provided updates on the following projects and developments:

Pump Station 2 – ARRO continues to work with the contractor to get the final closeout documents. PA DEP has verbally confirmed that registration is not needed for the generator. ARRO has requested written confirmation for the records however had not received anything to date. Mr. Leaman commented that the contractor submitted the documents to PA DEP as requested. PA DEP stated that they have not received the documents in the mail. The contractor again resubmitted the documents today.

Well 3 & South Jacob Street Water Treatment Plant – ARRO is continuing with final design and has prepared a revised submission to PA DEP for the UV System addition as part of the Public Water Supply Permit. Additional comments have been received and responded to. ARRO is also working to respond to any comments relative to the Conservation District and stream crossing approvals. Mr. Golicher asked why PA DEP continues to come back with comments on an UV System that PA DEP recommended. Mr. Warfel responded PA DEP recommended this system and is uncertain why they continue to have multiple questions. Mr. Metzler asked how this affects the timeline. Mr. Warfel responded by stating that the schedule is about a month behind.

Air Scour System at Carmany Road Treatment Plant – ARRO has submitted a revised memorandum on November 2<sup>nd</sup> relative to the proposed air scour system and backwash process for the filters at Carmany Road Water Plant. The conclusions of the evaluation included a recommendation to move forward with the installation of a meter and modulating valve to provide the Authority's Operators the ability to improve process controls.

Wells 1 and 2 Permitting – ARRO has responded to requests for clarification and calculations from PA DEP relative to permitting on Wells 1 and 2. An operation permit has been issued and ARRO has reviewed with Authority staff. ARRO has attempted to contact PA DEP to discuss issues with the permit as issued. ARRO will be having a conference call with PA DEP on November 18<sup>th</sup> to discuss the new water plant and will also discuss the permit that was issued. Mr. Warfel stated that PA DEP issued a construction permit in 1995 for the wells and Carmany Road Water Plant but never issued an operating permit for the wells.

Tapping Fees – Mr. Warfel reviewed with the Board and Authority staff the process that is used to determine the tapping fee amount which is calculated based on interpretations of Act 57 of 2003 and the original cost value by utilizing Engineering News Record (ENR) Construction Cost Index. Mr. Warfel stated that the current debt, new debt and capital assets were also used to determine the calculations. Mr. Warfel stated that the calculations show the Water EDU will increase from \$2,053 to \$2,398 and the Sewer EDU will increase from \$3,969 to \$4,803. Mr. Golicher asked if there were EDU's purchased that have not yet been used. Mrs. Fenicle stated that permits are not received in the office until they are ready to build. Mrs. Fenicle proceeded noting that there is a small number of developments that purchased reserved capacity at \$500 for each water and sewer that have not yet been used. Mr. Metzler asked if the Wastewater Plant has the capacity to handle the new developments. Mr. Ardini stated that the Wastewater Plant is currently operating at 50% of capacity and will not exceed the capacity limits with its new developments. The Authority Board authorized staff to move forward in serving the proper paperwork to be approved at a later date to establish the new tapping fee rates as presented.

1335 Strickler Road– A water and sanitary sewer plan was submitted, reviewed and a comment letter was provided to the design team. There will be another review when changes are made.

### **Authority Manager Report.**

Mr. Leaman provided an update on the monitoring plan for Charles Spring: Mr. Leaman stated that the revised monitoring plan was submitted to SRBC the week of October 31<sup>st</sup>.

Mr. Leaman provided an update on the Well 4 drilling: Mr. Leaman stated that the date has been changed to November 21<sup>st</sup> in order to receive confirmation from PA DEP on the site.

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

- East Donegal Township did approve the stormwater plan at the November 3<sup>rd</sup> meeting, however denied the waiver of financial security for the project. Mr. Leaman stated that he did call the Township Manager and is waiting on a return call.
- The Authority received a review letter from Lancaster County Conservation District. ARRO will be scheduling a time to meet with the Conservation District to discuss their comments.
- Lancaster County Wide Communications provided information on a company that can assist with the installation of the antennae equipment on the water tanks and upgrade the communication system. Mr. Leaman stated that company is on the Costars contract.
- Authority staff will meet with Mr. Don Mann this Friday to discuss the additional 34,000 square feet easement required for stormwater and a temporary easement.

Mr. Leaman informed the Board that the roof repair at the Charles Springs site will not be covered under the insurance. The location was not listed on the insurance for the last 20 years or more. Mrs. Fenicle stated that she has added the location to the insurance at a value of \$75,000.

Mr. Leaman informed the Board that he had the meeting regarding the solar panel discrepancy at the Wastewater Treatment Plant. Mr. Leaman stated that the Solar Energy agreed to a \$7,000 payment.

Mr. Leaman stated that he presented his presentation at the SRBC Water Resource Management Program for Public Water Supply Managers on November 9<sup>th</sup>. Mr. Leaman stated that he received an email noting the tremendous feedback from the program.

Mr. Leaman informed the Board that staff was approached asking if an employee can still have dental and vision coverage if an employee decides to drop medical coverage. Mr. Leaman stated that he confirmed with Benecon that an employee may continue those coverages. Mr. Leaman briefly discussed with the Board if the Authority should be charging the employee a percentage for dental and vision coverage which equals to about \$7.00 a month. The Authority Board directed Mr. Leaman not to charge an employee for utilizing only dental and vision coverage. Mr. Golicher asked how often can employees or family members be deleted or added to the plan. Mr. Leaman explained that they can make changes during the open enrollment period and during a life changing event. Mr. Golicher asked what the definition of a life changing event is. Mr. Leaman replied the term life changing event is defined in the plan document that is given to the employees.

Mr. Leaman supplied and presented to the Board the cost opinion from ARRO Consulting for the Air Scour modification. Mr. Leaman stated that two options were recommended by ARRO totaling \$222,180. Mr. Leaman stated that staff recommends moving forward with option 1, to furnish and install one 12" Butterfly Valve, one 12" Sensus Meter and one 12" DI Spool Piece Pipe. Mr. Leaman stated that all the work will be completed by Authority staff at an approximate cost of \$30,000. Mr. Metzler asked if this project was included in the Capital Improvement Plan. Mr. Leaman replied it was not because staff did not anticipate these changes. The Authority Board authorized staff to move forward with the project per Authority's staff's recommendation.

### **Assistant Authority Manager Report**

Mr. Ardini informed the Board that the Authority received a letter from the EPA regarding a study entitled National Study of Nutrient Removal and Secondary Technologies. EPA will be collecting information on all treatment plants pertaining to treatment process, flows and other related data in order to compile a baseline. Mr. Ardini stated that

EPA will be using authority under Section 308 of the Clean Water Act for the census which will ensure a high rate of responses. Mr. Ardini stated that he sent a copy of the letter to ARRO Consulting as the Authority may need their assistance when the survey is distributed. There has not been a date set as to when the survey will be mailed or due.

Mr. Ardini provided an update on the meter at SR Holdings (Melhorn Trucking): Mr. Ardini informed the Board SR Holdings (Melhorn Trucking) installed their water meter at the truck garage on October 31<sup>st</sup>. Upon inspecting the installation, it was noted that SR Holdings installed a by-pass around their meter in the event of a malfunction. Mr. Ardini stated that the readings off of their meter and the readings off the Authority's meter are compatible. Mr. Derr asked if the calibration on the previous meter was completed. Mr. Ardini replied no but will make a phone call this week to determine the status of completion.

Mr. Ardini informed the Board that staff installed the new valve and tee for the waterline on Range Road and will now start on the installation of the new water main. The work involved shutting off the existing water main which generated a boil water notice that affected 5 homes. The boil water notice is expected to be lifted by Friday of this week.

Mr. Ardini stated that the hydrant markers for this year were purchased and have been installed. The remaining hydrants will be completed next fiscal year.

Mr. Ardini informed the Board that staff has completed all the quarterly testing for this calendar year. There were no findings.

Mr. Ardini informed the Board that Interstate Fleet has completed installing the sanitary sewer at their new building on Strickler Road. This project required them to install a traffic rated vault box and cover on the sewer force main that is in their driveway entrance. Mr. Ardini stated that the paving will be completed this week.

Mr. Ardini informed the Board that staff is looking to get quotes on a new riding mower for the Wastewater Treatment Plant. This mower is also used for mowing other properties such as Pump Stations and Booster Station. Mr. Ardini stated that the mower is ten years old and is showing signs of wear and maintenance. Mr. Ardini stated that staff is looking to purchase another John Deere since they are on the Costars state contract.

Mr. Ardini stated that the water meter readings for the next quarter will begin this week and should be completed by Wednesday next week prior to the holiday.

Mr. Ardini informed the Board that the F-450 service truck for the construction department has major motor issues. Mr. Ardini stated that the Authority has been repairing the truck and more motor work continues to be done. Mr. Ardini stated that the truck is a 2007 with a diesel engine. Mr. Metzler asked if this was included in the Capital Improvement Plan. Mr. Ardini stated that this truck was missed when completing the improvement plan; however, the purchase will impact the water and sewer capital funds. The Authority Board authorized staff to start the process of receiving quotes for a new truck.

Mr. Ardini informed the Board that the Authority will need to establish an agreement with PPL to run a fiber cable from the new South Jacob Street Water Plant to Well 3. Mr. Ardini stated that the wire will be buried underground except at Little Chiques Creek where the wire will need to be installed on the pole to get across the creek. The cost to utilize PPL's property is \$23.36 per month with a 10% annual increase. The Authority Board authorized Mr. Ardini to sign the agreement with PPL.

### **Business Manager Report.**

Mrs. Fenicle presented to the Board the quote to upgrade the accounting software to Financial Edge. Mrs. Fenicle stated that Mrs. Frey, Borough Bookkeeper, has met with multiple of firms and felt the Financial Edge would be the best fit for our accounting structure. Mrs. Fenicle stated the total upgrade for both entities will be \$25,795 out of which the Authority's portion would be \$12,897.50. Mrs. Fenicle also stated that this amount includes years two and three of support for the program. The Authority Board had no objection with the proposal and authorized Mrs. Fenicle to proceed.

Mrs. Fenicle supplied and presented year to date budget reports. Mr. Fenicle noted that the revenue stream is exceeding the expenses to date. The Authority Board was pleased to see the budget in good standings.

Mrs. Fenicle informed the Board that the Authority received preliminary renewal quotes from The HDH Group for auto, general liability, property and public officials' policy. Mrs. Fenicle noted that three quotes were received to compare the cost of separating the policies or keeping one policy. Mrs. Fenicle stated that it will be a difference of \$315 for public officials and \$945 difference for auto, general liability and property insurance coverage if the separation of policies should occur. Mrs. Fenicle informed the Board that Authority staff and Borough staff will be meeting with The HDH Group tomorrow to review the quotes in more detail.

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

A **MOTION** was made by Mr. Golicher and a second by Mr. Hamm to approve the October 18, 2016 meeting minutes; motion carried with Mr. Metzler abstained since he was not at the meeting.

#### **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. Metzler noted that Thaddeus Stevens is highly talking about the Authority and the internship possibilities. Mr. Metzler stated that there are many students that are interested and have the potential of doing well.

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

A **MOTION** was made by Mr. Metzler and a second by Mr. Golicher to approve the attached Requisition No. 14 as follows: \$29,822.94 from the Water Operating Fund and \$48,751.69 from the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to approve the attached Requisition No. WBRI 16-21 in the amount of \$39,040.47 from the Water Bond Redemption Improvement Fund; motion carried.

A **MOTION** was made by Mr. Golicher and a second by Mr. Derr to approve the attached Requisition No. SBRI 16-14 in the amount of \$321.63 from the Sewer Bond Redemption Improvement Fund; motion carried.

#### **Adjournment.**

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Metzler to adjourn. Motion carried and the meeting adjourned at 5:30 PM.

Respectfully submitted,

Robert R. Golicher  
Secretary