

Mount Joy Borough Authority  
Pre-Authority  
November 21, 2017  
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. Hiestand, Mr. Hamm and Mr. Metzler. Also present were Angie Fenicle, John Leaman and Joe Ardini, Dale Kopp 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.

**Consulting Engineer Report.**

Mr. Dale Kopp provided updates on the following projects and developments:

South Jacob Street Water Treatment Plant and Well 3 Site – As of November 21<sup>st</sup> PACT TWO has completed the following concrete pours;

- Raw Water Tank slabs and walls completed with leak testing scheduled for next week
- Salt Tanks slabs and walls completed
- Neutralization Tank, Brine Pit slabs and rebar for walls with wall pour scheduled for next week
- Clearwell slab and rebar for the first of three wall pours, first wall pour is scheduled for this week and completed tank wall pours within the next two weeks

Mr. Kopp stated there was a diesel leak due to a hole in the hose. The leak was contained to the pavement and the leak was repaired. Mr. Kopp, Authority Board and staff discussed the letter that was received by PACT TWO in regards to the change order. Mr. Leaman stated that he is requesting a meeting to discuss the Authority's letter and their response letter and is requesting Ms. Lola Mowen to be present since she has written the specs. Mr. Kopp reported on Well 3 site stating the initial 6" bore under the creek has been completed and the 18" bore currently is underway and should be completed tomorrow. LN Zimmerman expects to have the raw water main pulled under the creek by Friday this week. Mr. Kopp stated the following for Well 3;

- Access drive rough grading back to well site is completed
- Clearing and grubbed the well house site is completed
- Rough grading of well house site nearly complete
- Well house has been staked

Carmany Road Nitrate Resin Replacement – ARRO forwarded the Public Water Supply Permit Amendment Application to DEP on October 26<sup>th</sup>. ARRO received a letter from DEP stating the application was administratively complete. Mr. Leaman commented that the Authority will have a reply within 60 business days confirming if the amendment is accepted.

New Haven Street Water Main Replacement – ARRO worked with Authority staff to create record plans of the work performed by Authority staff.

Donegal Square – Recorded documents were reviewed and found to meet the Authority's specifications. ARRO recommends the Authority proceed to enter into a maintenance agreement with the owner. ARRO also reviewed and provided a recommendation request for additional EDU's for 2101 Strickler Road of which Mrs. Fenicle stated the permit was already revised and approved.

1335 Strickler Road – ARRO is currently waiting for the contractor to provide a start date for lot one. An allocation letter was received and reviewed with a comment letter provided.

Elm Tree Phase 4B – The contractor has been installing water and sanitary sewer utilities of which ARRO has been onsite for inspections.

950 Square Street – A plan was submitted for changes to the water and sanitary sewer utilities due to new use. ARRO reviewed the plan and provided a comment letter on October 24<sup>th</sup>.

Laurel Harvest Labs – ARRO has been in meetings with the design firm concerning service to the proposed facility as well as discussions concerning the existing water and sewer utilities along with the water mains to be construction by the contractor of the new water treatment plant as it relates to the changes that will need to be made to South Jacob Street.

### **Authority Manager Report.**

Mr. Leaman provided an update on the Verizon antenna upgrade: Mr. Doug DeClerck performed the final inspection for the work on ground level and top of the tank and approved the closeout of the project.

Mr. Leaman provide an update on the AT&T antenna upgrade: Mr. Leaman stated that he has been communication with AT&T to provide the necessary approvals prior to their equipment upgrade project starting. The documents should be submitted over the next few weeks and a pre-construction meeting will be scheduled. Mr. DeClerck will be performing the necessary inspections for the project.

Mr. Leaman noted to the Board that Mr. Davis was contacted asking for a status update on the Shelly Sewer Main in Rapho Park. A discussion was had noting that there is no development agreement for the line that was installed for this one property and the owner was intending to recoup the cost that he incurred when other properties tied into his line. The Authority Board mutually agreed that acceptance of this line is not feasible or reasonable for the Authority. Mr. Davis stated he will relay the decision to their attorney.

Mr. Leaman stated that he contacted Markley Actuarial Services to approve their services for a comparison to the pension plan. Markley is anticipating a timeframe of January to provide the comparsion.

Mr. Leaman stated that Mr. Sam Sulkosky received the Municipay Agreement review from the Borough's solicitor. Staff had a conference call with Municipay today and it was discovered that the incorrect agreement was submitted. When Mr. Sulkosky receives the corrected agreement, it will again be sent to the Borough's solicitor.

Mr. Leaman informed the Board that the Authority received comments back from SRBC on the Engle Tract property. Mr. Leaman will be discussing this with the ARM Group.

Mr. Leaman informed the Board that he received information on a possible grant opportunity through PA DCED. The grant project amount must be between \$30,000 to \$500,000. Mr. Leaman stated that staff is looking at submitting this grant to upgrade Wells 1 and 2. The Authority Board authorized Mr. Leaman to move forward.

Mr. Leaman provided an update on the vision and dental insurance: Mr. Leaman stated that he received the quotes for consideration with effective date January 1, 2018. Mr. Leaman presented the quotes and recommended Highmark for vision insurance and remain with United Concordia for dental insurance. A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve providing The Fashion Advantage Plan V direct from Highmark as the Vision Plan and United Concordia Flex 10-50 with a Plan Level of 100/100/50; Basic/Restoration/Major/Ortho as the Dental Plan to the employees; motion carried.

Mr. Leaman provided an update on the accounting software: Mr. Leaman stated that staff is moving forward; however, Blackbaud noted that the Borough/Authority needs to pay for the second-year subscription as agreed upon on the order form. Mr. Leaman stated that even though the product isn't completely finished, Blackbaud will not honor to postpone the subscription as they have provided many discounts including a free database and the extraction tool. Mr. Leaman stated an invoice was also received for training and is highly recommended until the system is completed. Mr. Leaman stated that both invoices will be split 50% between the Authority and the Borough. The Authority Board authorized staff to pay the invoices and move forward.

Mr. Leaman informed the Board that staff became aware while attending an electrical course about the grounding / bonding source wiring for the water meters. Mr. Leaman stated the staff needs to be aware to look for the bonding strap when replacing a faulty meter. The Authority Board and staff had further discussion on this matter. Mr. Leaman stated that meters for the new homes are installed by contractors and should have them already in place. Mr. Leaman stated that if Authority staff would have to install a bonding strap, it could be approximately \$5 per home. The Authority Board authorized staff to move forward.

### **Assistant Authority Manager Report**

Mr. Ardini provided an update on the Marietta Avenue Relocation: The new water main has been installed, bacteria test and hydro-test are completed. The water line was placed in-service on November 20<sup>th</sup>. The final restoration on the shoulder will be completed in the spring.

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

- There is a PA DEP filter evaluation scheduled for December 5<sup>th</sup> and 6<sup>th</sup>. The is conducted every three to four years with PA DEP staff present to run testing on the filters. When the evaluation is completed, PA DEP will provide the Authority with a report showing deficiencies or recommendations.
- Quarterly testing was completed last week which is required by PA DEP.
- Authority staff has stated using the new style MXU radio reading equipment. The units look similar to the existing MXU's but will have a better radio functionality.

Mr. Ardini informed the Board that the meter readings for the fourth quarter has started last week. Staff anticipates being completed this week.

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

- Staff was working on some root intrusion into the sewer main on David Street and were able to clean out the line with our equipment.
- Staff was working in the drive unit for the televising equipment and noted that one of the drive chains needs repaired.
- Staff received the paddle screws for the lime mixer, however, they were damaged during shipment and therefore, staff refused the delivery and a replacement will be sent.
- Staff ordered all the necessary parts for the headworks unit.
- The Allen Bradley touch screen for the dystor building has ceased to function. Staff is speaking with Evoqua on getting a price for a new unit which may involved replacing the older PLC with a newer PLC due to the older touch screen being obsolete.

### **Business Manager Report.**

Mrs. Fenicle supplied to the Board a budget report for review.

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

A **MOTION** was made by Mr. Metzler and a second by Mr. Hiestand to approve the October 17, 2017 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. Hiestand to approve Payment Application No. 3 from PACT TWO in the amount of \$353,537.63 for the South Jacob Water Treatment Plant and Well 3 as recommended by ARRO Consulting's letter dated November 14, 2017; motion carried

A **MOTION** was made by Mr. Derr and a second by Mr. Hiestand to approve Payment Application No. 1 from Garden Spot Mechanical in the amount of \$12,780 for the South Jacob Water Treatment Plant and Well 3 as recommended by ARRO Consulting's letter dated November 14, 2017; motion carried.

### **Any Other Matter Proper to Come before the Authority.**

Mr. Leaman mentioned to the Board the Northwest Bank met with the employees regarding transferring their HSA balance to the new accounts. Mr. Leaman also noted that Northwest would like to meet with Administration staff to see if Northwest can provide any other services for the Authority.

**Authorization to Pay Bills.**

A **MOTION** was made by Mr. Derr and a second by Mr. Hiestand to approve the attached Requisition No. 14 as follows: \$66,590.88 from the Water Operating Fund and \$73,278.70 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 17-20 from the Water Bond Redemption and Improvement Fund in the amount of \$3,637.88; motion carried.

A **MOTION** was made by Mr. Hamm and a second by Mr. Metzler to approve the attached Requisition No. 14 from the 2016 Construction Fund in the amount of \$366,317.63; motion carried.

**Adjournment.**

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

Respectfully submitted,

John A. Hiestand  
Secretary