

Mount Joy Borough Authority
Regular Monthly Meeting
November 7, 2017
Minutes

The Mount Joy Borough Authority held its regular meeting on this date in Police Conference Room 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 Joseph Ardini, Dale Kopp from ARRO Consulting 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.

Discussion with McNees, Wallace & Nurick LLC. in reference to the Sewer line dedication of Liddon Associates.

Ms. Claudia Shank was present on behalf of Liddon Associates who desires to dedicate the sewer line located on its property, (Address) to the Authority. Ms. Shank expressed the reasoning for not dedicating the sewer line when it was installed 11 years ago and explained that the owner would like to reach a compromise whereby the Authority will accept dedication of the sewer line under the terms which are acceptable for both parties. Mr. Leaman stated that there was no signed agreement for this property. Mr. Rebman stated that the Authority Board will discuss this matter with Authority staff and will provide direction in how the Authority will proceed.

Consulting Engineer Report.

Mr. Dale Kopp was present to provide an update for the South Jacob Water Plant Project: Mr. Kopp has reviewed the updated construction schedule and noted that the contractor has completed the construction of the clear wells, neutralization and salt tank of which the pouring of the salt tank slab is taking place today. Mr. Kopp stated that the raw water tank slab is poured, and they have begun with the walls. Mr. Kopp noted that the permits, construction entrance, and the access drive was completed for Well 3. Mr. Derr asked if the contractor has responded to the letter that was sent to them regarding the construction schedule. Mr. Kopp replied that he did receive an email late afternoon and did forward onto Authority staff but had not reviewed specifically. Mr. Kopp did inform the Board that the contractor is looking to do a change order to compensate for the loss time due to rock removal. Mr. Leaman stated that Authority staff will review the letter and will discuss with Mr. Davis and ARRO Consulting and will report back to the Board on the position the Authority should take on this matter. Mr. Derr asked when the next construction meeting is. Mr. Kopp replied next Tuesday.

Authority Manager Report

Mr. Leaman provided an update on the Verizon antenna upgrade: Mr. Leaman stated that the work started during the week of October 30th and is expected to take a week to complete.

Mr. Leaman provided an update on the AT&T antenna upgrade: Mr. Leaman stated he has been working with a representative for AT&T and has Mr. Doug DeClerck reviewing the construction drawings. Mr. DeClerck will also be performing the inspections for the project of which the Authority did receive a check from AT&T to compensate Mr. DeClerck for his fees.

Mr. Leaman provided an update on the vision and dental plans: Mr. Leaman stated that Mr. Jeff Shatzer is waiting for one final quote on the dental insurance before he can provide the Authority with a recommendation. Mr. Leaman stated that he will have a proposal for the November 21st meeting. The plan is to have an open enrollment for the dental and vision insurance the beginning of December.

Mr. Leaman provided an update on the accounting software contract: Mr. Leaman stated that staff is moving forward with implementing Financial Edge and has made the decision to utilize the extraction tool services to reduce the workload upon staff for the conversion. 12:34 MicroTechnologies can provide back-up for fundware and one last final back-up will be completed when the new software is operational. The fundware software will always be accessible.

Mr. Leaman stated that he received a proposal from Markley Actuarial Services to provide a comparison for pension benefits from the current defined benefit plan to a defined compensation plan. The comparison will be based upon an employee at age 65 which could have 20, 30 or 40 years of service under the defined benefit plan and also for the proposed defined contribution plan. Mr. Leaman stated that the fee to provide this analysis is \$1,600 and such fee does not qualify to be paid from the current pension plan. The Authority Board authorized Mr. Leaman to proceed.

Mr. Leaman stated that Mr. Sam Sulkowsky had the Municipay Agreement reviewed by the Borough's solicitor and their suggestions were submitted to Municipay for review and comment. Mr. Leaman hopes to have a reply by the next meeting.

Mr. Leaman asked if the Board would like to reorganize the positions of the Authority Board since Mr. Hiestand is filling the term for Mr. Golicher. The Board elected not to reorganize the positions and will revisit in January as in past practices. A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve Mr. Hiestand to remain as Secretary to fulfill the remainder of Mr. Golicher's term; motion carried.

Mr. Leaman discussed Mr. Bret Babula military schedule as he will be deployed in 2018. Mr. Leaman stated that when Mr. Babula is deployed, staff will need to verify his military salary compared to his Authority salary and will need to make adjustment if the military salary is less. Mr. Leaman also stated that in past practices, since the individual will not be receiving a pay check from the Authority, contributions, such as his medical contribution will not be deducted. A **MOTION** was made by Mr. Hamm and a second by Mr. Derr to waive Mr. Babula's medical contribution of \$100 per pay and continue medical coverage for the 2018 calendar year; motion carried.

Mr. Leaman informed that Board that once again he received the EDC annual membership renewal invoice. Mr. Leaman asked if the Board wished to continue with the same renewal fee of \$500 or increase their membership. The Authority Board elected to continue with the current membership fee of \$500.

Mr. Leaman stated that he was contacted by a resident of the Borough who was inquiring about purchasing the tract of land that is owned by the Authority where the old reservoir was located on North Plum Street. Mr. Leaman expressed to the individual that there are no plans on selling that piece of land, however, the individual asked for this to be discuss at the next Authority Board meeting. The Authority Board responded that they have no interest in selling the land at this time. Mr. Davis stated that if the Authority should have interest at a later time, that the property would have to be advertised for public view for all interested parties.

Mr. Leaman had a discussion with the Board on a potential site for Well #4 with no decisions made.

Assistant Authority Manager Report

Mr. Ardini provided an update on the Marietta Avenue Waterline Relocation: Mr. Ardini stated that the insert valve and new valve have been installed. The Construction Department staff has begun the installation of the new waterline and have completed approximately 160 feet.

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

- Kline's was present to perform the annual clean out of the salt tanks. This annual maintenance is part of the Authority's maintenance program.
- The trees that were approved to be removed at the Carmany Road Water Plant have been completed.
- The Hydrant painting for the year will be completed by November 3rd.
- The riding mower at the Carmany Road Water Plant spun a bearing on the hydrostatic transmission, this was replaced.

Mr. Ardini provided an update on the LT2 testing: Mr. Ardini stated that the first sample results were received with zero oocysts found. Staff will be tracking the results on a monthly basis to forecast the averages at the end of the two-year cycle.

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

- LRM was present and calibrated the meters for the annual Chapter 94 report.
- Staff replaced the post UV aeration membranes and have noticed an improved dissolved oxygen result.

- The auger on the screening system appears to not be functioning. Staff will investigate the problem.

Mr. Ardini stated that the annual nutrient loading report for 2016/2017 is completed. The total nitrogen discharged was 23,345 lbs of which the Authority is allowed to discharge up to 27,945 lbs. The total phosphorus discharged was 600 lbs of which the Authority is allowed to discharge up to 3,725 lbs.

Mr. Ardini stated that staff participated in the electrical safety class and felt it was very helpful as some regulations have changed or improved. Mr. Ardini also stated that SMT (Susquehanna Municipal Trust) has sent an email with information and a short video on growing threats of Fentanyl / Synthetic Opioids exposure. Management felt it was an excellent idea to supply the information to the employees and watch the video as part of the safety policy the Authority has in place and fulfilling the request of SMT.

Business Manager Report

Mrs. Fenicle stated that staff has sent the last round of the billing delinquent notices for the year totaling \$12,000 of which \$9,800 was collected and two of the properties were turned off which are vacated. Mrs. Fenicle also provided a comparison of the beginning delinquency amount in April until November for the last four years and noted the Authority has made a tremendous improvement.

Mrs. Fenicle stated that she received confirmation from Main Street Mount Joy per the Authority's Boards request to place the holiday banner that was purchased by the Authority in front of the municipal building.

Minutes of the Previous Meeting

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the October 3, 2017 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 he was contacted by Mr. Hiestand regarding being a signer for the Authority. Mr. Hiestand noted that this is a best practice policy by Union Community Bank not a legal issue. The Authority Board had no issues with having four of the five Board Members as signers on the account. It was noted that Mr. Hiestand is able to sign documents for the Authority.

Authorization to Pay Bills

A **MOTION** was made by Mr. Derr and a second by Mr. Hamm to approve the attached Requisition No. 13 as follows: \$78,043.38 for the Water Operating Fund and \$61,418.75 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 17-19 in the amount of \$47,899.20 from the Water Bond Redemption and Improvement Fund; motion carried.

A **MOTION** was made by Mr. Hamm and a second by Mr. Metzler to approve the attached Requisition No. SBRI 17-10 in the amount of \$16,937.56 from the Sewer Bond Redemption and Improvement Fund; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. 13 in the amount of \$27,047.82 from the 2016 Construction Fund; motion carried.

Executive Session

An executive session was held for litigation purposes with no decisions made. A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to reconvene the public session at 6:08 PM; motion carried.

Adjournment

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Hamm to adjourn; motion carried and the meeting adjourned at 5:55 PM.

Respectfully submitted,

John A. Hiestand
Secretary