

Mount Joy Borough Authority
Pre-Authority
October 17, 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. Golicher, and Mr. Hamm. 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 – As of October 13th, PACT TWO has completed the excavations of the finished water clearwells, brine and neutralization tank and the raw water tank. To date 1,022 cubic yards of rock have been removed at the site. A pre-concrete pour conference was held on October 10th, immediately following the construction progress meeting. The purpose of the meeting was to review the detailed requirements of the concrete mixes and to determine the procedures for producing proper concrete construction. The first concrete pour is scheduled for early next week. Rebar mats have been assembled and tied for the tank slabs and will be lowered into the formwork. The Authority Board raised questions regarding how PACT TWO can recuperate time since they are two months behind schedule. Mr. Leaman asked if other things on the schedule can be done ahead of time to help with the process. Mr. Kopp replied PACT TWO does not always have the help to put other employees on other jobs as they are not interchangeable in all areas. Mr. Derr asked if there are any other problems with the other contractors to date. Mr. Kopp replied no, and the plumbing will be starting tomorrow. The Authority Board asked what is ARRO going to do to help PACT TWO get back on schedule to complete this project on time. Mr. Davis suggested ARRO sending a letter to PACT TWO outlining the following:

1. What is PACT TWO's plan and procedure to make up for lost time, of which ARRO is to review the schedule and provide suggestions on other items that can be done ahead of schedule to help shorten the timeframe of lost time.
2. Share concern of completion date
3. Share concern of the impact it may have on the other contracts and how PACT TWO will communicate with them.

Carmany Road Nitrate Resin Replacement – ARRO has started the PA DEP Public Water Supply Permit Amendment Application. ARRO anticipates submittal to staff for review by October 13th. ARRO will then begin to prepare the bidding specifications. PA DEP has 180 days to review the application and there is no fee involved for this year.

Donegal Square – Revised record plans were submitted on October 2nd of which ARRO and Authority staff provided review comments on October 10th.

1335 Strickler Road – The contractor submitted shop drawings on October 5th of which ARRO reviewed and provided comments on October 11th. Currently waiting on contractor to provide start work date.

Elm Tree Phase 4B – The contractor submitted a construction schedule and is anticipating beginning work on October 16th. ARRO reviewed the schedule and made a recommendation for construction escrow.

Authority Manager Report.

Mr. Leaman provided an update on the Verizon antenna upgrade: There is a pre-work meeting scheduled for October 25th with Mr. DeClerck to discuss with Verizon the upcoming antenna changeout project. The actual work is scheduled to start the end of October.

Mr. Leaman provide an update on the new electric agreement: The Authority received an executed three-year agreement from WGL Energy (Washington Gas & Light) for a rate of .0514/KWH or .05461/KWH including gross receipt tax (GRT). This agreement will go into effect at the end of the existing contract which expires June 2018.

Mr. Leaman provided an update on health care changes: The Authority received an approval letter dated October 9th from Capital Blue Cross for the new health care coverage which becomes effective November 1, 2017.

Mr. Leaman stated that staff had a meeting with Allen Miller from The HDH Group regarding the General Liability / Property Insurance renewal. Mr. Leaman stated that staff moved forward to implement cyber coverage up to \$1 million into the policy of which the premium will increase by \$2,660 annual with the Authority being responsible for 50% of the cost. Mrs. Fenicle stated that she had a discussion with Mr. Miller regarding the appraisal timeline and feels its suitable to revisit in late summer 2018 to provide accurate figures for 2019 insurance renewal.

Mr. Leaman provided further comments on Rapho Industrial Park Sewer Project: Steckbeck Engineering sent a letter on behalf of Rapho Associates that the Rapho Business Park Sewer Extension Project is being withdrawn. The letter referenced issues need addressed regarding the easement agreement for the Musser Tract before the project can move forward.

Mr. Leaman informed the Board that Mr. Bret Babula is on military training the last two weeks of October. Mr. Babula will have a few additional days in December and then will attend a pre-mobilization training for eight days in January prior to being deployed for 2018.

Mr. Leaman provided an update on the accounting software: Staff had a phone conference with Blackbaud and felt it was productive. It was stated that approval was given to offer the Authority the conversion tool for \$2,700 to import the data into financial edge. Mr. Leaman stated that the Authority would assume 50% of the cost. Mr. Leaman stated that another conference call is scheduled for tomorrow to iron out all the detail of importing the data. The Authority Board authorized staff to move forward if the conference call is productive and suitable.

Mr. Leaman stated that he contacted Thaddeus Stevens College to again start the internship process.

Mr. Leaman informed the Board that he is meeting with Mr. John Hiestand to give him a tour of the facilities and that his first meeting will be November 7th.

Assistant Authority Manager Report

Mr. Ardini informed the Board that ARRO Consulting received an email from PennDOT for the Marietta Avenue watermain relocation with approval for the Authority to enter the work zone and begin the project. The materials have been ordered and the insert valve is scheduled to be installed next Tuesday with the line stop occurring on Thursday.

Mr. Ardini informed the Board that Heisey Mechanical will install the weir plate at Charles Springs the beginning of November. Mr. Ardini reminded the Board that this is a requirement by SRBC as shown in the docket.

Mr. Ardini stated that the LT2 testing has begun and realized that the shipping cost was not taken in consideration when doing this fiscal year's budget. Shipping will be an additional \$1,500 and staff will make note to include this in the next fiscal year's budget.

Mr. Ardini informed the Board that the construction staff repaired a sinkhole that appeared adjacent to the watermain at 808 Ella Drive. Staff dug 12 feet and showed no indications that the watermain was leaking. The area was filled with stone and backfill as per the Authority's specifications.

Mr. Ardini stated that staff would like to remove two trees at the Carmandy Road Water Plant that are dying. The cost estimate is around \$1,100. The Board authorized Mr. Ardini to move forward.

Mr. Ardini informed the Board of another equipment failure at the Wastewater Treatment Plant. The output card on the DeNite Filter PLC needs to be replaced. The cost of the repairs will be approximately \$1,600.

Business Manager Report.

Mrs. Fenicle mentioned to the Board she and Lindsey Edgell participated in a webinar regarding delinquencies. Mrs. Fenicle stated that the seminar was interesting, and that the Authority already has some of the procedures in place.

Mrs. Fenicle stated that 104 termination notices were sent for the month of September totaling \$36,000 of which 83% was collected. Staff will be doing one more round of terminations before November.

Minutes of the Previous Meeting.

A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to approve the September 19, 2017 meeting minutes; motion carried.

Unfinished Business.

There was no unfinished business to discuss.

New Business.

A **MOTION** was made by Mr. Derr and a second by Mr. Hamm to approve Payment Application No. 2 from PACT TWO in the amount of \$301,733.63 for the South Jacob Water Treatment Plant and Well 3 as recommended by ARRO Consulting's letter dated October 11, 2017.

Any Other Matter Proper to Come before the Authority.

Mr. Rebman and the Board thanked Mr. Golicher for his service on the Authority Board.

Authorization to Pay Bills.

A **MOTION** was made by Mr. Golicher and a second by Mr. Hamm to approve the attached Requisition No. 12 as follows: \$27,650.66 from the Water Operating Fund and \$36,008.25 from the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Hamm and a second by Mr. Golicher to approve the attached Requisition No. WBRI 17-18 from the Water Bond Redemption and Improvement Fund in the amount of \$10,088.59; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to approve the attached Requisition No. 12 from the 2016 Construction Fund in the amount of \$325,282.41; 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 5:20 PM.

Respectfully submitted,

Robert R. Golicher
Secretary