

Mount Joy Borough Authority  
Pre-Authority  
December 18, 2018  
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. Hamm and Mr. Metzler. Also, present were Angie Fenicle, John Leaman, Joe Ardini and Scott Kapcsos, Matt Warfel from ARRO Consulting and Mike Davis from Barley Snyder. Mr. Hiestand and Mr. Derr were absent. Chairman Rebman called the meeting to order at 4:00 PM.

**Public Input Period.**

There was no one present from the public.

**Consulting Engineer Report.**

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

South Jacob Street Water Treatment Plant and Well 3 Site – Mr. Warfel provided an update to the Board on the construction of the new plant and well 3. Mr. Warfel, Authority staff and Board continues to discuss the progress of the plant compared to the contract. Mr. Warfel stated this past Monday was the second meeting to continue to discuss and review the operations schedule as well as the outstanding items that need to be addressed. Mr. Warfel stated that PACT TWO and ARRO had decided to meet every Monday as requested by the Authority Board. Mr. Warfel did note that some of the outstanding items are on the schedule this week to be completed. Mr. Warfel noted that ARRO did receive an updated project schedule; however, the substantial completion date has not changed and still showing January 30<sup>th</sup>. Mr. Warfel stated that PA DEP was on site to inspect the plant and felt it went well. Mr. Warfel noted one item that was questioned which was the drain pipe. ARRO is working with PA DEP to find a resolution to the concern.

Carmany Road Nitrate Resin Replacement – The contractor has submitted a construction schedule; however, the schedule does not conform with the contract. ARRO is monitoring the progress hoping to recommend on the schedule soon. The contractor moved on site and started with unit #1 on December 10<sup>th</sup>. After draining, opening and removing the resin, it was discovered that additional repairs and painting are needed for that unit. The contractor is in the process of cleaning this unit for repairs.

Lumber Street Elevated Tank Rehab – ARRO will proceed to follow-up on the permit application with PA DEP and will provide updates when available.

Pinkerton Road Water Main Replacement – ARRO provided Authority staff with background plan for design of the project.

Rapho Triangle East Lot F7 – ARRO performed the fifth review and provided a comment letter.

Taco Bell 1580 Strickler Road – ARRO performed the third water and sewer plan review and provided a comment letter.

G&L Developers Green Park Phase 4 – ARRO notified the owner of the project to ask for final as-constructed documents.

The Meadows – ARRO performed the third review of as-constructed documents and made recommendations for revisions.

Sassafras Terrace – ARRO reviewed the third submittal of plans for water and sewer service to a new on-site community building and provided a recommendation letter.

Elm Tree Properties Phase 3B – ARRO reminded the owner that the project is ready for closeout. ARRO and Authority staff is waiting for the items before releasing the letter of credit.

Holiday Inn – ARRO reviewed a capacity request for both water and sanitary sewer and provided a recommendation.

**Executive Session**

An executive session was held to discuss a litigation matter with no decisions made. A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to reconvene the public session at 5:14 PM; motion carried.

### **Authority Manager Report.**

Mr. Leaman updated the Board on the 457B Defined Contribution Pension Plan: Mr. Leaman stated pending the approval of the 457B Resolutions and participant Loan Policy and Adoption Agreement, all outstanding items have been completed except for the employee handbook. Mr. Mark Smith from Barley Snyder should be able to complete the change and adopt in January or February.

Mr. Leaman noted that there are two outstanding projects that have yet to be finished prior to his last day of employment which are the Mount Joy Township Water and Sewer Agreements and the amended Rules and Regulations. Mr. Leaman noted that both documents are currently being finalized by Barley Snyder.

Mr. Leaman noted that Borough Council did approve the re-appointment of Mr. Derr for another five-year term at the December 3<sup>rd</sup> Council Meeting.

Mr. Leaman informed the Board that the Borough Office will be closing at 12 noon on December 24<sup>th</sup>.

### **Assistant Authority Manager Report**

Mr. Ardini provided an update on the Construction Department:

- Staff will be laying out the proposed waterline for Pinkerton Road that is scheduled for replacement in 2019.
- Staff has completed the work orders that were generated this quarter.
- Mary Mother Church on Union School Road had a water service leak on their side that was repaired.

Mr. Ardini provided an update on the Water Plant:

- The air conditioning unit on the Booster Station control cabinet has been repaired and is back in service.
- Staff replaced two check valves on the decant pit at Carmany water plant.
- Staff attended training on the dehumidification equipment at Jacob Street plant on Monday.

Mr. Ardini provided an update on the Waste Water Treatment Plant:

- Staff installed two new displays on the sludge boiler that control the temperature of the digestors.
- Flow meter calibrations were completed for this year.
- The lateral camera head is being repaired and is estimated to cost \$2,500.

Mr. Ardini informed and updated the Board on other related topics:

- Mr. Kapcsos was involved in a minor car accident while checking pump stations. The truck has minor damage and will be repaired by Barton's Body Shop next week.
- Mr. Ardini stated that there was one application in house to apply for the Construction Supervisor position. Mr. Ardini stated that the individual was interviewed and felt confident with his abilities to perform at this position. A **MOTION** was made by Mr. Hamm and a second by Mr. Metzler to offer Mr. Bret Babula the Construction Supervisor position starting January 7, 2019; motion carried.
- The positions for Construction Laborer and Construction Laborer/Equipment Operator will be posted in house for one week.
- Mr. Ardini noted that Mrs. Fenicle may be contacting board members to sign checks during the week for PPL fiber line project. Mr. Ardini noted that staff wants to keep the project moving along and PPL needs to have payment prior to doing the work.

### **Business Manager Report.**

Mrs. Fenicle reported that the insurance company approved to cover the damage that was done to the UV System at the Wastewater Treatment Plant. A check was received for \$5,600.

Mrs. Fenicle stated The HDH Group supplied staff with the 2019 General Liability, Property, Public Official, and Vehicle insurance renewal. The Public Official's Policy did not change with the Authority's portion equaling \$4,252. The premium increased \$25 to \$64,016 of which the Authority's portion equaling \$39,525. Mrs. Fenicle reminded the Board that yearly dividends are paid to the Authority / Borough and noted that over the last six years, a total of \$40,848.50 was received and 70 percent of that is the Authority's. Mrs. Fenicle stated that she also asked for an estimate quote for the new water plant which will be approximately \$8,016 annually.

Mrs. Fenicle stated that she received the approved renewal from Susquehanna Municipal Trust for worker's compensation insurance. Mrs. Fenicle noted that the annual contribution had decreased from \$86,195 to \$85,924 of which \$23,868 is the Authority's portion.

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

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the October 16, 2018 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. Hamm to approve Payment Application No. 7 from W.C. Eshenaur & Son in the amount of \$52,482.51 for the South Jacob Street Water Treatment Plant and Well 3 as recommended by ARRO Consulting's letter dated December 13, 2018; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve Payment Application No. 1 from M2 Construction in the amount of \$13,162.50 for the Carmany Road WTP Nitrate Units Resin Replacement Project as recommended by ARRO Consulting's letter dated December 5, 2018; motion carried.

A **MOTION** was made by Mr. Hamm and a second by Mr. Metzler to approve change order No. 1 for M2 Construction, LLC. to increase the contract amount by \$15,000 for the dust collection barrier as recommended by ARRO Consulting's letter dated December 5, 2018; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve Resolution No. 8-18 to adopt the amended 457B Plan; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the Participant Loan Policy and Adoption Agreement for the amended 457B Plan; motion carried

A **MOTION** was made by Mr. Hamm and a second by Mr. Metzler to approve Resolution No. 9-18 establishing percentage amount of contribution into Authority Employees Defined Contribution 457B Plan; motion carried.

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

The was no other matter proper to come before the Authority.

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

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. 15 as follows: \$28,600.55 from the Water Operating Fund and \$46,871.02 from the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Hamm and a second by Mr. Metzler to approve the attached Requisition No. WBRI 18-18 from the Water Bond Redemption and Improvement Fund in the amount of \$23,998.77.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hamm to approve the attached Requisition No. 37 from the 2016 Construction Fund in the amount of \$52,482.51; motion carried.

#### **Adjournment.**

There being no further business, a **MOTION** was made by Mr. Metzler and seconded by Mr. Hamm to adjourn. Motion carried and the meeting adjourned at 5:38 PM.

Respectfully submitted,

Larry A. Derr  
Vice-Chairman