

Mount Joy Borough Authority
Pre-Authority
July 17, 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. Derr, Mr. Hiestand, Mr. Hamm and Mr. Metzler. Also present were Angie Fenicle and John Leaman, Lola Mowen 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.

Presentation from Trout, Ebersole & Groff.

Ms. Carol Roland and Ms. Korin Martin from Trout, Ebersole & Groff were present to present the 2018 annual audit highlighting the financial analysis, capital assets, SAS 114 and SAS 115 letters and the GASB pension standards. It was noted that there were no significant findings during the audit. A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to accept the 2018 annual audit as presented; motion carried. A copy of the annual audit is on file for the public to view upon completion of the right-to-know request form.

Consulting Engineer Report.

Mr. Lola Mowen provided updates on the following projects and developments:

South Jacob Street Water Treatment Plant and Well 3 Site – Ms. Mowen provided an update to the Board on the construction of the new plant and well 3. A discussion took place regarding the relocating of 75 feet of raw water line that was installed at the incorrect location according to the guidelines of the easement. The Authority Board stressed that the Authority should not be responsible for the relocation of the raw waterline or the additional rock they may encounter to relocate. Ms. Lola stated that she agrees with that statement and will be sure to address it. A discussion also took place regarding the rust and stain on the blocks and roof trusses that still need to be addressed. Ms. Mowen stated that it was a discussion in the progress meeting, however since now some of the equipment is in the building, Authority staff asked for documentation that all equipment will be covered during washing of the trusses and block. It was also brought to the Board's attention that the contractor worked on a Friday without supervision. ARRO had made documentation and assured that this will not happen again. Mr. Leaman made the Board aware of a floor drain that was installed incorrectly. Mr. Leaman discussed with the Board the options to correct the floor drain since it was installed, however the Authority Board was not comfortable with the options and instructed ARRO to have the contractor redo the floor drain correctly as designed on the plans. Mr. Derr asked when the Authority Board will receive an updated construction schedule. Ms. Mowen stated that it was discussed at the progress meeting, however she was not provided with anything yet. Mr. Leaman asked Ms. Mowen to send a reminder letter asking for an updated construction schedule a week in advance of the Authority Board meetings.

Carmany Road Nitrate Resin Replacement – The project is currently being re-bid through PennBid as of July 10th and was also advertised July 10th and 13th. Previous bidders have been notified by letter and e-mail about the re-bid.

Twisted Bine Beer Company – ARRO requested information concerning the testing requirements addressed in ARRO's letter. Adequate response was provided.

Flyway Properties – ARRO provided construction observation services through the installation of the water and sewer improvements that was completed June 26th.

1335 Strickler Road – The contractor completed all the testing of the water and sewer improvements on June 21st.

North Plum Street Sewer Extension – ARRO reviewed plans and was set to perform construction observation services when the project was stopped around July 1st.

Good Country Fruit, Strickler Road - ARRO reviewed and provided comments on the fourth submittal of the plan.

Scheler Property, Strickler Road - ARRO reviewed and provided comments on the fourth submittal of the plan.

The Meadows – ARRO has reviewed and provided comments on “as-constructed” documents.

Calvary Bible Church – ARRO had reviewed plans and recommended approval of the plans on June 29th.

Authority Manager Report.

Mr. Leaman provided an update on the 457B Pension Plan: Mr. Leaman stated that he spoke with Mr. Stacy Heistand regarding the fee structure from Ascensus. Their new proposed base fee for recordkeeping services is \$2,500 which covers up to 15 participants. Mr. Leaman and Mr. Heistand are working towards a goal of having the new plan operational by October 1st.

Mr. Leaman updated the Board on the Laurel Harvest project: Mr. Leaman stated that he spoke with PACT TWO regarding the stormwater work in connection to the Laurel Harvest project and authorized them to move forward as planned.

Mr. Leaman provided an update on the continuing disclosure documents: Mr. Leaman stated that the documents for the 2016 Water Revenue Bonds were submitted by Trout, Ebersole & Groff to the Municipal Securities Rulemaking Board for the Authority’s year ending April 30, 2017. For each year moving forward, Trout Ebersole will submit these documents at the same time of filing the annual audit.

Mr. Leaman provided an update on the Lumber Street water tanks: Mr. Leaman stated that Mr. Doug DeClerck completed a visual inspection of both water tanks last week. Mr. Leaman discussed with the Board the proposed options on both tanks. The Authority Board authorized Mr. Leaman to have Mr. Doug DeClerck to move forward to prepare the bid specs for the project.

Mr. Leaman informed the Board that the Risk Control Survey performed by Susquehanna Municipal Trust was completed and there is a recommendation to address a safety railing at the Wastewater Treatment Plant. The recommendation is to provide fall protection in the center portion on the roof of the floating roof tanks building where work is being performed, however does not need to be installed around the tanks lids.

Mr. Leaman reported that Mr. Zach Dennis accepted the Chief Water Operator position at a rate of \$25.00 per hour. The adjusted pay rate will start when Mr. Dennis returns to work.

Assistant Authority Manager Report

Mr. Ardini was not present for the meeting. A writing report was provided.

Business Manager Report.

Mrs. Fenicle had nothing to report.

Minutes of the Previous Meeting.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hiestand to approve the June 19, 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. Hiestand to approve Payment Application No. 11 from PACT TWO in the amount of \$811,563.74 for the South Jacob Street Water Treatment Plant and Well 3 as recommended by ARRO Consulting’s letter dated JuLY 12, 2018; 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. 6 as follows: \$38,700.70 from the Water Operating Fund and \$55,496.78 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 18-11 from the Water Bond Redemption and Improvement Fund in the amount of \$926.00; motion carried.

A **MOTION** was made by Mr. Metzler and a second by Mr. Hiestand to approve the attached Requisition No. 28 from the 2016 Construction Fund in the amount of \$835,735.46; motion carried.

Executive Session

An executive session was held to discuss a personnel issue with no decisions made. A **MOTION** was made by Mr. Derr and a second by Mr. Hiestand to reconvene the public session at 5:25 PM; 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 5:26 PM.

Respectfully submitted,

John A. Hiestand
Secretary