

Mount Joy Borough Authority
Regular Monthly Meeting
November 6, 2018
Minutes

The Mount Joy Borough Authority held its regular meeting on this date in the Conference Room of the Borough Offices Building. Present were Chairman Rebman, Mr. Derr, Mr. Hamm and Mr. Metzler. Also, present were Angie Fenicle, John Leaman and Joseph Ardini, Matt Warfel from ARRO Consulting and Mike Davis from Barley Snyder. Mr. Hiestand was absent. Chairman Rebman called the meeting to order at 4:00 PM.

Mr. Rebman noted that an Executive Session was held on October 30, 2018 to discuss a personnel matter with no decision made.

Public Input Period

There was no one present from the public.

Consulting Engineer Report

Mr. Warfel was present to provide an update on the following projects:

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 noted that some testing was completed on Well 3 and the water quality look good and flushed well; a good sample was obtained and sent to the lab. Mr. Warfel informed the Board of sink holes in the infiltration basin. ARRO has been coordinating with East Donegal Township to resolve the issues. Mr. Warfel, Authority staff and Board had a lengthy discussion on the progress of the plant compared to the contract. Mr. Warfel stated that Authority staff, ARRO and PACT TWO will be meeting October 17th to discuss and review potential items of concern raised by PACT TWO that was provided in writing to ARRO. ARRO will respond to the list of items after the meeting. Mr. Warfel noted to the Board that ARRO did supply a letter to PACT TWO as requested by the Authority Board noting of its failure to meet the substantial completion date.

Authority Manager Report

Mr. Leaman updated the Board on the 457B Defined Contribution Pension Plan: Mr. Leaman stated that the staff meeting is complete. The paperwork to resolve the final issue with the previous plan has been submitted to Ascensus and should be finalized in the next couple days. The wording for the amendment to the employee handbook is being reviewed by Barley Snyder. Mr. Leaman stated that Mr. Stacy Heistand recommended that the Authority pass a resolution to establish the percentage contribution to the defined contribution plan in December that will affect new hires after 1/1/2019.

Mr. Leaman informed the Board that the vision insurance renewal premiums were received and have not changed. Staff expects to have the renewal premium figures for the dental insurance by the next meeting.

Mr. Leaman updated the Board on 15 East Main Street, Jury Property: Mr. Leaman stated that Mr. Sulkosky received a response letter from Mr. Scott Albert concerning the agreement Ms. Cleary created for the Borough and Mr. and Mrs. Jury. Mr. Sulkosky also provided a copy of the Assignment for First Right of Refusal between the Borough and Authority which was directed to Mr. Davis for review.

Mr. Leaman stated that he met with the representative who is conducting the ISO Fire insurance Classification update for Mount Joy. This reclassification work occurs approximately every three to four years. Mr. Leaman stated the representative will be present on Thursday to witness a flush test and stated that it will be a few months until a final report is provided to the Authority.

Mr. Leaman noted that the Authority received their annual invoice for EDC membership and as in previous years, staff recommend paying the current \$500.00 fee.

Mr. Leaman stated that he contacted Mr. Justin Evans, Mount Joy Township Manager, to see what thoughts the Township Board had on amending the water and sewer agreements between the Township and the Authority. Mr. Evans missed including it on the agenda last month; however, will include it for discussion in November.

A discussion took place with Authority staff and Board regarding the timing of the water tank painting project. It was noted that since the South Jacob Street Water Plant is behind schedule taking the tank out of service is risky. The Board agreed to table the project until 2020, but still have ARRO prepare the bid specs.

Mr. Leaman informed the Board of two meeting dates that will be changed for the 2019 calendar year. January 1st meeting will be held January 2nd and November 5th will be held November 6th.

Mr. Leaman presented a handout from PA DEP outlining the new fee schedule that will be effective January 1, 2019.

Assistant Authority Manager Report

Mr. Ardini informed and updated the Board on issues and statuses for the construction department:

- Staff reconnected the water service at Pump Station #1
- Staff is still assisting with hydrant flushing.
- Staff met with ARRO to update the distribution and collection systems.
- Staff installed a portion of the watermain on S. Jacob Street that conflicted with PACT TWO's contract, approximately 180 feet. Staff will finish the remainder as time allows.
- The snow plow for the skid loader was ordered.

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

- The front salt tank was cleaned as part of the normal / annual maintenance. This is a budgeted item.
- The sample plan for the new DRR was hand delivered to PA DEP and received confirmation of their receipt.
- Staff has been coordinating sample testing for Well #3, this is needed for initial chemical dosages for when the new water plant goes in service.
- Staff is also working on pulling the chemicals needed for the new water plant.
- Staff is ordering some budgeted items that can be installed over the winter months.

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

- Staff installed the new parts for the single UV rack that was previously damaged.
- Staff replaced a water jacket heater on the generator at the Carmany Pump Station.
- Amerigreen removed 300 tons of bio-solids, staff is working with the local farmers to have more removed.
- Staff will be installing the new 2" conduit for the phone line within the next couple weeks.

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

- Mr. Ardini signed the agreements for Total Nitrogen purchases and the payments are included in this meeting operating expenses.
- Mr. Ardini signed the proposal from CenturyLink for the new phone line at the Wastewater Treatment Plant.
- Staff received the quote from Material Matters for selling the Total Phosphorous Credit with a not to exceed of \$1,500. It was signed and returned.

Business Manager Report

Mrs. Fenicle stated that she attended the Annual SMT Meeting regarding worker's compensation. She also stated that staff will be meeting with Mr. Pete Whipple to discuss the loss/gain report this month.

Minutes of the Previous Meeting

There are no minutes to approve for October 2, 2018 as the meeting was canceled.

Unfinished Business

There was no unfinished business to discuss.

New Business

A **MOTION** was made by Mr. Metzler and a second by Mr. Derr to approve the Assignment of Assumption of Right of First Refusal Agreement between Mount Joy Borough Authority and Borough of Mount Joy for 15 East Main Street; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to accept the retirement letter for Mr. John Leaman effective December 28, 2018; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Hamm to appointment Mr. Joe Ardini to the Authority Manager position effective December 29, 2018; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Metzler to advertise within the company for one week to fill the Operations Manager / Superintendent position. If no applications are received, an advertisement will be sent to the newspaper; motion carried.

Any Other Matter Proper to Come Before the Authority

There 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. 12 as follows: \$60,215.99 for the Water Operating Fund and \$84,303.11 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 18-16 from the Water Bond Redemption and Improvement Fund in the amount of \$1,585.98; motion carried.

A **MOTION** was made by Mr. Hamm and a second by Mr. Metzler to approve the attached Requisitions No. 34 from the 2016 Construction Fund in the amount of \$18,054.12; motion carried.

Adjournment

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

Respectfully submitted,

Christopher E. Metzler
Assistant Secretary