

Mount Joy Borough Authority
Regular Monthly Meeting
June 30, 2015
Minutes

The Mount Joy Borough Authority held its regular meeting on this date in Council Chambers of the Borough Offices Building. Present were Chairman Gainer, Mr. Rebman and Mr. Derr. Also present were Angie Fenicle, John Leaman and Joe Ardini. Mr. Weidman and Mr. Golicher were absent. Chairman Gainer called the meeting to order at 4:00 PM.

Public Input Period.

There was no one present from the public.

Authority Manager Report.

Mr. Leaman updated the Board on the handbook: Mr. Leaman and Mr. Scott Hershey have finished their review of the handbook. A meeting was held with Ms. Jennifer Craighead at Barley Snyder and she will start the legal review and provide her comments.

Mr. Leaman stated that he contacted the representative from UGI to make him aware the Authority is interested in participating in their program to camera the sewer mains and laterals in areas where UGI has conducted direction boring. Mr. Leaman stated he is currently waiting on the proposal.

Mr. Leaman stated that he and Mr. Ardini met with the new owner of 26 West Main Street about the commercial establishment and the need to purchase an additional EDU to separate the two structures. Mr. Leaman stated the meeting went well and they stated that no remodeling will be completed until the winter months and then they would purchase the additional EDU's. Mr. Leaman added that this is one of many properties that may arise as the Borough's Zoning Officer reviews her rental program properties. Mr. Leaman stated that staff was notified of a property at 313 East Main Street which is licensed by the Borough as two rental units and the Authority had listings as one unit. Authority staff made the contact with the property owner and made him aware of the change that will be made to their water and sewer account. Mr. Leaman stated that this will help the Authority have accurate records for billing.

Mr. Leaman informed the Board that he signed and returned the G-17 form to RBC Capital Markets for them to provide the Authority with different funding options for the borrowing of the new water treatment plant. Mr. Leaman noted that the motion is on the agenda for approval.

Mr. Leaman informed the Board that Ms. Nancy Hess is scheduled for an initial meeting to discuss job duties on Thursday, July 2nd.

Mr. Leaman stated that he completed the annual water and sewer management discussion and analysis for the audit. Trout, Ebersole & Groff is scheduled to present the draft audit at the Authority Board meeting on July 21st.

Mr. Leaman stated that ARRO is currently in the process of completing the invitations for the ribbon cutting ceremony for the booster station. It was also noted that the letters for the political dignitaries were sent last week. Mr. Leaman mentioned to the board that there was miscommunication with ARRO regarding cost of the ceremony. Mr. Leaman informed the Board that the Authority will be responsible for the cost of the tent rental and the cost of The Gathering Place.

Mr. Leaman informed the Board that he received an email from SRBC acknowledging that they received the report from ARRO for the well testing and are in the review process. Mr. Leaman stated that SRBC also provided a document stating that the Authority also needs to publically advertise stating that the Authority is looking to increase its capacity allocation. Mr. Leaman advised that letters also need to be sent to property owners within a half mile radius. Mr. Gainer asked what is the purpose for these advertising requirements. Mr. Leaman responded, it's the property owners right to know what is being proposed.

Operations Manager Report.

Mr. Ardini updated the Board on the Park Avenue/High Street waterline replacement: Staff has stopped installing for a few days due to some paving patches on Union School Road. Staff has resumed construction and is installing the water line to the intersection of Park Avenue. After the results of the bacteria testing for this section of water line, staff will then continue the installation on Park Avenue.

Mr. Ardini updated the Board on the booster station: The ten day trouble free operational period has finished on June 28th. The contractor will now begin on the demolition of the old station. The contractor will also start grading, the installation of the secondary suction line and paving preparation.

Mr. Ardini mentioned to the Board that the water plant has fared out well with the recent storms and rainfall that was received over the past couple weeks. Staff has not noticed any abnormal operating conditions.

Mr. Ardini stated that he and ARRO Consulting had a conversation with PennDOT regarding the RT 0772 paving project. Initially the Authority approved a resolution and agreed to pay for the materials and PennDOT would incorporate the work. Mr. Ardini stated that PennDOT now made the Authority aware that the cost of the scope work is greater than allowable for this type of agreement and PennDOT would need the Authority to approve an updated resolution incorporating a cost share of 75% PennDOT responsibility and 25% the Authority responsibility. Mr. Ardini is hoping to have this resolution by the next Authority Board meeting.

Mr. Ardini mentioned to the Board that staff will be televising the sewer mains at the Reserve at Union School Phase 3 development as this phase is now ready for dedication. Mr. Rebman asked what the exact procedure is before staff recommends dedication. Mr. Ardini stated that the developer will submit a letter requesting the Authority to accept the water and sewer utilities for a development and at that time staff will televise the lines to make sure there are no discrepancies with the utilities. ARRO Consulting will submit a letter as well offering their recommendation and Barley Snyder will prepare the deed of dedication documents. Mr. Ardini then stated that the Authority will hold a 15% letter of credit for 18 months as a maintenance guarantee and when that time arises, staff will again televise the lines and release the letter of credit.

Mr. Ardini updated the Board on the 0772 bridge project: The contractor is intending on pouring the bridge decking in late August or the beginning of September. Heisey Mechanical had some questions on access for the waterline installation, concrete structures / thrust blocks holding the waterline and drilling of the carrier brackets. Mr. Ardini noted that these items will be discussed further with the contractor. Mr. Ardini reminded the Board that the Authority entered into an agreement with PennDOT for a 50% cost share.

Business Manager Report.

Mrs. Fenicle updated the Board on delinquent accounts; 58 termination notices were sent to owner occupied properties on June 25th with a total outstanding balance of \$20,000. Mrs. Fenicle stated that staff continues to make contact with rental properties and to date have collected \$10,122 of \$14,200.

Mr. Leaman updated the Board on 29 New Haven Street: Mr. Bailey is ignoring the notices that were received by the Authority and the Borough. The Borough's solicitor has proceeded to file with The Court of Common Pleas.

Minutes of the Previous Meeting.

A **MOTION** was made by Mr. Derr and a second by Mr. Rebman to approve the June 2, 2015 meeting minutes as presented; 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. Rebman to approve M2 Construction, LLC payment request no. 2 for the Pump Station 2 project in the amount of \$82,377 as recommended by ARRO Consulting's letter dated June 16, 2015; motion carried.

A **MOTION** was made by Mr. Rebman and a second by Mr. Derr to ratify Authority Manager, Mr. John Leaman signing G-17 document with RBC Capital Markets in reference to financing of the new water plant; motion carried.

A **MOTION** was made by Mr. Rebman and a second by Mr. Derr to approve change order #5 for Eastern Environmental Contractors, Inc. to install a new 8-inch suction line piping in the amount of \$12,248 and authorizing Mr. Leaman to execute the necessary documents; motion carried.

Any Other Matter Proper to Come Before the Authority.

Mr. Ardini stated the he received a thank you letter form Mr. Frantz from Marian Avenue thanking the Authority on how well the water main break was handled.

Authorization to Pay Bills.

A **MOTION** was made by Mr. Rebman and a second by Mr. Derr to approve the attached Requisition No. 5 as follows: \$56,613.26 from the Water Operating Fund and \$70,204.60 from the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Rebman to approve the attached Requisition No. WBRI 15-11 from the Water Bond Redemption and Improvement Fund; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Rebman to approve the attached Requisition No. SBRI 15-4 from the Sewer Bond Redemption and Improvement Fund; motion carried.

A **MOTION** was made by Mr. Rebman and a second by Mr. Derr to approve the attached Requisition No. 24 from the 2012 Construction Fund; motion carried.

Executive Session.

An executive session was held to discuss a real estate matter, no decisions were made.

A **MOTION** was made by Mr. Derr and a second by Mr. Rebman to reconvene the public session at 5:28 PM; motion carried.

Adjournment.

There being no further business, a **MOTION** was made by Mr. Rebman and seconded by Mr. Derr to adjourn; motion carried and the meeting adjourned at 5:30 PM.

Respectfully submitted,

John D. Rebman
Secretary