

Mount Joy Borough Authority  
Pre-Authority  
July 15, 2014  
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 Gainer, Mr. Weidman, Mr. Hornafius, Mr. Rebman and Mr. Derr. Also present were John Leaman, Joe Ardini, Angie Fenicle, Jimmy Dennis with ARRO Consulting and Carol Roland and Chris Johnson from Trout, Ebersole & Groff. Chairman Gainer called the meeting to order at 4:00 P.M.

**Public Input Period.**

Mr. Josh Deering from 33 Frank Street was present but did not have anything to discuss.

**Presentation of the 2013-2014 Annual Audit.**

Ms. Carol Roland and Mr. Chris Johnson were present to review the 2013-2014 Water and Sewer Systems Annual Audit. Ms. Roland stated that there were no findings during the audit and the staff was great to work with. Ms. Roland also stated that she continues to encourage the Board to continue to increase the appropriate water and sewer rates to allow the revenue to fully pay for the expenses. Ms. Roland stated that the Authority had made improvements to remove the tapping fees from the annual budget. Ms. Roland also mentioned that staff continues to take on more responsibilities which helps the auditing process progress more smoothly. Ms. Roland stated the Authority is taking the right steps in the right direction, overall she has seen improvements. A copy of the annual report is on file for the public to view upon completion of the right-to-know request form.

**Authority Manager Report.**

Mr. Leaman stated the Mr. Zook is complete with the removal of the barn. CH&N will be scheduled to do the site remediation after staff has the opportunity to clean up the site.

Mr. Leaman stated that sprint should be finished with their antennae upgrades today. Doug DeClerck will be doing an inspection tomorrow.

Mr. Leaman stated that he, Mr. Ardini and Mr. Harman from ARRO met with SRBC to discuss the information they need to determine an increase in allocation to wells one and two. ARRO will provide both the well monitoring and pumping plan to submit for review. The Authority will need to submit a check for one well waiver request along with a letter to SRBC to consider waiving the fee for the second well. The cost of the review is \$3,832.00 for one well. This review will now be for a permanent upgrade in the Authority's allocation asking for 150,000 gallons more per day.

Mr. Leaman stated the he spoke with Mr. George Desmond last week to discuss their second offer in regards to pump station 2. Mr. Desmond wants to offer to pay 29% or \$236,350.00 towards the new station but wants the Authority to bid the project and build the station. Mr. Mark Staley stated they want to cap their exposure at 29% of the \$815,000.00. In addition, the previous expenses paid by the Authority and Mr. Desmond will be absorbed by both parties and any additional cost of the station will be the Authority's obligation. Mr. Leaman stated that he met with Mr. Desmond this morning. Mr. Leaman stated that he cannot recommend the Board to move forward with this offer. Mr. Leaman also stated that Mr. Desmond is backing down from the business but understands that he needs to fulfill this obligation that he has with the Authority. Mr. Mike Davis from Barley Snyder recommended that the Authority would still be responsible for pay prevailing wage. Mr. Davis stated that the bidding process is already completed; a common mutual ground needs to be established.

Mr. Leaman stated that The Williams Company will sponsor a pipeline meeting for the affected land owners of the new proposed route at Acorn Farms on July 29<sup>th</sup> from 6 to 8 PM. Mr. Leaman stated this he will be attending this meeting. Congressman Pitts is arraigning a tour of the proposed pipeline with The Williams Company which is tentatively scheduled for August 11<sup>th</sup>.

Mr. Leaman reported to the Board that he received a phone call from Mr. Harold Mott from 221 East Main Street regarding the minimum bill rate structure. Mr. Mott does not feel that 8,000 gallons is a fair minimum charge for customers and wanted to voice his opinion. Mr. Mott also suggested that the Authority consider revisiting our current rate structure for possible amendments.

Mr. Leaman informed the Board that the PMAA event on August 26<sup>th</sup> will start with a reception at 5:45 PM followed with dinner and the award banquet. Mr. Leaman stated that Mr. Gainer and Mr. Hornafius will be receiving awards for their years of service.

Mr. Leaman stated that he would like to schedule a joint admin meeting to discuss employee handbook updates, CDL physicals and health insurance coverage. Two meeting dates have been selected and Mr. Leaman will report at the next meeting the finalized date.

Mr. Leaman stated that he received a proposal from AT&T to put up an antenna. The proposed offer is \$2,500.00 per month for two years followed by an increase of three percent every year thereafter. This will be a five year contact with four auto renewals. The Board is in agreement to move forward and have reviews by Mr. DeClerck on the installation and agreement reviews by Mr. Davis from Barley Snyder.

A **MOTION** was made by Mr. Derr and a second by Mr. Hornafius to give approval for Mr. Leaman to sign documents relating to the Booster Station project and confer with the solicitor when necessary to help expedite the process; motion carried.

### **Operations Manager Report.**

Mr. Ardini stated the no trespassing signs from dusk to dawn were posted at the cove property. Mr. Ardini also stated that the depression at the gate has been remediated.

Mr. Ardini stated that the water meters were delivered to do the replacement at the four schools. All parties were contacted with suggested dates of installation. Staff is schedule to do a partial shutdown for the LCCTC building on Thursday. The contractor is willing to install the meter while our staff oversees the installation. Mr. Ardini stated that he hopes to have all but one of the meters installed by the beginning of August.

Mr. Ardini informed the Board that during the storm last Wednesday, a tree limb fell on the chlorine building. Staff has removed the limb and discovered that it partially damaged the roof. Sensing Roofing is scheduled to do the repairs as well as Goeke Tree Service to remove the remaining of the damaged tree. Ms. Fenicle has contacted the insurance company to make them aware.

Mr. Ardini stated that letters will be sent this week to those who are exceeding or close to exceeding the permitted allocation. This will give them a curiosity that they are close to exceeding or have exceeded so they can begin taking other measures to help reduce water usage.

Mr. Ardini stated that staff has completed their proficiency testing for in-house laboratory. Staff will be submitting the results this week.

Mr. Ardini stated that Mr. Hershey provided him with a quote for some additional work that needs to be completed to the administration building. There is a problem with the front roof leaking when it rains. SM Johns quoted the Borough \$2,440.00. The Authority will be responsible for 33%.

Mr. Ardini stated that staff has received the third round of EPA sampling which contains three boxes of sampling bottles for the UCMR3 monitoring. (Unregulated Contaminant Monitoring Rule) Staff will be collecting and submitting the sample to EPA, the designated laboratory at no cost to the Authority.

Mr. Ardini informed the Board that another electronic monitor failed last week at the WWTP. The monitor has been installed and cost \$3,900.00.

Mr. Ardini provided an update on Marietta Avenue repaving project – ARRO has started the preliminary work for submitting the 4181 forms to the state with valve boxes and manholes. There are three potential conflicts with storm sewer improvements that the state is proposing and will be addressed for further clarification. Mr. Ardini, Mr. Dennis from ARRO, Mr. Hershey, Mr. Butler from EDT and Mr. Hain EDT engineer, met to discuss whether the

Borough or Township are moving ahead with curb and sidewalk. A meeting will be held on July 29<sup>th</sup> to discuss if funding can be obtain to help pursue with the curb and sidewalk project.

#### **Business Manager Report.**

Ms. Fenicle had nothing to report.

#### **Consulting Engineer Report.**

Mr. Dennis provided updates on the following projects and developments:

Church Street Booster Station – The notice of “intent to awards” were sent out on July 3<sup>rd</sup>. The contractor must return the executed documents within 15 days. When the documents are reviewed, ARRO will provide recommendation to the Authority to award the contracts.

Donegal Square Land Development Plan – The contractor is approximately 98% complete with installing the utilities. The contractor needs to perform vacuum testing of manholes and red-line drawings.

Elm Tree Properties – The Villa’s Phase 5D is 70% completed with installing the utilities. The Villa’s Phase 5B North and 5B South is scheduled for a walkthrough on July 22<sup>nd</sup> to proceed with dedication of the utilities.

Mount Joy Country Homes – The plans for Phase 2A, 2B and 3 have been finalized and are waiting on developer to schedule construction.

Reserves at Union School – ARRO performed a pre-paving / dedication walkthrough on July 14<sup>th</sup> for Phase 2. ARRO provided the owner with a minor list of items to address. ARRO and Authority Staff attended the pre-construction meeting on June 30<sup>th</sup> for Phase 3. ARRO is currently reviewing the shop drawings and contractor expects to begin utility construction the week of August 4<sup>th</sup>.

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

A **MOTION** was made by Mr. Weidman and a second by Mr. Derr to approve the June 17, 2014 meeting minutes; motion carried.

#### **Unfinished Business.**

There was no unfinished business to discuss.

#### **New Business.**

There was no new business to discuss.

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

Mr. Dennis stated that the invites were mailed for the ARRO’s annual golf event which will be held July 31<sup>st</sup>.

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

A **MOTION** was made by Mr. Rebman and a second by Mr. Hornafius to approve the attached Requisition No. 6 as follows: \$43,469.79 from the Water Operating Fund and \$51,745.76 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 14-11 from the Water Bond Redemption Improvement 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. Weidman and a second by Mr. Derr to exit executive session at 6:03 PM; motion carried.

**Adjournment.**

There being no further business, a **MOTION** was made by Mr. Weidman and seconded by Mr. Derr to adjourn. Motion carried and the meeting adjourned at 6:04 PM.

Respectfully submitted,

John D. Rebman  
Secretary