

Mount Joy Borough Authority
Pre-Authority
July 21, 2015
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. Rebman, Mr. Derr and Mr. Golicher. Also present were Joe Ardini, Angie Fenicle, John Leaman, Jimmy Dennis from ARRO Consulting and Mike Davis from Barley Snyder. Mr. Weidman was absent. Chairman Gainer called the meeting to order at 4:00 P.M.

Public Input Period.

There was no one present from the public.

Presentation of the 2014-2015 Annual Audit.

Ms. Carol Roland and Mr. Chris Johnson were present to review the 2014-2015 Water and Sewer Systems Annual Audit. Mr. Johnson presented the audit highlighting the financial analysis and capital assets. Ms. Roland preceded by reviewing the SAS 114 and SAS 115 letters. It was noted that there was no significant findings during the audit. Ms. Roland mentioned that she is happy to see that the tapping fees continue to decrease when preparing the budget. Ms. Roland also reviewed with staff and Board members the forecasted figures that were projected in 2013 compared to the year end 2015 figures. It was also noted that a forecasted financial statement should be completed every two years until the capital projects have been completed. Ms. Roland also mentioned that she is happy to see that the Authority is doing annual rate increases to help prepare for the capital projects and to reduce the dependency on the tapping fee income. 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 updated the Board on the well fields: The public notification information which SRBC requested as part of the well 1 and 2 submittal was completed and sent to the department. There was approximately 150 letters that were sent to surrounding properties of the wells. The additional capacity request applications for the wells were completed and sent to SRBC last week.

Mr. Leaman informed the Board that Mr. Scott Hershey confirmed that August 18th at 6:30 is a suitable date to hold a joint administration meeting with Borough Council members to discuss employee healthcare and handbook. This meeting will be held directly after the regular Authority Board meeting.

Mr. Leaman stated that he and Mr. Matt Brown met with DEP to discuss incorporating an air scour system into the filters at Carmany Road Water Plant to help reduce the amount of backwash water being generated. Mr. Leaman stated that he felt the meeting went well.

Mr. Leaman stated that he received the requested information from UGI for their program of televising the sewer mains and laterals in areas that have conducted directional borings. Mr. Mike Davis reviewed the documents and it is acceptable. UGI stated that they are expecting to start sometime in August or September time frame.

Mr. Leaman stated that Authority staff met with ARRO Consulting and the engineer that will be designing the membrane filter system. ARRO Consulting will be working on a building layout for the new water treatment plant at the compost site. There was a discussion on pre-selecting a manufacturer for the membrane filtration process based upon a life cycle analysis. There was a brief discussion with the Authority Board as it was determined that the Authority will pre-select a manufacturer through a life-cycle cost analysis and provide the general contractor with the selected manufacturer of choice. Mr. Davis stated that this practice is acceptable.

Mr. Leaman stated that he, Mr. Ardini and Mr. Jimmy Dennis met to update a 10 year capital improvement plan for the water and sewer departments. Mr. Leaman mentioned that he will need to have this updated plan for the water department for the bond rating for the new water treatment plant.

Mr. Leaman stated that after much discussion, Authority staff's recommendation for the name of the new well is Well #3 and the new water treatment plant is South Jacob Street Water Treatment Plant. After brief discussion, Authority Board approved to move forward with the recommended names as presented.

Mr. Leaman stated that he had a conference call with Mr. Sean Frederick and Mr. Stephen Flaherty to discuss different scenarios for borrowing of the new water treatment plant. Mr. Leaman stated that he expects to have the different funding scenarios available for discussion at the next Authority meeting.

Mr. Leaman informed the Board that Ms. Nancy Hess was present last Thursday to meet with the Authority office staff. Ms. Hess would like to meet with a few Board members on Monday, July 27th from 9 to 11AM. Mr. Leaman stated that she is in the process of putting together a wage survey which she has sent to about 45 Authorities and has received eight survey forms in return and is expecting many more. Mr. Gainer asked why you think there is a good response? Mr. Leaman stated she feels there are many in the same situation and it will benefit to take advantage of the free survey.

Mr. Leaman stated that he and Mr. Ardini met with Mr. Mike Brubaker from Brubaker Farms to discuss the nutrient trade agreement between Brubaker Farms and the Authority. This agreement is due to expire at the end of 2015. Mr. Brubaker is going to do some investigative work to see if it will benefit Brubaker Farms to participate in the program.

Mr. Leaman mentioned that the invitations were sent out today for the Booster Station Ribbon Cutting Ceremony which will be held on August 20th at 10:00 AM.

Mr. Leaman informed the Board that Trout, Ebersole & Groff is tentatively scheduled to start on the grant compliance audit the week of August 24th.

Operations Manager Report.

Mr. Ardini reported on the Park Avenue and High Street project: New waterline have been installed and completed from High Street to Barbara Street. Pressure testing passed as well as the bacteria testing results were negative. Mr. Ardini stated that there are good responses from homeowners regarding the quality of water.

Mr. Ardini provided an update on the booster station project: The final paving has been completed and the existing electrical service has been terminated. Final grading and seeding are currently being completed. ARRO Consulting and Authority staff will conduct a final inspection for the project.

Mr. Ardini stated that Authority staff completed the PennDOT forms for the train station project which dealt with mostly paving. Plans show that Henry Street will receive two inch mill and overlay. Mr. Ardini stated this is phase 2 of the train station parking lot upgrades.

Mr. Ardini reported on the pump station 2 project: Most of the concrete work on the walls is complete with some floor pours remaining. Authority staff has selected exterior masonry and grout colors along with louvers.

Mr. Ardini stated that notices were sent to 11 customers for exceeding their connection permits. All notices were sent registered mail with copies of their permits for reference. Mr. Ardini stated that he will make contact with all the customers within the next week. Mr. Gainer asked if there are any changes with Melhorn Trucking? Mr. Ardini stated that staff will soon be testing again, however haven't seen any negative impact to the system since they changed chemicals.

Mr. Ardini stated that he was contacted by some farmers inquiring about the bio-solids / fertilizer ad that was placed in the Lancaster Farming paper. One specific farmer from Mifflinburg named Daryl Beiler is looking at possibly being able to utilize all the material generated. However, staff recommended entering into a three year contract with Daryl Beiler to remove up to 580 tons at \$10,440 on an annual basis. Any materials above the designated tons mentioned will be billed at \$18.00 per ton. Authority Board gave Mr. Ardini approval to have Mr. Mike Davis draft an agreement.

Mr. Ardini provided an update on the Union School Road project: The Borough has completed the installation of the storm sewer and curb and sidewalk. The Borough has received the invoice for final paving and will invoice the Authority for 50% of the paving. Initial invoicing shows the paving cost at \$23,400 in which the Authority will be liable for \$11,700. These funds will be paid from the Water Bond and Improvement Fund. Mr. Ardini reminded the

Board that the Borough's grant has helped the Authority save a tremendous amount of funds to install the new water main.

Business Manager Report.

Mrs. Fenicle had nothing to report.

Mr. Gainer asked if the office is receiving a lot of phone calls regarding the rate increases. Mrs. Fenicle stated that there are some calls coming in and office staff is explaining the need for the increases.

Consulting Engineer Report.

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

Marietta Avenue Paving Project – PennDOT has requested new data to change this project to a 25% MJBA and 75% PennDOT funded project. ARRO will submit the proper documents.

Marietta Avenue Bridge Replacement Project – Authority staff, Heisey Mechanical and ARRO Consulting are keeping up-to-date on the project preparing to hang the pipe on the bridge and the underground support system.

Donegal Square – ARRO is currently in discussion with the contractor and owner concerning EDU assignments for the buildings. Mr. Leaman made the Board aware that it was brought to his attention that the contractor for Hampton Inn installed an irrigation system around its property. Mr. Leaman stated that a meeting was held with the contractor and has verified to Mr. Leaman that this system will be permanently disconnected by next Tuesday, July 28th. Mr. Leaman stated the contractor will then install a collection system to collect rain water that will be supplied to the sprinklers.

The Meadows – ARRO is currently reviewing shop drawings. Construction on water and sanitary sewer utilities are expected to start in August.

Reserve at Union School Phase 3 – ARRO has reviewed and commented on dedication of facilities.

A&M Hardware – ARRO is reviewing shop drawings and the water and sewer facilities installation is expected to start in August.

Donegal Stadium – ARRO is providing construction observation during the installation of the facilities.

Minutes of the Previous Meeting.

A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to approve the June 16, 2015 meeting minutes; motion carried.

Unfinished Business.

A **MOTION** was made by Derr and a second by Mr. Rebman to approve Resolution 11-15 authorizing Pennsylvania Department of Transportation to generate an agreement with Mount Joy Borough Authority for the manhole replacement on SR 0772. This Resolution overrides Resolution 3-15; motion carried.

New Business.

A **MOTION** was made by Mr. Rebman and a second by Mr. Golicher to approve M2 Construction, LLC. payment request No. 3 for Pump Station 2 Project in the amount of \$41,760.00 as recommended by ARRO Consulting's letter dated July 3, 2015; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Rebman to approve Resolution No. 10-15 to enter into a Deed of Dedication for the Conveyance of Interest in Utility Facilities to serve The Reserve at Union School Phase 3 as recommended by ARRO Consulting's letter dated July 15, 2015; motion carried.

A **MOTION** was made by Mr. Rebman and a second by Mr. Golicher to approve the release of letter of credit #D006549 for RUS Phase 3, LLC for the Reserve at Union School Phase 3 in the amount of \$31,000. A new letter of credit was established for the 15% maintenance guarantee in the amount of \$30,899.40; motion carried.

Any Other Matter Proper to Come before the Authority.

There was no other matter to come before the Authority.

Authorization to Pay Bills.

A **MOTION** was made by Mr. Rebman and a second by Mr. Derr to approve the attached Requisition No. 6 as follows: \$70,927.46 from the Water Operating Fund and \$85,763.18 from the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to approve the attached Requisition No. WBRI 15-12 from the Water Bond Redemption Improvement Fund; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to approve the attached Requisition No. SBRI 15-5 from the Sewer Bond Redemption Improvement Fund; motion carried.

A **MOTION** was made by Mr. Golicher and a second by Mr. Derr to approve the attached Requisition No. 25 from the 2012 Construction Fund; motion carried.

Executive Session.

An executive session was held to discuss real estate matters.

A **MOTION** was made by Mr. Golicher and a second by Mr. Derr to reconvene the public session at 6:36 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 6:38 PM.

Respectfully submitted,

John D. Rebman
Secretary