

Mount Joy Borough Authority
Regular Monthly Meeting
September 1, 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, Mr. Derr and Mr. Golicher. Also present were Angie Fenicle, John Leaman, Joe Ardini and Mr. Mike Davis from Barley Snyder. Mr. Weidman was 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 new water treatment plant: Authority staff and ARRO Consulting met to discuss the footprint of the building for future expansion abilities. The decision was made to go with the 174 foot long building which would include three membrane filters which will be expandable. The building will also accommodate the space needed to add a fourth nitrate and softener unit for future growth. This will provide the ability for the plant to go from the 1.0 MGD to a 1.5 MGD plant when additional well source can be established. Mr. Golicher asked if the staff has any concerns with PA DEP changing the regulations for the filters. Mr. Leaman stated that he is not concerned with changes to the new plant based on current technology, however he is unsure what impact the future regulations could have on the Carmany Road water plant. Mr. Leaman stated he received an email from RBC Capital referencing a time schedule for the funding of the new water plant in order to secure funds in a timely manner. Mr. Leaman stated that RBC Capital and he will present funding options to the Borough Administration Committee Meeting on September 23rd and Borough Council monthly meeting on November 2nd.

Mr. Leaman stated that he sent a letter to Ms. Sara Gibson at Rapho Township regarding the sewer project for Rapho Industrial Park and also discussed this letter over the phone. Mr. Leaman stated he received an email from Ms. Gibson forwarding a letter from Rettew Associates who is the engineer for Rapho Township. Rettew Associates letter states that they are in agreement with Mount Joy Borough Authority to install an all gravity sewer system. Ms. Gibson also stated that Rapho Township needs to look at potential failing on lot sewer systems as part of the 537 Plan.

Mr. Leaman stated that he received a phone call from Mr. Jeff Butler from East Donegal Township to discuss the Authority's request to SRBC for additional capacity. During the conversation, Mr. Butler asked if Authority staff and Board be willing to meet with East Donegal Township Supervisors to update them on the current projects. The Authority Board was receptive to the idea and asked if EDT would be willing to attend the Liaison Committee Meeting on September 22nd.

Mr. Leaman informed the Board that AT&T has most of the ground work completed on the antennae project and should soon be starting on the tank work. AT&T is hopeful to have this project completed by the end of October.

Mr. Leaman informed the Board that Mr. Zach Dennis has completed his physical and medical requirements to submit his CDL for consideration. This process could take up to six months.

Mr. Leaman stated that he received confirmation from PA DEP confirming the annual chapter 94 report was reviewed and approved. Mr. Leaman provided a copy of the letter to the Board.

Mr. Leaman informed the Board that he contacted Congressman Pitts office in regards to the mail issues with the post office. Mr. Leaman stated that Congressman Pitts office was then in contact with the corporate office of the postal service. Mr. Leaman stated that many regulations have changes and therefore the tracking of mailings is more difficult. Mr. Leaman stated that a bar code is applied to each mailing piece going through the postal system; however, the bar code is only good for seven days and in this case if a customer receives his invoice 20 to 30 days after being mailed, the customer cannot verify with the postal service as to when that piece was mailed. Mr. Leaman stated that the billing company will notify staff when the invoices are taken to the post office. Mr. Leaman stated that when he receives his invoice in the mail in October, he will take it to the post office to see what date the

bar code was applied to the invoices. Mr. Leaman stated this will determine the amount of time it takes to mail out the quarterly water / sewer invoices from the day they were delivered to the post office.

Mr. Leaman disbursed copies of the 10 year capital improvement plan to the Authority Board. Mr. Leaman stated that he thought it would be helpful for the Board to have time to review these documents prior to discussing at the October 6th Board meeting. Mr. Leaman noted to the Board that there was one final number and will update the sheets when received. Mr. Golicher asked why some of these capital projects were not completed from previous years. Mr. Davis stated lack of emphasis from previous administration.

Mr. Gainer asked Mr. Leaman if he received any feedback from the booster station ceremony. Mr. Leaman stated he did receive three to four responses in which it was received well.

Operations Manager Report.

Mr. Ardini updated the Board on the Park Avenue/High Street waterline replacement: Staff has switched the final four properties on Park Avenue to the new waterline. The waterline connecting Frederick Street to Park Avenue is no longer in service. The final disconnection of the old waterline and connection of the new waterline was completed Monday. Staff will now begin the waterline installation on High Street.

Mr. Ardini updated the Board on pump station 2 project: The soffit and fascia are being installed as well as the electric. The block filler was applied to the walls and will soon start the final painting. The pumps are also on site.

Mr. Ardini stated that he was contacted by Mr. David Linton from PA DEP requesting the Authority to acquire a bacteria sample at the Lancaster County Career and Technology Center. Mr. Ardini stated that Department of Health was doing some investigating after a report of sick children at Hildebrandt Learning Center. Mr. Ardini stated the test results were non-detect.

Mr. Ardini stated that the Authority received a set of plans for the proposed Interstate Fleet building that will be built beside A&M Hardware on Strickler Road. The plans are currently being reviewed.

Mr. Ardini stated that the Authority received notification that Mary Mother of the Church on Union School Road is looking to expand their parking area and installing two rain gardens. Staff and ARRO Consulting is currently reviewing the plan and it appears that they will need an encroachment agreement with the Authority since a portion of the project is encroaching into the waterline easement.

Mr. Ardini stated that staff has been working on a loading station for loading of bio solids into the truck that Mr. Beiler will be using to transport the materials.

Mr. Ardini stated that the contractor televising the laterals for UGI is making progress and are keeping the Authority informed on where they are working daily via email.

Mr. Ardini informed the Board that Borough staff removed the vinyl siding on the west side wall of the administrative office building. The vinyl was cracked and had holes in it from the squirrels. The Borough would like to move ahead and replace the vinyl siding with painted steel siding. Mr. Dennis Nissley received a quote from Zimmerman Construction in the amount of \$3,785. The Authority will be responsible for 33% or \$1,250. The Authority Board authorized Mr. Ardini to move forward with the repairs of up to \$2,000 for unseen repairs not noted in the quote.

Mr. Ardini informed the Board that he received a phone call asking why the Authority's rules and regulations are not posted on the website. Mr. Ardini stated that the Authority's specifications are on the website and would like Board approval to place these on the site for public records. Mr. Mike Davis stated that these documents are public records and anyone can request to see them. The Board approved to post the rules and regulations on the website.

Mr. Ardini stated that he received a letter from DEP in regards to our organic loading discharge from the wastewater plant. DEP is projecting that the Authority will exceed the allowance that is stated in the Authority's NPDES permit. Mr. Ardini stated with the credits purchased from Brubaker Farms, the Authority will be below the permitted amount.

Business Manager Report.

Mrs. Fenicle informed the Board she received an email from Ms. Carol Roland from Trout, Ebersole & Groff requesting that Fulton Bank close two of the trustee accounts that had minimal interest earnings. The balance in these accounts likely arose from actual issuance costs being less than estimated issuance costs of the bond. Ms. Roland asked that Fulton Bank close these account and place the remaining funds into the 2012 Construction Fund in the amount of \$3,474.07. Mrs. Fenicle stated that she had notified Fulton Bank and they have no problem doing what is requested.

Mrs. Fenicle stated that time is winding down for the year for termination notices for delinquent account. Staff has mailed 29 rental terminations totaling \$17,000. This will be the last mailing for rental properties as staff has a separate procedure to follow than with owner occupied properties. Mrs. Fenicle stated that there were also 74 notices mailed to owner occupied properties totaling \$26,000. Mrs. Fenicle stated that staff is hopeful to be able to do one last mailing in late September.

Mr. Golicher asked what the status is with Mr. Bailey on New Haven Street. Mrs. Fenicle stated that there is no change to date.

Minutes of the Previous Meeting.

A **MOTION** was made by Mr. Rebman and a second by Mr. Golicher to approve the August 4, 2015 meeting minutes as presented; motion carried.

Unfinished Business.

There was no unfinished business to discuss.

New Business.

A **MOTION** was made by Mr. Rebman and a second by Mr. Golicher to approve the 2016 Minimum Municipal Obligation for the Authority's Pension Plan. It was also stated, that even though this may serve as the minimum amount required, the Authority Board would like to move forward and continue to use the 10% strategy to fund more than what is required; 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. Golicher and a second by Mr. Derr to approve the attached Requisition No. 9 as follows: \$65,635.87 from the Water Operating Fund and \$66,760.79 from the Sewer Operating Fund; motion carried.

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

Executive Session.

An executive session was held to discuss a real estate matter.

A **MOTION** was made by Mr. Golicher and a second by Mr. Rebman to reconvene the public session at 6:22 PM; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to authorize Chairman Gainer to execute the agreement between Mount Joy Borough Authority and Florin Hill Partnership for the upgrade to the booster station; 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 6:25 PM.

Respectfully submitted,

John D. Rebman
Secretary