

Mount Joy Borough Authority
Regular Monthly Meeting
October 6, 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. Derr and Mr. Golicher. Also present were Angie Fenicle, John Leaman, Joe Ardini and Mr. Mike Davis from Barley Snyder. Mr. Weidman and Mr. Rebman 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 new water treatment plant: Authority staff is reviewing the proposed layout of the new plant at the compost site which ARRO provided. Authority staff is also reviewing the best placement of the water main across Little Chiques Park in which this placement is needed to move forward with the easement. Mr. Mike Davis sent the proposed easement for access to well 3 to Mr. Mark Stanley, who is representing Mr. Howard Boyd and Mr. Tom Kile for review and comment. Mr. Golicher asked how much rock will have to be removed to install the main. Mr. Ardini stated that he cannot predict how much rock will be hit but he expects to hit some.

Mr. Leaman updated the Board on the SRBC application: Mr. Leaman received notice from SRBC that the application submitted for wells 1 and 2 needed three items addressed before the application would be considered complete and presented for technical review. This information was sent to SRBC within three days by ARRO Consulting. Mr. Leaman stated that he also received notice that the Authority is on the agenda for public meeting on October 29th which will be held in Grantville from 7:00 to 9:00 PM.

Mr. Leaman updated the Board on the evaluations from Ms. Nancy Hess: Ms. Hess has submitted to Mr. Leaman the draft job descriptions and wage evaluation determinations. Mr. Leaman stated that Ms. Hess is finalizing the new job description for the Project Administrator / Inspector position and needs to reevaluate to determine a wage structure. Mr. Leaman also mentioned that the Administrative Assistant job description will have multiple changes as well by eliminating some of the functions that this position still performed for the Borough. Mr. Leaman stated that the two new employees that will be hired for the Borough should be able to perform these duties. Mr. Leaman stated that the HIPPA Officer and Insurance Coordinator will remain in that job description for both the Borough and Authority.

Mr. Leaman updated the Board on the AT&T antennae project: The AT&T upgrades are on hold at this time until the brackets that will be welded to the tank are fabricated. AT&T expects by mid-October to continue working and expect the remainder of the work to take approximately six weeks to complete. Mr. Leaman noted that the Authority did receive two months' worth of lease payments.

Mr. Leaman stated that Authority staff, Mr. Stacy Hesitand from Asset Strategy and Markley Actuarial had a phone conference to discuss several items that Markley has recommended the Authority to consider amending the pension plan. Markley will provide the recommended changes by the end of October. Mr. Leaman stated that Mr. Heistand is scheduled to attend the November 3rd meeting to discuss the changes. This amendment will be approved in the form of a Resolution to amend specific language to be consistent with the plan.

Mr. Leaman stated that Mr. Scott Hershey contacted Benecon to see if the 2016 health insurance rate is established. Benecon noted that the final rates have not been set but estimated at 11%-15% increase. Mr. Leaman stated that Benecon is hopeful to have finalize these rates by the end of the month.

Mr. Leaman stated that Authority staff has participated in a webinar sponsored by Benecon in regards to the reporting requirements for the Obama Affordable Care Act which goes in effect 2016. Mr. Leaman stated that as an employer, it is required to supply each employee with the proper paperwork before January 31st that will need to be filed along with their taxes. Ms. Fenicle noted that this reporting was discussed with ADP, the payroll company,

and it was noted that they are focusing on larger companies and then will provide this service for the smaller companies in 2016. Mr. Leaman stated that after many discussions with staff, this paperwork will be completed internally for reporting year 2015. Mr. Leaman stated that there are less than 50 employees combined on the health plan.

Mr. Leaman updated the Board on Pump Station 2 project: the entire electrical conduit which was installed above the drywall ceiling has been removed and conduit conforming to the spec book was installed by the electrical contractor.

Mr. Leaman stated that Authority staff is currently field testing a new leak detection technology which L/B Water provides. This is one measure the Authority can take to help control unaccounted water. Mr. Leaman stated that staff installed magnetic data loggers throughout the service system and these data loggers will pick up sound waves. Mr. Leaman stated that the data loggers are then downloaded and the data should tell you if a large amount of water volume was traveling through that part of the system which could indicate a leak. Mr. Leaman stated this is at no cost to the Authority and feels this would benefit the Authority to see if the Authority would have any interest in purchasing these in the future.

Mr. Leaman informed the Board that Charter Homes submitted their 2nd payment for the booster station last week and are required to submit their final sum of the initial payment in December. Mr. Leaman reminded the Board that the secondary payment will then be collected over time when Charter Homes submits water and sewer permits for phase 3.

Operations Manager Report.

Mr. Ardini updated the Board on the Park Avenue/High Street waterline replacement: Staff has installed the waterline to Ziegler Street and will continue to Mount Joy Street. The waterline from Park Avenue to Frederick Street passed its bacteria and pressure testing as well as two service lines has been relocated over to the new main. Staff will connect High and Frederick Street to the new waterline and a boil water notice will be issued.

Mr. Ardini stated that staff has completed the bio solids renewal permit application for the wastewater treatment plant and is ready for submission. The renewal cost is \$500.00 and PA DEP has six months to review and issue a new permit. Mr. Ardini stated that this permit is good for five years.

Mr. Ardini updated the Board on the Marietta Avenue Bridge project: Heisey Mechanical will be delivering the water main on Wednesday to the site. Heisey Mechanical is scheduled to start welding the sections together on October 12th. The standoffs for the waterline are scheduled to be installed on October 16th and the waterline to be installed on October 17th. Mr. Ardini stated that this will be completed this weekend during the night times hours.

Mr. Ardini updated the Board on Pump Station 2 project: The electrician is continuing his work installing the conduit inside the building. The new manhole outside the building has been installed along with the force main. Pump and piping installation has begun inside the building.

Mr. Ardini informed the Board that staff is scheduled to flow test hydrants in the high service area during the week of October 5th. This will determine what color code the hydrants will need to be painted. Mr. Ardini stated with the new booster station online, staff is anticipating higher gallon per minute flows from the hydrants

Mr. Ardini stated that he was contacted by Ms. Katie Surra who is an instructor at Stevens Technology. She is inquiring about a tour of the water plant. The school has students enrolled in the water and wastewater course and would like to visit the facility. Mr. Ardini stated that staff will contact Ms. Surra to schedule the tour. Mr. Derr asked if the Authority is required to carry insurance for activities of this nature or is the company required to supply a certificate of insurance or sign waiver forms. Mr. Ardini stated he will contact Ms. Surra and have her provide these documents prior to the tour. Mr. Davis also stated that it is a good idea to have something in place to protect the Authority.

Mr. Ardini updated the Board on the UGI televisive lateral project: The contractor televising the laterals for UGI has completed their work. No issues were found with any of the directional borings that the contractors did for UGI. The contractor did make the Authority aware of two small problem areas within our sewer conveyance system. Staff will address these two areas and determine what needs to be done to correct them.

Mr. Ardini stated that the pump station in the reserve at union school development shut down over the weekend. Mr. Ardini stated that one of the pumps needs to be repaired and expressed the advantages of a duplex pumping station for this reason.

Business Manager Report.

Mrs. Fenicle provided the Board with some comparisons on delinquent account standings from last year. Mrs. Fenicle stated that currently there are 311 accounts delinquent amounting to \$87,000 compared to last year's figures of 367 accounts delinquent amounting to \$107,000. Mrs. Fenicle stated that she feels staff is moving in the right direction and feels that a more aggressive approach played a factor in the collection of these delinquencies.

Mrs. Fenicle informed the Board that she was contact by Union Community Bank in regards to the collection of the Authority's utilities. Mrs. Fenicle stated that Union Community wish to no longer collect the water and sewer invoices on behalf of the Authority. Mrs. Fenicle stated that Authority and Borough staff had a meeting with a representative of the bank and explained some concerns that staff has if the collection is stopped immediately. The representative will present the concerns to the committee and will report back to staff within the next two weeks.

Minutes of the Previous Meeting.

A **MOTION** was made by Mr. Derr 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. Golicher and a second by Mr. Derr to approve to ratify price proposal from J.D. Eckman, Inc. for the waterline work that approaches the Marietta Avenue Bridge project with PA Department of Transportation. The total amount of this project should not exceed \$290,000 with 50% reimbursement from PennDOT; motion carried.

A **MOTION** was made by Mr. Golicher and a second by Mr. Derr to approve the quotes from Heisey Mechanical relative to fabrication and installation of the water main on the Marietta Avenue Bridge; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to approve change order #6 for Eastern Environmental Contractors, Inc. request to reduce the contact amount by \$11,416.71 for quantities of items not used for the booster station project as recommended by ARRO Consulting's letter dated September 25, 2015; motion carried.

Any Other Matter Proper to Come Before the Authority.

Mr. Ardini received and email from Art Auchenbach from Riordan asking if anyone from the Authority would like to visit the new membrane filter plant at Rocky Gap, Maryland. The Board is interested in visiting the facility and Mr. Ardini stated he will contact the vendor to receive potential dates.

Mr. Leaman informed the Board that this quarter's billing invoices were delivered to the post office on September 30th. All pieces of mail were accounted for and received postage. Mr. Leaman stated he received his invoice two days after the mail date. Mr. Leaman stated that he contacted Congressman Pitts office and he was given the Lancaster Post Office phone number to follow up. Mr. Leaman stated that the information that he was given previously was incorrect regarding the bar coding. If the mailings have a bar code already on the front of the item, then no bar code is applied by the post office. AMS, the billing company, already prints a bar code on the front of the invoices and staff is currently verifying with AMS what this bar code means. Mr. Leaman mentioned that the invoices were delivered to the South Ampton Post Office to which will then be delivered to Philadelphia Post Office and from there were delivered to local Post Offices. Mr. Golicher asked if staff considered making contact with the individuals whom did not receive an invoice last quarter. Mr. Leaman responded that staff will make these phones calls but wanted to wait until at least a week to allow enough time to be delivery.

Authorization to Pay Bills.

A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to approve the attached Requisition No. 11 as follows: \$53,296.77 from the Water Operating Fund and \$66,123.00 from the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Golicher and a second by Mr. Derr to approve the attached Requisition No. WBRI 15-17 from the Water Bond Redemption and Improvement Fund in the amount of \$18,494.21; motion carried.

A **MOTION** was made by Mr. Golicher and a second by Mr. Derr to approve the attached Requisition No. SBRI 15-8 from the Sewer Bond Redemption and Improvement Fund in the amount of \$1,605.90; motion carried.

Executive Session.

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

A **MOTION** was made by Mr. Derr and a second by Mr. Golicher to reconvene the public session at 6:23 PM; motion carried.

Adjournment.

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Golicher to adjourn; motion carried and the meeting adjourned at 6:24 PM.

Respectfully submitted,

Robert R. Golicher
Assistant Secretary