

Mount Joy Borough Authority
Regular Monthly Meeting
November 4, 2014
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. Weidman, Mr. Rebman and Mr. Derr. Also present were Angie Fenicle, Joe Ardini and John Leaman. Mr. Hornafius was not present. Chairman Gainer called the meeting to order at 4:00 PM.

Public Input Period.

No one from the public was present.

Authority Manager Report.

Mr. Leaman informed the Board that he contacted Mr. George Desmond's office to set up a final meeting for pump station no. 2. It was noted by Mr. Desmond's office that he took an unexpectedly leave from the office for a few weeks. Mr. Leaman stated that he was informed to direct all correspondence regarding this project to Mr. Mark Stanley. Mr. Mark Stanley drafted a letter to the Authority and Mr. Mike Davis stating their position on this project. Mr. Leaman stated that Mr. Davis and he spoke to Mr. Stanley via phone conversation regarding the letter and offered comments to negotiate to better benefit both parties. Mr. Leaman also stated that ARRO Consulting contacted him regarding their services for the project and the revised number of \$119,000 was provided.

Mr. Leaman stated that he sent an e-mail to Mr. Rob Bowman and Mr. George Desmond's office to reschedule the booster station meeting. Mr. Leaman was hoping to schedule this November 12th or 13th however received no response.

Mr. Leaman stated ARRO Consulting submitted an e-mail to SRBC to finalize the testing procedures for the well test. The Authority intends to perform a short mock test to gather information. When the initial test is completed, staff will evaluate the timing of completing the full 72 hour test. Mr. Rebman asked when this will be completed. Mr. Leaman stated during the middle of December and ARRO will send the results to SRBC.

Mr. Leaman stated that PenDOT scheduled a preconstruction meeting for the Marietta Avenue bridge project. The meeting is scheduled for November 13th in Harrisburg. Mr. Ardini and Mr. Jimmy Dennis will be attending the meeting.

Mr. Leaman informed the Board that he will be posting the job opening for the wastewater treatment plant internally for 5 days.

Mr. Leaman informed the Board that Mr. Hershey signed and returned the SMT worker's compensation agreements.

Mr. Leaman stated that he had a conversation with ARRO Consulting regarding their amended offer on the PSA for the booster station. The contract was amended to not exceed \$48,428.00.

Mr. Leaman mentioned to the Board that he received the notice again for the unemployment solvency fee. The Board elected not to move forward with this service.

Mr. Leaman mentioned to the Board that he received an e-mail asking him to distribute information regarding the medication drop off box. This box is intended for the public to dispose of their old medication. There is a drop off box located in the front lobby of the administration building and is sponsored by CVS Pharmacy.

Mr. Leaman mentioned to the Board that Borough Council approved to have the office closed the day after Christmas. Mr. Leaman stated that this has been approved in previous years as well. The Board had no objection.

Mr. Leaman stated the staff received an appreciation e-mail from Fire Chief Bill Hall to the Authority commending its staff of the outstanding work and for going above and beyond our standards.

Mr. Leaman asked the Board if they had time to review the employee handbook and if they had suggestions. Mr. Leaman stated that staff is not ready to make changes but would like to receive their suggestions beforehand.

Mr. Leaman updated the Board on the right-to-know request. It was stated that staff and ARRO Consulting have pulled together a significant amount of materials as requested. Staff has met with Mr. Mike Davis, in which he will draft a letter to send along with the documents. It was also stated that Mr. Davis had a conversation with Mr. Matt Brown from ARRO Consulting, and Mr. Brown feels confident that the Authority's tapping fees were calculated correctly. Staff will send these documents by November 17th.

Operations Manager Report.

Mr. Ardini updated the Board on the booster station project; the generator pad has been poured as well as the tapping sleeve on the 16 inch water main has been installed. The new water main has been installed from Popular Alley to the Wood Street intersection. The contractor will begin saw cutting on Square Street from South Market Street to South Plum Street next week. Mr. Ardini also stated that another letter was handed out to the property owners affected from the water line installation to notify them of the anticipated work schedule.

Mr. Ardini informed the Board that staff met with PA DEP on Tuesday October 28th to discuss the Authority's comments from the filter evaluation. DEP appeared to be pleased with the progress the Authority has made pertaining to the comment letter. Mr. Leaman had asked for a copy of the report that PA DEP will generate and it was stated that they will send him a copy.

Mr. Ardini stated that the heat exchanger coil on the air compressor at the wastewater treatment plant cracked at one of the fittings. Staff has ordered a replacement part which cost approximately \$400. Mr. Ardini stated that this is not the first time this has occurred and staff is in contact with the manufacturer to see if this can be remedied. The damaged parts were able to be repaired by a radiator shop.

Mr. Ardini updated the Board on projects he is currently reviewing; the Donsco plans were received and currently are being reviewed. The inspection on the sewer lateral was completed for McDonalds at Donegal Square. Elm Tree Phase 4 plans was reviewed and a comment letter will be sent to the engineer. Keystone Pet store plans have been revised and all concerns have been addressed to meet the Authority's regulations.

Business Manager Report.

Mrs. Fenicle stated that staff met The HDH Group to review the coverage for property and liability renewal. Mrs. Fenicle was informed that it appears that the insurance rates are averaging the same as previous year. If there is an increase it would be no more than three percent. Final quotes will be submitted when all information is received by the Borough.

Mrs. Fenicle mentioned to the Board that she was approached by the zoning officer at East Donegal Township asking if she would be willing to meet with some of the staff to review the Authority's start to finish procedures for tapping fees and inspections. It was stated that since the Authority services some of the areas in East Donegal Township, Mr. Underwood would like to sit with Mrs. Fenicle to get a better understanding in how the Authority operates.

Minutes of the Previous Meeting.

A **MOTION** was made by Mr. Weidman and a second by Mr. Derr to approve the October 7, 2014 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. Derr to give approval to Mr. Leaman to submit a letter to Borough Council to reappoint Mr. John Weidman to serve another five year term on the Authority Board; motion carried.

Any Other Matter Proper to Come Before the Authority.

Mr. Rebman asked staff the status of the legion project. Mr. Ardini stated that the project is currently on hold.

Authorization to Pay Bills.

A **MOTION** was made by Mr. Derr and a second by Mr. Rebman to approve the attached Requisition No. 13 as follows: \$42,606.11 from the Water Operating Fund and \$69,718.31 from the Sewer Operating Fund; motion carried.

A **MOTION** was made by Mr. Weidman and a second by Mr. Derr to approve the attached Requisition No. WBRI 14-17 from the Water Bond Redemption Improvement Fund; motion carried.

A **MOTION** was made by Mr. Weidman and a second by Mr. Derr to approve the attached Requisition No. SBRI 14-5 from the Sewer Bond Redemption Improvement Fund; motion carried.

Executive Session.

An executive session was held to discuss a personnel and 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 6:07 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 6:08 PM.

Respectfully submitted,

John D. Rebman
Assistant Secretary