

Mount Joy Borough Authority
Pre-Authority
November 18, 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 Vice-Chairman Weidman, Mr. Rebman and Mr. Derr. Also present were Joe Ardini, Angie Fenicle, John Leaman, Jimmy Dennis with ARRO Consulting and Mike Davis from Barley Snyder. Mr. Hornafius and Mr. Gainer were not present. Vice-Chairman Weidman called the meeting to order at 4:00 P.M.

Public Input Period.

No one from the public was present.

Authority Manager Report.

Mr. Leaman updated the Board on the booster station project. Mr. Rob Bowman left a voice mail saying he was going to be out of town and would not be able to attend the meeting. Mr. Bowman asked Mr. Leaman to draft him a letter outlining the developer cost share for the project. Mr. Leaman stated that this letter was sent last Thursday.

Mr. Leaman stated that Mr. Mike Davis contacted Mr. Mark Stanley to inquire if anything has been determined regarding the pump station 2 project. Mr. Stanley has indicated to Mr. Davis that he is meeting with Mr. Desmond's son on Wednesday.

Mr. Leaman stated that on December 10th, staff completed the mock well testing to establish how long the water plant and well can be off line prior to starting the 72 hours test. Mr. Rebman asked how long the plant was off line to complete the test. Mr. Leaman stated 24 hours. Mr. Mark Harman supplied the preliminary information to SRBC and staff is awaiting the green light to proceed with the 72 hour test.

Mr. Leaman informed the Board that ARRO Consulting was at Charles Springs to determine how the weir plant was going to be installed for monitoring purposes and found that the spring has completely stopped flowing. The reason for this is not known. Mr. Harman notified SRBC.

Mr. Leaman informed the Board that he will be advertising internally for the open position at the water treatment plant.

Mr. Leaman informed the Board that Mr. Scott Hershey informed him that the safety manual information will need to be returned to Susquehanna Municipal Trust (SMT) by the end of January. Mr. Hershey thought originally staff had until the end of March. Mr. Dennis Nissley and Mr. Ardini scheduled a meeting for December 4th to meet with a representative from SMT to offer guidance to complete this manual.

Mr. Leaman stated that Borough Council at its meeting discussed the option in researching on-line bill pay for customer to pay their invoices online. There have also been some discussions on the web site as it is approaching renewal period. Mr. Leaman stated that Council and staff discussed the need to look for improvements to the website.

Mr. Leaman informed the Board that the right to know request for tapping fee information was mailed out on November 13th.

Mr. Leaman provided to the Board the meeting dates for the administration and finance committee meetings. These meeting will be advertised along with the annual meeting advertisement for the monthly meetings.

Mr. Leaman shared with the Board that he received an e-mail from Lancaster County Housing and Redevelopment Authority with information regarding the low/moderate income area in surrounding municipalities. Mr. Leaman stated that over the years the Authority has been fortunate to be able to use funding from this source to complete many upgrades and projects, however; the new information supplied no longer has entitlement areas for Mount Joy Borough, East Donegal Township or Mount Joy Township. There is one area in Rapho Township. With this new information, there are no opportunities for grant funding through the CDBG program.

Operations Manager Report.

Mr. Ardini updated the Board on the booster station project; the waterline installation West of South Market Avenue on Square Street is installed and will be hydro-tested this week. The tie in of the new 12 inch water main on Wood Street will be completed today. The contractor has installed approximately 800 feet of 8 inch waterline on Square Street, East of South Market Avenue.

Mr. Ardini stated that this quarter's meter readings began today. Staff is hopeful to be completed by Thanksgiving. Mr. Ardini stated that this is the first time staff can perform the reads at the same time since the additional auto reading equipment was purchased.

Mr. Ardini stated that staff has been flushing certain areas of the sewer system before the cold weather arrives. Staff has five sections left to complete.

Mr. Ardini stated that Jimmy Dennis from ARRO Consulting and he attended a meeting regarding the route 772 bridge replacement. Mr. Ardini mentioned that the catenary structure is built but has not been shipped to the site. Mr. Ardini stated the Amtrak is currently involved in another project but will look to see if they can pull off that site for three weeks to assemble the structure, otherwise Amtrak will not be able to move on site for three months.

Mr. Ardini stated that he will be attending a meeting this Friday regarding Newcomer Road at-grade closure crossings. This meeting is held by the PUC to close out the projects.

Mr. Ardini stated that Gary Karichner will be off of work for six to eight weeks due to medical reasons. During his absence, the construction crew staff will assist wastewater plant staff when needed.

Mr. Ardini informed the Board that there was a misunderstanding with the revised DEP testing regulations. Staff has missed the 2nd quarter test filing for the water plant. This is a revised regulation that started this year. The requirements for the new test need to be reported only for the 2nd and 3rd quarter. These tests are completed every three years. Mr. Ardini stated that the Authority is not in violation, however is required to be reported on the CCR report. This test we be completed next year.

Business Manager Report.

Mrs. Fenicle made the Authority Board aware that the annual company Christmas party will be held on December 17th at 5:30 PM.

Consulting Engineer Report.

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

Donegal Square – The utilities are installed; Contractor performed some vacuum testing and still needs to provide drawings.

Elm Tree Properties – The Villa's Phase 5D as built plans were submitted and ARRO reviewed the plans and provided a comment letter on November 11th. Elm Tree Phase 4A plans were resubmitted and reviewed. A comment letter was provided on October 29th with no response to date.

Mount Joy Country Homes Phase 2A – ARRO staff continues to perform RPR services. The utilities are installed and contractor is proceeding with testing.

New Donegal Athletic Stadium – ARRO and Authority staff have a meeting on November 19th with the design firm and owner to review the plan.

Minutes of the Previous Meeting.

A **MOTION** was made by Mr. Derr and a second by Mr. Rebman to approve the October 21, 2014 meeting minutes with one revision; 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 approve Easter Environmental Contractors, Inc. payment request No. 2 for the Water Main Relocation/Improvements and Booster Station Upgrades in the amount of \$60,953.51 as recommended by ARRO Consulting's letter dated November 3, 2014; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Rebman to approve PSI Pumping Solutions, Inc. payment request No. 1 for the Water Main Relocation/Improvements and Booster Station Upgrades in the amount of \$5,625.00 as recommended by ARRO Consulting's letter dated November 12, 2014; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Rebman to approve the proposed quotes to purchase and install a new generator at the Mount Joy Borough Public Works Facility upon approval of Borough Council. This purchase will be divided between both funds and paid from the BRI accounts; motion carried.

A **MOTION** was made by Mr. Derr and a second by Mr. Rebman to pay the 2015 Economic Development of Lancaster County membership dues; motion carried.

Any Other Matter Proper to Come before the Authority.

Mr. Leaman stated that the lighting upgrades for the administration office are almost complete.

Mr. Leaman stated that a customer on South Market Avenue sent an e-mail thanking the Authority for accommodating him with his water service. He was very appreciative with the contractor and the Authority.

Authorization to Pay Bills.

A **MOTION** was made by Mr. Derr and a second by Mr. Rebman to approve the attached Requisition No. 14 as follows: \$25,616.62 from the Water Operating Fund and \$31,713.48 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 14-18 from the Water Bond Redemption Improvement Fund; motion carried.

A **MOTION** was made by Mr. Rebman and a second by Mr. Derr to approve the attached Requisition No. SBRI 14-6 from the Sewer Bond Redemption Improvement Fund; motion carried.

Executive Session

An executive session was held to discuss a real estate, no decisions were made.

A **MOTION** was made by Mr. Rebman and a second by Mr. Derr to reconvene the public session at 5:24 PM; motion carried.

Adjournment.

There being no further business, a **MOTION** was made by Mr. Derr and seconded by Mr. Rebman to adjourn. Motion carried and the meeting adjourned at 5:26 PM.

Respectfully submitted,

John D. Rebman
Secretary