

NORTH MIDDLETON AUTHORITY

Board Meeting

April 19, 2018

Place: North Middleton Authority
Administration Building
240 Clearwater Drive
Carlisle, PA 17013

Time: 3:00 PM

Present: Authority members present were: Jim Hurley, Bob Reisinger, Greg Lebo, Blaine Shatto and Stanley Dye. Also present were Hubert Gilroy, Solicitor; Pete Lusardi of GHD, Engineers; Jodie Fuller, Office Manager; Brian White, Chief Operator; and E. Lee Koch, Manager.

Visitors: Scott O'Neil (re Water Bill Consideration)

MINUTES:

A motion was made by Mr. Lebo to approve the Minutes of the Meeting held on March 15, 2018. Mr. Dye seconded the motion and it carried unanimously.

VISITORS:

Mr. Scott O'Neil, 4 Heather Drive, addressed the Board regarding the high water usage on his March 1, 2018 bill. He did not feel that his family's usage was as high as the bill stated. Mr. Koch informed the Board we have a complete breakdown of billings for Mr. O'Neil's mobile home, and explained that it is located in the North View Manor mobile home park. Mr. Koch further stated that the Authority prepares water statements for each individual lot, then sends the statements to the property owner of record. The property owner then distributes the bills to the tenants and the Authority then receives payments from tenants for individual lots. He also went on to explain the staff process when high readings come in, and indicates that process was followed when staff saw the high bill that was generated for Mr. O'Neil's lot. Testing of the meter was declined by Mr. O'Neil due to \$50 fee to cover the testing. The water meter readings were actual readings and there were no indications of pipe breakage. He asked the Board to exonerate him from

payment for the high water bill for 66,000 gallons, which is approximately \$800.00. Mr. Koch said that a shut-off notice has already been issued to Mr. O'Neil and that he has been on payment plans in the past. Mr. O'Neil was advised that the Board would look at the complete situation and notify him of a decision soon.

SOLICITOR'S REPORT:

Mr. Gilroy reported that we need to do a Joint Resolution for connection fees. He is in the process of locating a copy of an old one to use as a model.

ENGINEER'S REPORT:

Mr. Lusardi reviewed a written summary of GHD's activities on behalf of the Authority:

Marion Avenue Pump Station: GHD has received several electrical shop drawings from Garden Spot Electric, and is reviewing them. They have not received any drawings from Doli Construction yet, and will contact them to determine status, with a reminder that time is of the essence.

2017 Annual Report: Hannah Stewart is currently preparing the report.

MANAGER'S REPORT:

Mr. Koch's written report was sent to Board Members prior to the evening's meeting. It included:

Marion Avenue Pump Station: There has been no activity at the project site, other than some clean-up of trash. We did reach out to Mr. Austin regarding the tree and he agrees with the removal of the tree to allow the project to proceed. He does request to be involved with the selection and replacement of the tree. We assume the contractors are working on their submittals, which will be reviewed by the engineers.

Wertz Run Interceptor Upgrades: We still need the bulk of the temporary construction easements, and received signed easements from three of the eight property owners. We talked with several others, and they had reasonable questions concerning the limits of the temporary easement and how it is to be used. With that in mind, we reached out to ALPHA engineers, Gettys' engineer and project designer, to have them locate the outside boundary of the temporary easement. This will

allow the property owners to get a visual of the easement boundary, and also will allow us and the contractor to determine what will need to be removed, if anything.

Water Rate Resolution: We prepared the Water Rate Resolution for the Township Board of Supervisors' consideration. A copy was attached to Mr. Koch's report. It is his understanding they will take action on this Resolution at the May 3, 2018, meeting. The Resolution has an effective date of June 15, 2018, which is set according to our billing system reading dates.

Joint Resolution for Connection Fees: The last project was Area 8 A/B (2005), a sewer project along the Newville Road and connector side streets. At that time, we passed a Joint Resolution setting the connections fees for the affected property owners. We need to prepare and adopt a similar Resolution for the Longs Gap Road Water Line extension.

SUPERVISORS' REPORT:

Mr. Reisinger reported that a meeting was recently held to discuss MS4, and the Supervisors will be getting proposals for engineering services soon. He said that an MS4 Coordinator will be required as well. They hope to have an engineer onboard within the next two months.

TREASURER'S REPORT:

Mr. Shatto then reported on bills that were paid in March and stated that operating costs were as follows:

for water,	\$	37,551.69
for sewer,		44,441.00

He made a motion to approve payment of the bills. Mr. Dye seconded the motion and it passed unanimously. Mr. Shatto then made a motion to requisition from North Middleton Township:

for water,	\$	37,395.28
for sewer,		44,257.58

Mr. Dye seconded the motion and it also passed unanimously.

Mr. Dye then made a motion to approve:

From the Orrstown Capital Account:

<u>Req. #</u>	<u>To</u>	<u>For</u>	<u>Amount</u>
O-321	GHD, Inc.	Engineering-Marion Ave PS	\$ 2652.20
O-322	Martson Law	Legal-Wertz Run Interceptor	396.50
O-323	Richard & Karen Squires	Temp Easement-Wertz Run Interceptor	300.00
O-324	Tri-Boro Con- struction	Marion Avenue PS	255.88
O-325	Apple Chevrolet	New P/U Truck	28220.00

SECRETARY'S REPORT:

Mr. Lebo commented on: two letters from Mr. Koch to Kashvi Realty regarding high water and sewer bills for two properties they own, due to frozen pipes; and a letter from Mr. Koch to David Marschka (Project Manager) regarding responsibility of Keystone Arms Subdivision for its fire suppression. There was some technical discussion with Mr. Koch by the Board regarding size of piping, pressures, etc. In conclusion of the Secretary's Report, Mr. Lebo also noted some correspondence regarding collections and liens by Mr. Gilroy.

PERSONNEL COMMITTEE:

Mr. Koch said that the new Authority employee took part of a certification exam that he still needed, and had passed. Mr. Koch stated that he appears to be a good fit with Authority staff. Mr. White indicated that he is also getting involved with lab work and the flusher truck.

OLD BUSINESS:

None.

NEW BUSINESS:

Mr. Koch discussed the fact that we have had a wet spring that has impacted the collection system problems that we've had for many years. The system was surcharged over the last week. He estimates that probably 50% of the flow is from private laterals. The older interceptors were likely built in the 70's and we don't know the integrity of the lines. We have some contracts with Abel Recon for three manhole runs in the Pheasant Run Area, and the Fry Loop area has four that could be done, but Mr. Koch stated this is a mere 'drop in the bucket'. He talked about some things that South Middleton and the Borough of Carlisle are doing with their systems, and said that the Authority needs to implement an aggressive inflow and infiltration development program, along with interceptors and collector mainlines, smaller transmission lines with no laterals in them, etc. Mr. Lusardi discussed other municipalities' plans. He said some plans span many years, and in some cases, many decades, involving allocating a certain amount of money per year towards funding the plans. He talked about the procedure for beginning a plan, and did state that all the laterals will need to be replaced in the process of a long-term plan. Following discussion, upon suggestion by Mr. Reisinger, it was the consensus of the Board that Messrs. Koch and White will work with Mr. Lusardi on a proposal for a study.

Upon inquiry by Mr. Reisinger, Borough flow decreases were discussed.

Regarding the visit of Mr. O'Neil, Mr. Reisinger stated that in the past, resolution of these types of issues has always been left up to NMA staff. He prefers not to set a precedent. Mr. Koch and Ms. Fuller provided a brief history of past water usage and bill/payment status for this customer. Mr. Gilroy suggested to have the meter tested to make sure it's operating properly. If it's not, fix the meter. Mr. Gilroy said if the meter is working as it should be, the Authority can then tell Mr. O'Neil his bill is correct.

ADJOURNMENT:

The meeting was adjourned at 4:00 PM.

Respectfully submitted,

Greg Lebo
Secretary

Mary Dutchess
Recording Secretary