

NORTH MIDDLETON AUTHORITY

Board Meeting

December 20, 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, Blaine Shatto, Greg Lebo and Stanley Dye. Also present were Hubert Gilroy, Solicitor; Pete Lusardi of GHD, Engineers; Jodie Fuller, Office Manager; Brian White, Chief Operator; Barry Miller, Operator; and E. Lee Koch, Manager.

Visitors: None

MINUTES:

A motion was made by Mr. Shatto to approve the Minutes of the Board Meeting held on November 29, 2018. Mr. Reisinger seconded the motion and it passed unanimously.

VISITORS:

No visitors were present.

SOLICITOR'S REPORT:

Mr. Gilroy had no report.

ENGINEER'S REPORT:

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

Marion Avenue Pump Station: At the meeting, Mr. Lusardi announced that the pump station is substantially complete. The punchlist is to be developed to achieve final completion.

Proposal for Infiltration/Inflow Mitigation Program Engineering Services: The Proposal was approved by the Authority at the October 2018 meeting. GHD has

prepared an agreement for Mr. Koch's signature, and Mr. Lusardi brought it to the meeting.

Proposal for Wertz Run Sewer Permitting: The Proposal was approved by the Authority at the October 2018 meeting. GHD has prepared an agreement for Mr. Koch's signature, and Mr. Lusardi brought it to the meeting. The surveyor is prepared to start work.

Proposal for Water Filtration System Improvements - Design and Bidding Engineering Services: A Proposal was submitted to the Authority on 11/12/18 for the engineering services for design and bidding. A tour of the Carlisle WTP was done on 12/13/18, with NMA staff, Board members and GHD. During the meeting, Mr. Koch added some detail to the water plant tour, stating that the Borough had done a good job on explaining the process. Mr. Reisinger asked the status of the decision on the water plant, particularly after the Borough water plant tour. Mr. Dye answered that he thought there should be a meeting with NMA's water plant operators for their input before making a final decision, since they will be operating the plant. Mr. Koch stated that the operators have a series of questions, and he will set up a meeting with some Board members, Mr. Lusardi and the operators.

MANAGER'S REPORT:

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

We have been very busy with water main issues and also trying to finish start-up at the Marion Avenue Pumping Station.

Water and Sewer Budget: We will need to finalize and approve the Operating Budget for 2019. Mr. Koch said that some changes the Board had requested had been added, and Ms. Fuller said that a Boot Allowance change from \$100 to \$200 had also been added. No change to Eye and Dental had been made. Mr. Reisinger made a motion to approve the operating budget for 2019 with the revisions, seconded by Mr. Dye and unanimously approved.

Meeting Dates: At last month's meeting, there was some discussion on changing the meeting start times from 3:00 PM to 4:30 PM on the third Thursday of the month. Mr. Koch did follow-up checking with our professional staff and both GHD and Martson Law Offices are fine with the proposed time change. The Recording

Secretary, Mary Dutchess, was also fine with the change. Mr. Lebo made a motion to approve the dates and time change of meetings for 2019. Mr. Reisinger seconded the motion and it carried unanimously. The meetings can now be advertised.

Marion Avenue Pumping Station: Last week, the equipment representatives for the equipment manufacturers were on site testing the equipment and completing start-up procedures. All the equipment tested fine and start-up was completed as planned. Mr. Koch updated at the meeting that the new equipment is now turned on and the old has been turned off. He added that the old pump station was in service for fifty years.

As anticipated, the tie-in to the new pump station and going live was not an easy task. To make this final tie-in, we by-pass pumped around the old station by using the new station and new force main for a couple of days. Simultaneously, they excavated to install a new pipe and new manhole that will redirect flow into the new station. This required a coordinated effort on the part of the contractor and our staff. Mr. Koch felt it was off to a good start and hopes it will continue. In response to some questions from Mr. Hurley regarding the inside repair, Mr. Koch stated that NMA will be taking care of the north side, but that some discussion will be necessary with the contractor regarding the south side. He said he would let Mr. Hurley know when he learns more about that issue. Mr. Koch added that the crews did a good job and that he believes the equipment will hold up well.

Last week water main issues: Last week was challenging. We fixed several water main breaks and also replaced a faulty, leaking valve at the intersection of Cavalry Road and Route 11, aka Harrisburg Pike. The valve was a challenge. It was leaking badly and we were fearful it would come apart, flooding the intersection. We did a planned shut-down of approximately 25 customers, cut out the valve and replaced with a new valve. Because of the planned shut-down and loss of water pressure, we were required to notify the customers and place them on a precautionary boil water advisory for two days until we were able to confirm two negative bacteria water tests. That was completed on Saturday morning and the customers were then notified to end the precautionary boil water advisory. It worked out well, but these types of emergencies take quick planning and are much more involved than a standard, bread and butter water main break.

Miscellaneous: At the meeting, Mr. Koch asked if any Board members had objections to closing the office on December 24, 2018, and December 31, 2018. He indicated employees would use their own time for paid days off. The consensus of the Board was to approve the office closures for the two days specified.

SUPERVISORS' REPORT:

No report.

TREASURER'S REPORT:

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

for water,	\$ 102,179.53
for sewer,	225,797.84

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,	\$ 67,185.42
for sewer,	72,787.08

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

Mr. Shatto then made a motion to approve:

From the Orrstown Capital Account:

<u>Req. #</u>	<u>To</u>	<u>For</u>	<u>Amount</u>
O-372	DOLI Construction	Construction-Marion Avenue	\$ 56525.00
O-373	Borough of Carlisle	Capital-Letort Interceptor	4675.85
O-374	Borough of Carlisle	Escrow Deposit-Letort Interceptor	46445.68
O-375	Duffield Associates	Consulting-Marion Avenue	553.52
O-376	Garden Spot Electrical	Electrical-Marion Avenue	56220.30
O-377	GHD	Engineering-Marion Avenue	1588.86

Mr. Koch commented that all of the construction invoices had been reviewed by him and the engineers. He offered some additional detail on all invoices submitted.

Mr. Lebo seconded the motion to approve the invoices, and it passed unanimously.

SECRETARY'S REPORT:

Mr. Lebo commented on some bills having been paid late; and an email with attachments from David Shaool of Frederick Court with information regarding water and sewer tapping fees for 48 units and the process for payment of such.

PERSONNEL COMMITTEE:

Mr. Koch said that the Board needed to go into Executive Session after the meeting to discuss some personnel business.

OLD BUSINESS:

The Board reconvened the meeting for the purposes of approving the operating budget for 2019. Mr. Reisinger made a motion to approved the operations budget with revisions, seconded by Mr. Dye and unanimously approved.

NEW BUSINESS:

Mr. Hurley stated that the Board had received a nice Thank You card from the NMA Staff regarding the recent Christmas dinner held at Marcello's Restaurant.

ADJOURNMENT:

The meeting was adjourned at 3:30 PM, so the Board could go into Executive Session, as stated under Personnel.

Respectfully submitted,

Greg Lebo
Secretary

Mary Dutchess
Recording Secretary