

NORTH MIDDLETON AUTHORITY

Board Meeting

February 21, 2019

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

Time: 4:30 PM

Present: Authority members present were: Jim Hurley, Bob Reisinger, Greg Lebo and Stanley Dye. Also present were Hubert Gilroy, Solicitor; Howard Butler of GHD, Engineers; Jodie Fuller, Office Manager; Barry Miller, Operator; and E. Lee Koch, Manager.

Visitors: None

MINUTES:

Mr. Reisinger made a motion to approve the Minutes of the Board Meeting held on January 17, 2019. The motion was seconded by Mr. Dye and it passed unanimously.

VISITORS:

No visitors were present.

SOLICITOR'S REPORT:

Mr. Gilroy had no report, but commented on the portion of Minutes regarding the MS4 discussion at last month's Board Meeting. He asked if an MS4 Coordinator had been hired yet, to which Mr. Reisinger answered no.

ENGINEER'S REPORT:

Mr. Butler arrived late to the meeting due to circumstances beyond his control, so Mr. Koch addressed the following updates:

Marion Avenue Pump Station: The pump station is essentially complete and pump station is operational. Substantial Completion notification has been issued for both contracts. Contractors are addressing punch list items. The General Contractor's Application for

Payment #4 has been rectified to show the corrected retainage amount and is ready for signature.

Proposal for Infiltration/Inflow Mitigation Program Engineering Services: Project kickoff meeting was held and GHD installed nine (9) sewer meters. The current plan is that GHD will rent flow meters to NMA and provide data gathering, maintenance, training, etc. NMA will eventually buy its own new flow meters and switch the new meters out with the GHD meters. Monitoring will depend on weather, but three months is the initial estimate.

Proposal for Wertz Run Sewer Permitting: The NPDES permit was submitted. The Part II permit was prepared and is being reviewed. GHD submitted right-of-way plats for temporary (construction) work to Mr. Koch for review. He is reviewing a copy of the project plan and profile for sewer alignment.

Proposal for Water Filtration System Improvements - Design and Bidding Engineering Services: A Proposal was submitted to the Authority on 11/12/18 for engineering services for design and bidding. GHD prepared and submitted the requested alternatives analysis for adding a new clearwell to the project. Currently, transmission main between the WTP and Turkey Hill Dairy serves this purpose. Mr. Lusardi met with NMA staff on Wednesday morning to discuss clearwell alternatives. The selected alternative for a concrete clearwell has been included in the updated proposal.

MANAGER'S REPORT:

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

Water Main Breaks: During the cold snap a couple of weeks ago, we fixed four water main breaks in three days. All were on cast iron mains. Last Friday, we fixed another one in the Cavalry Road Area, which is also a cast iron main. After providing some details of the recurring problems we have had in that area, Mr. Koch said that we may want to look at an option of installing a pressure reducing valve for the Cavalry Road Area.

GHD Projects:

Wertz Run Interceptor Upgrade: GHD has been working on getting the applications prepared and submitted to complete the Wertz Run Inceptor upgrade. Easements plans for the temporary construction easements have

been prepared for the seventeen properties. At the meeting, Mr. Koch said that he will most likely get his draft prepared and sent to Mr. Gilroy to review and prepare the appropriate documents to send to the property owners for execution.

Inflow and Infiltration (I&I) Mitigation Program Start-up: Signed the modified Agreement that was approved in October 2018. On February 14, 2019, GHD staff and our staff installed the first round of flow meters for overall system monitoring. Mr. Koch indicated that he had put a small map up on the bulletin board if any Board members wanted to look at the area where the meters have been installed. Our staff will be assisting GHD with the set ups and learning the procedures for flow monitoring. Due to the time constraint of ordering and receiving meters, we are using GHD's equipment for this round under their rental program and will be purchasing our own equipment for future monitoring. We are also getting training from GHD on procedures that need to be followed.

Water Plant Proposal & Clearwell Alternatives

Evaluation: Last month, we discussed the issues of modifying or building another Clearwell and the various options for doing so with cost projections. Mr. Koch said Board members had been provided with a package that contains a draft technical memorandum prepared by Mr. Lusardi at GHD which was reviewed with him on February 20, 2019. Mr. Koch said NMA staff had some minor questions during the review, and that there appears to be two alternatives: an above-ground storage tank with costs projected to be about \$827,000; and underground concrete tank with projected costs of about \$869,000. Mr. Koch stated that he added those numbers to the numbers that we already had for building the new treatment plant. It brought the cost of building a new treatment plant up to about \$3.5M. He then suggested at the meeting with GHD that we now have 3-4 options to consider now: 1) rehab the old plant (we know that has limitations); 2) build a new plant with significant upgrades and potential expansion of about \$3.5M. 3) do we purchase capacity from Middlesex or the Borough of Carlisle? He discussed a formula to estimate that cost.

We need to determine if a replacement plant is affordable. He said that our current bank note is with Fulton Bank, which we will be meeting with soon. Mr. Koch wants to reach out to Orrstown Bank as well and said that he prefers bank financing vs. a bond as a much easier and cleaner way to finance. The current revenue note with Fulton will be paid off in September

of 2023. Some additional discussion regarding elevation took place as well.

North Middleton Township MS4 Implementation Services Study: A meeting was held at the township building to review the MS4 Implementation Services Study, (60% review) on February 8, 2019. The meeting was attended by GHD staff, North Middleton Supervisors and staff as well as North Middleton Authority Board members and staff. Mr. Koch said that the meeting provided an overview of what they have, but a lot more answers are still needed. Mr. Hurley said that he would like to talk with other Board members to gain a better understanding of the MS4 Program and options. Mr. Lebo agreed. Mr. Koch indicated that he has a draft showing where we are in the process.

Miscellaneous: Shillington Land Development Update. Mr. Koch recapped the background of the Shillington tract, dating back to 2004-2005. A West Shore developer is interested in buying the tract and has retained Dawood. Paul Wilson, who originally worked with us from Dawood, is involved again. NMA has a lien on the land for laterals installed (\$124,000 plus interest). This was unknown to Mr. Wilson. Mr. Wilson relayed that information to the developer. Earlier this week, Mr. Koch received a call stating that the developer is now interested in a payment schedule. Mr. Koch stated we would consider that under the right circumstances, in that we would need a written payment schedule and some kind of a written guarantee such as an irrevocable bank note. They would like to offer a significant down-payment and then make additional payments on the balance.

NOTE: As previously stated, Mr. Butler joined the meeting late, as he was delayed in traffic due to a multiple vehicle accident. When he arrived, he offered some signed Applications for Payment (3 and 4). Mr. Koch advised Mr. Butler that he had updated the Board on most of GHD's agenda items, and also of the discussion held during the meeting regarding the Water Plant, including NMA's current plans/status before moving forward.

SUPERVISORS' REPORT:

Mr. Reisinger had no report.

TREASURER'S REPORT:

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

for water, \$ 105,682.03
for sewer, 110,335.16

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

for water, \$ 110,560.92
for sewer, 85,214.06

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

Mr. Dye then made a motion, seconded by Mr. Lebo, to approve a special requisition for the Fulton Bank Note payment:

for water, \$ 47,440.40
for sewer, 160,631.53

It carried 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-382	Cumberland County	Wertz Run Interceptor	\$ 1400.00
O-383	Commonwealth of PA	Wertz Run Interceptor	200.00
O-384	Korporate Com- puter	Server	11999.00
O-385	Korporate Com- puter	2 workstations	1788.00
O-386	Kaylor, Allwein & Hartman	Wertz Run Interceptor	4900.00
O-387	Hilton's Lock Ser- vice	Site to Site Internet	1640.00

From the Orrstown Capital Account (Cont'd):

<u>Req. #</u>	<u>To</u>	<u>For</u>	<u>Amount</u>
O-388	GHD, Inc.	Engineer-WTP Assistance	\$ 1488.50
O-389	GHD, Inc.	Engineer-Marion Avenue Pump Station	2444.14
O-390	Borough of Carlisle	Capital-Letort Interceptor	1400.23
O-391	Doli Construction	Construction-Marion Avenue PS	99936.85

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

SECRETARY'S REPORT:

Mr. Lebo commented on: A letter from PA Dept. of Labor & Industry regarding a Notice of Violation on the boiler. Two findings were attached that needed attention; A customer complaint regarding water service shut off from his mobile home, stating that NMA mistreats disabled persons, violating the ADA, and that he had not received a notice. He stated he intends to file a complaint. All proper procedures were followed by NMA in posting/shutoff; A letter to Mr. Koch and John Epply from Lee Bothell for Getty's Development Company, requesting a reduction of the Letter of Credit; Correspondence between Jodie Fuller and Hubert Gilroy regarding filing of liens on properties located at 129 Marbeth Avenue and 60 Center Street; and Notice of Violation from PA Dept. of Labor & Industry regarding the elevator inspection at Marion Ave. pump station. There is no elevator there any longer, and Mr. Koch wrote back to them notifying them of such, stating that if the inspector had been there, he/she would have seen a new building at that location.

PERSONNEL COMMITTEE:

None.

OLD BUSINESS:

Ms. Fuller needs the Ethics Forms from Board Members.

NEW BUSINESS:

Ms. Fuller needs to up the daily limit in order to electronically transfer money to NMA. The new limit is \$520000.00. Mr. Koch said that all audit trails are in place. Mr. Reisinger made a motion to approve upping the limit as necessary. Mr. Lebo seconded the motion and it carried unanimously. Mr. Koch will sign the new documents.

ADJOURNMENT:

The meeting was adjourned at 5:07 PM.

Respectfully submitted,

Greg Lebo
Secretary

Mary Dutchess
Recording Secretary