

NORTH MIDDLETON AUTHORITY

Board Meeting

March 15, 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 and Stanley Dye. Also present were Hubert Gilroy, Solicitor; Patrick Boggs of GHD, Engineers; Jodie Fuller, Office Manager; Brian White, Chief Operator; and E. Lee Koch, Manager.

Visitors: Daniel Massey (re Wertz Run Interceptor)

MINUTES

Mr. Reisinger made a motion to approve the Minutes of the Meeting held on January 18, 2018. The motion was seconded by Mr. Dye and passed unanimously. Mr. Lebo then made a motion to approve the Minutes of the Board Meeting held on February 15, 2018. Mr. Dye seconded the motion and it also passed unanimously.

Later during the meeting, Mr. Gilroy noticed a typo in the January Meeting Minutes under the Reorganization section, noting that the auditor Maher Duessel was misspelled as Mahel Duessel. It was noted for correction.

VISITORS

Mr. Daniel Massey spoke to the Board regarding the right-of-way for the Wertz Run Interceptor upgrade. During earlier discussion with Mr. Koch, Mr. Massey understood that the work is slated to be done in the June/July 2018 timeframe, even though the easement allows eighteen (18) months. It is Mr. Massey's desire that the Authority keep to a two-month timeframe to complete the work. Mr. Koch indicated that June/July 2018 is the Authority's goal, as he prefers to do the work during the drier months but there is no set date to start. We desire to start during the warmer drier months and the project should be completed within two months from the start date, weather permitting.

For the benefit of the Board's understanding, Mr. Gilroy explained that a temporary construction easement right-of-way had been offered to Mr. Massey for the sum of \$300, and that a check has been cut for that amount. Mr. Koch stated the job is being done privately and that the Authority is reimbursing for a part of the project with Getty's LLC. He stated the money for the project will be part of the Land Development Agreement Escrow that Getty's LLC will have for Mountain View Estates Phase II. Mr. Koch estimates two months from start and prefers to do the work when the water table is down in the warmer weather.

SOLICITOR'S REPORT:

Mr. Gilroy reported that he and Mr. Koch continue to work on easements and modifications for various planned projects.

ENGINEER'S REPORT:

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

Marion Avenue Pump Station: A preconstruction meeting with Doli Construction and Garden Spot Electrical was held on March 14, 2018. The tentative plan is to begin work on May 15, 2018. The delay time is to allow for shop drawing approval and equipment purchase. No unusual concerns were expressed at the preconstruction meeting. Mr. Boggs said there had been a question about a tree that one of the land owners would like to keep, and indicated they could discuss that later.

Bennington Square Subdivision Plan Review: A comment letter was emailed to Mr. Koch on February 14, 2018. Mr. Lebo asked during the meeting if GHD is looking for any revisions on that. Mr. Boggs answered that they have sent it to Mr. Koch for his review and revision(s) if desired. Mr. Koch said there were quite a few pages of revisions, and that he also has Mr. Parthemore's review. He would like to see something developed on the property to utilize some of the remaining capacity allocated for this area of the township.

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: The first pre-construction meeting was scheduled and held on March 14, 2018. It took place at the Authority Administration Building. Mr. Koch talked with the property owner (Jeff Austin) regarding the temporary use of his property (townhouses) on both sides of the Authority's property. Mr. Austin understands construction and understands that it will be a temporary use of his property for the overall betterment of the community. He stated he didn't need any documentation, and to put it back the way it should be. At the meeting, Mr. Koch said he would discuss the tree issue with Mr. Austin when Mr. Austin returns from vacation. He added that he felt the pre-construction meeting went well and estimates Substantial Completion to be about mid-October 2018. There is a concern over the force main and its location near an 8' diameter wet well. Due to its age and the fact that it's cast iron, the force main is scheduled to be replaced and Mr. Koch and GHD are looking into the situation. All permits have been received for this project. Mr. Koch also said that they went over a lot of other things at the pre-construction meeting and discussed those with the Board.

As far as the limits on the temporary land use authority staff will be installing orange construction fencing to set the area that can be used by the contractors for storage of construction materials, which will include the neighboring property and that is its only purpose. It is not intended as a safety barrier or for protection of the construction site.

Longs Gap Road Water Line Extension: In early January, a letter explaining the project was sent out to the five property owners. The letter outlined the project and the direct costs to each of the five property owners. Four of the five responded to this letter stating that they wanted to continue. To date, we have not heard from the fifth property owner. This past week, another letter was sent to the same five property owners. That letter states the project is going to move forward after school is closed for the year to avoid conflicts with school bus traffic. This letter also outlines the process for payments owed to the Authority, which has been used for several Authority projects dating back into the late 90's.

After the project is completed, which includes pipe installation, cleaning and testing, the Authority will send to each property owner a breakdown of the fees, basically what they already have seen in the January letter, only this time it will be an Assessment Notice. At that time, they will be given the opportunity to pay

the cost in full or finance the direct costs for a five-year period. If they elect to pay the direct costs in full, they will receive a 2% discount if paid within 60 days of the Assessment Notice. If they choose to finance, we divide the direct cost by six, one-sixth is the down payment and balance is financed over a five-year period, at 2.65%. To secure the loan, a lien will be placed upon the property.

Along with the Assessment Notice will be a Mandatory Connection Notice, which is standard practice used in all of our projects. The Mandatory Connection Notice will provide each property owner with 90 days to complete their portion of the connection process, which means installing a line into their residence from the curb box and curb stop installed by the Authority. One person has already called and will be coming by the Authority to pick up some information regarding preparation for the connection process.

Wertz Run Interceptor Upgrades: The Part II Water Quality Management for construction of the Wertz Run Interceptor Upgrade was issued on March 9, 2018. That is the final permit we needed. We can now move forward with Mountain View Estates, Phase II.

We also sent letters to the eight property owners with an existing sewer easement on their property asking them to enter into a temporary construction agreement with the Authority for a temporary construction easement. We have made an offer of \$300.00 for each temporary easement.

During the meeting, Mr. Lebo asked Mr. Koch what his best estimate would be for the time impact to do the work. Mr. Koch stated that he does believe two (2) months for the actual work and the clean-up is feasible.

2018 Water Rate Increase: During the budget approval process, the staff recommended a low rental income increase of three percent (3%) to go into effect this year. The last increase was in December 2016. Three percent would amount to an \$.78 increase for the minimum charge from \$27.30 to \$28.08 for 6000 gallons of water use. This would require the Board to recommend the increase to the Board of Supervisors and have them pass the appropriate resolution. Mr. Dye then made a motion to recommend the increase to the North Middleton Township Supervisors with a request to pass the appropriate resolution, as recommended by Mr. Koch. Mr. Lebo seconded the motion and it carried unanimously.

SUPERVISORS' REPORT:

Mr. Reisinger informed the Board that the Township is preparing an RFP for Engineering for the next phase of the MS4 Program. They will need to figure out financing, and whether it will be paid for through fees or taxes. He said that NMA needs to talk seriously about having storm water responsibility come under the Authority, as far as financial arrangements. Mr. Reisinger said that sometime before the next meeting, he wants to meet with Messrs. Koch, Gilroy and one other Board Member to discuss. He added that we need to start building revenue/funds and stated that Middlesex has already started looking into this. Mr. Gilroy said he would follow up with Middlesex. Mr. Reisinger added that the biggest thing is the financing and rate structure.

Mr. Reisinger stated he would also talk with Ms. Ealer about the Resolution discussed earlier at the meeting.

TREASURER'S REPORT:

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

for water,	\$ 108,632.55
for sewer,	216,472.87

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

for water,	\$ 52,274.18
for sewer,	47,058.43

Mr. Lebo 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-314	Borough of Carlisle	4 th Qtr 2017 Capital-Wastewater	\$ 4013.77
O-315	Korporate Computing	2 new computers & printer	6166.00
O-316	Cumberland Truck Parts	Parts for heater for garage	23.56
O-317	Daniel M. Massey	ROW-Wertz Run Interceptor	300.00
O-318	Central State Door	Door-NMT Garage for Vac Truck	4637.00
O-319	GHD, Inc.	Engineering-Marion Ave PS	728.29
O-320	Fastenal	Heater for Garage NMT	108.85

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

SECRETARY'S REPORT:

Mr. Lebo commented on: a letter from Sunoco Pipeline advising their offer of free water tests for any well we would have close to their drilling site; a letter from PA Dept. of Labor and Industry that they could not gain access to the Marion Avenue Pump Station, which Mr. Koch explained regarded their attempt to inspect the old elevator at that pump station. Mr. White contacted them and took care of it.

PERSONNEL COMMITTEE:

Mr. Koch said that there was a candidate recommended for employment who is an employee of Mt. Holly. He currently has part of his Certification but will be finishing up his classification testing. He has a Class A CDL drivers license. The Authority made him an offer and it was accepted, with start date of March 26, 2018. He has worked for USG and wants team-oriented employment.

OLD BUSINESS :

Mr. Koch requested a meeting soon with Messrs. Reisinger and Gilroy regarding a long-term plan for NMA interceptors and infrastructure going forward. He said that the Borough of Carlisle has begun seriously working on a very ambitious plan for theirs and have shared some of their findings with Mr. Koch.

NEW BUSINESS :

None.

ADJOURNMENT :

The meeting was adjourned at 3:38 PM.

Respectfully submitted,

Greg Lebo
Secretary

Mary Dutchess
Recording Secretary