

NORTH MIDDLETON AUTHORITY

Board Meeting

January 18, 2016

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

Time: 6:00 PM

Present: Authority members present were: Jim Hurley, Bob Reisinger, Stanley Dye and Greg Lebo. Also present were Hannah Stewart of GHD, Engineer; Hubert Gilroy, Solicitor; and E. Lee Koch, Manager.

Visitors: None

REORGANIZATION FOR 2016:

Mr. Gilroy was appointed as temporary Chairman of the Board. He opened the floor for nominations for the election of officers.

Mr. Reisinger made a motion to keep the slate of officers on the Board the same as they were in 2015, with those being Mr. Hurley as Chairman, Mr. Reisinger as Vice-Chairman, Mr. Lebo as Secretary, Mr. Shatto as Treasurer; and Mr. Dye as Assistant Secretary/Treasurer. Mr. Hurley seconded the motion and it carried unanimously.

Mr. Reisinger also made a motion to keep the annual appointments the same as they were in 2015, with those being Mr. Gilroy as Solicitor, GHD as Engineer, and Mahel Duessel as Auditor. Mr. Hurley seconded the motion and it also carried unanimously. Mr. Gilroy turned the floor back over to Mr. Hurley as Chairman of the Board.

MINUTES:

Mr. Lebo made a motion to approve the Minutes of the Board Meeting held on December 21, 2015. Mr. Reisinger seconded the motion and it passed unanimously.

VISITORS:

None.

SOLICITOR'S REPORT:

Mr. Gilroy reported that he and Mr. Koch received and discussed information on implementing a credit card opportunity for customers to use when paying bills. Mr. Gilroy believes that the credit card company is limiting its own liability by deferring it all over to the Authority. Customers would be paying more on their bills due to a convenience fee that would be incurred when paying via the credit card. Mr. Koch expounded by stating that the company is Muni-pay, and added that the Authority would not want to store any sensitive customer information, although Muni-pay would be utilizing a third party for transactions. Because the Authority would be taking on added liability, however, annual insurance costs for protection could be greatly escalated. Online ACH payments are another option that could be considered through our billing program as well, along with another option available through PA Rural Water.

ENGINEER'S REPORT:

Ms. Stewart reviewed a written summary of GHD's activities on behalf of the Authority:

CRAPS #2 Upgrade: Due to the updated wet well delivery date, mobilization has been delayed to the week of January 25.

As noted at the last meeting, one of the discussion points discussed during the progress meeting and documented in the Minutes was the concern about a timely delivery of the Kohler generator because their workers had been on strike for about a month. An update was received earlier on January 18, 2016, which noted that the generator should be onsite by the end of March.

Schedule:

Date	Action
January 25, 2016	General contractor mobilization
January 25, 2016	Delivery of the precast concrete wet well
January 27, 2016	Construction progress meeting #2
April 16, 2016	Substantial Completion
May 16, 2016	Final Completion

MANAGER'S REPORT:

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

Douglas Drive Fire Hydrant Replacement: The new fire hydrant was installed by the Gleim Group at the intersection of Douglas Drive and Pheasant Run South on Monday, December 28, 2015. The hydrant with a six-inch extension was too short, so a longer extension was ordered and the six-inch extension will be returned. The extension will be installed this week and the area will be backfilled. At the meeting, Mr. Koch added that the longer extension is now onsite and should be installed on January 20, 2016. The job will be done in-house.

Water Plant Filter Media Replacement: As outlined in the December Report, we completed the following:

- Opened the water interconnection with Middlesex Authority on January 4, 2016.
- January 5, 2016: We drained the filter beds and removed the old filter bed media using a rental vacuum truck.
- January 6 and 7, 2016: We completed cleaning of the tanks including pressure washing prepping for coating system and mig welding of the tank walls as needed. Also unloaded filter media deliveries and stored in garages.
- January 8, 2016: We completed grinding and cleaning of tank walls and applied first coat of Aquatapoxy coating system to blemishes on tank walls and flooring.
- January 9, 2016: We applied second coat of Aquatapoxy.
- January 11, 2016: We set up the conveyor system, prepared tanks for filter media placement and

started to add the underdrain media 1-1/2" to 3/4" size gravel.

- January 12, 2016: We completed underdrain gravel placement and filter media placement up to and including the sand level, began running the plant for wash out and cleaning of fine particles.
- January 13, 2016: Added the final layer of media to the filters, 18" of fine anthracite coal, again running the plant for cleaning out the fine particles. After the second wash, the plant performance was very good with very low turbidities.
- At this point, the filter tanks need to sit full of water for 24 hours prior to sampling for Volatile Organic Compounds (VOCs). We will also need to sample for total coliform bacteria.
- January 14, 2016: We set up for sampling and provided samples to certified laboratory for analysis. Requested a 24-hour turnaround. We also completed the DEP-required construction certification form and submitted to DEP.
- Also on January 14, 2016: We sent all construction certification forms in to DEP for an operations permit. DEP responded by stating the permit is ready but if the test results are not returned to them by 3:00 PM on Friday, the operations permit will not be issued until Tuesday, January 19, 2016. At the meeting, Mr. Koch updated that at approximately 2:15 PM on January 15, 2015, he contacted DEP to inform them the results would not be ready before 5:00 PM and asked permission to start up if positive results were received. He was informed that start-up was not allowed without the operations permit. Mr. Koch therefore came in the next day, which was a Saturday, and picked up the results. He emailed them to DEP immediately so that they would have them early on the morning of January 18, 2016, when they came in to start the day.
- Additional Comments at the Meeting: Mr. Koch said that about eighteen tons of media sand was moved using the conveyor belt. He also commented that the Aquatapoxy is an amazing, but expensive, product, and did the job well. He provided some detail as to how the product was used, and the team effort shown by the Authority employees to get the job done.

SUPERVISORS' REPORT:

Mr. Reisinger reminded the Board that MS4 still needs to be discussed in the near future.

TREASURER'S REPORT:

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

for water,	\$	25,393.08
for sewer,		41,790.01

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

for water,	\$	39,857.99
for sewer,		56,145.92

Mr. Lebo seconded the motion and it also carried unanimously.

Mr. Dye made a motion to approve:

From the Orrstown Capital Account:

<u>Req. #</u>	<u>To</u>	<u>For</u>	<u>Amount</u>
O-185	GHD	Engineer-CRAPS Upgrade	\$ 5241.02
O-186	GHD	Engineer-WTP Filter Replacement	1076.02
O-187	Browns Hill Sand	Filter Media for WTP	8800.00
O-188	First State Distributors	Paint for WTP Filter Replacement	280.00

Mr. Lebo seconded the motion, and it carried unanimously.

SECRETARY'S REPORT:

Mr. Lebo commented that the Ethics Forms need filled out. He also noted that Board Member training is coming up. Mr. Koch said this is held every spring. Mr. Lebo noted correspondence regarding the PMHIC Member Agreement amendment and the 2015 Year-End reporting that will incorporate using a GADB 6B reporting package this year.

Mr. Koch reported on a phone call received from a tenant at 516 Long's Gap Road regarding a grinder pump

issue that needed repaired. The owner of the property is Alan Davis, who owes an outstanding balance. A letter had been sent to Mr. Davis some time ago informing him that until the balance was paid, no work on the grinder pump would be done by the Authority. Mr. Koch informed the tenant to contact the property owner. He said that he also updated the Township on the situation. There is a lien on the property for the pump.

PERSONNEL COMMITTEE:

Mr. Koch reported that a new hire will be starting on January 25, 2016. He also said that a current part-time staff member has now gone full-time as an assistant in the office for two days per week, and in the lab for three days per week. He added that so far, it is going well and she is enjoying the lab work.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

The meeting was adjourned at 6:29 PM.

Respectfully submitted,

Greg Lebo
Secretary

Mary Dutchess
Recording Secretary