

NORTH MIDDLETON AUTHORITY

Board Meeting

March 21, 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

MINUTES:

Mr. Reisinger made a motion to approve the Minutes of the Board Meeting held on February 15, 2016. The motion was seconded by Mr. Dye and carried unanimously.

VISITORS:

Mr. and Mrs. Saini of 15 Manada Creek Circle, came before the Board to request relief on their water bill. They stated that the bill was normally \$90.00 and in one quarter jumped to \$800.00. The Saini's described actions they had taken to try and determine what the cause of extra water usage might be, and said they had 6-8 guests for about ten days, but did not believe those guests would have used an amount of water during their stay that would total \$800.00. The Saini's checked plumbing fixtures in the home, including outside spigots, and can find no leaks. Mr. Saini is concerned that if they don't know what caused the problem, they don't know how to rectify it. Mr. Koch outlined the steps given to the Saini's to attempt to figure out what caused the rise in cost. He alluded that the typical cause of similar types of water usage spikes is generally related to toilets. Before they left the meeting, the Saini's were told that the Board would discuss their situation and someone would be in touch with them soon.

SOLICITOR'S REPORT:

Mr. Gilroy had no report.

ENGINEER'S REPORT:

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

CRAPS #2 Upgrade: Progress Meeting #3 was held for the job on March 2, 2016. Communication between the contractors, NMA and GHD has been good and the job is expected to run smoothly. The next scheduled progress meeting is April 6, 2016.

The first application for payment has been received by PSI and recommended for approval by GHD.

Schedule:

Date	Action
February 4, 2016	Mobilization
April 16, 2016	Substantial Completion
May 16, 2016	Final Completion

Annual Report: GHD provided a hard copy of the report draft to the evening's meeting and will send an electronic copy to Mr. Koch and Brian White for review. The report will be finalized by the end of March.

WWTP NPDES Renewal: NMA has begun to receive comments on the NPDES renewal application submitted in June 2014. GHD will work with NMA to address these comments.

Marion Avenue Pump Station Upgrade Proposal: GHD intends to have a proposal for the design work for the Marion Avenue Pump Station to the Authority at the April meeting.

MANAGER'S REPORT:

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

Cavalry Road Area Pumping Station: We have the first pay application for the work being completed at the pumping station. This is for PSI, payment #1 in the amount of \$54,090.00, which represents a partial

payment for wet well installation, building foundation, underground utilities and various start-up costs. This payment application was reviewed by GHD and Mr. Koch and found to be in order. The complete application is part of the invoicing included with the requisitions.

Other work completed or started by PSI includes additional building foundation and concrete work, additional work within the wet well and additional underground utilities. PSI is now starting to lay the block walls and will continue with that effort until completed.

Mr. Koch added at the meeting that the Authority had installed the waterline a couple of weeks ago and that things had gone well

Sunoco Pipeline Project: The Sunoco pipeline project has been very quiet until recently when, through the Township, we learned Sunoco has applied to the Susquehanna River Basin Commission to withdraw up to 2.8 MGD of water from the Conodoguinet Creek upstream from our withdraw point. This brought up several concerns from both the Township and Authority, and we have set up a meeting with them for March 22, 2016, at 10:00 AM.

Customer Contact: As reported earlier in these Minutes, Rich Pal & Bhupinder Saini, 15 Manada Creek Circle, Carlisle, PA 17013 met with the Authority Board regarding high water usage at their residence.

Normal water usage is a low of 3,000 gallons per billing cycle to 8,000 gallons per billing cycle. The meter readout was read on February 23, 2016, for the March 1, 2016, billing cycle. The meter showed usage of 76,000 gallons. The variance report picked up this high usage and we made contact with the customer for a confirmation meter reading. The confirmation meter reading confirmed the convenience readout and water meter had the same reading.

Customer was advised to check for any leaks and we also went through the normal protocol of questions. Customer indicated that they checked for leaks and did not find any. Customer requested to have the water meter bench tested for accuracy. The meter was pulled by NMA staff on Thursday, March 3, and taken to Lawco Inc., a third-party PUC-certified testing site. The water meter was bench-tested on March 4, 2016, and found to meet AWWA and PUC standards for accuracy. The customer was notified of the test results, the water

meter was picked up by NMA staff and reinstalled at the property on March 15, 2016.

In the meantime, NMA billing staff reviewed the account history and was able to provide the customer with 16,000 gallons' credit for minimum usage not used over the last two years' worth of billing cycles. This resulted in a \$181.92 credit towards the total invoice leaving a balance of \$611.49. This is a very common practice that has been used many times. The billing staff offered the customer a payment program with no interest. The customer has not accepted nor rejected the payment program but was adamant about meeting with the Authority Board.

Mr. Koch and the billing staff have seen similar situations over the years. The customer wants the Authority to verify what happened to the water and unfortunately, we cannot tell them. We do not live with them or know about their water use habits or the condition of their toilets or other fixtures within their household. One thing we have learned though, if it is a toilet, which it probably was, and if it wasn't fixed, it will happen again.

Mr. Reisinger said he was in favor of NMA resolving the situation as it has done in the past.

Miscellaneous: Mr. Koch said at the meeting that in order for him to review the status of Penn Dot Highway Occupancy Permits the Authority needs to approve a resolution authorizing Mr. Koch to sign on behalf of the Authority. Mr. Gilroy read Resolution 2016-01 that he had prepared at Mr. Koch's request, and Mr. Reisinger made a motion to approve the Resolution authorizing Mr. Koch to sign the required documents to become a Penn Dot Business Partner. Mr. Lebo seconded the motion and it carried unanimously.

SUPERVISORS' REPORT:

Mr. Reisinger had no report.

TREASURER'S REPORT:

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

for water,	\$	98,364.19
for sewer,		205,284.92

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

for water,	\$	50,469.30
for sewer,		44,105.03

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-190	PPL	Electric-CRAPS#2 Upgrade	\$ 1705.00
O-191	Korporate Computing	2 New Computers	3046.00
O-192	Mr. ReHab	WTP Filter Replacement	1755.00
O-193	PSI Pumping Solutions	CRAPS#2 Upgrade	54090.00

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

SECRETARY'S REPORT:

Mr. Lebo commented on the 2015 Chapter 94 Report prepared by GHD that goes to DEP. Mr. Koch said if anyone wanted a copy, he could provide one.

Mr. Lebo mentioned that the Dollar General will be coming in at 2891 Spring Road. Mr. Koch said the property is a preexisting customer in Middlesex Township and the Authority will be providing water and sewer services.

Mr. Lebo asked about the letter from Mr. Koch to UniFirst Corporation regarding issues with NMA uniforms. Mr. Koch provided a short explanation of problems that are currently being worked through.

Mr. Lebo inquired about the proposal for concrete repair at 1228 Pheasant Drive South. Mr. Koch said he needs to follow up on the check for that repair and briefly discussed the extensive repair needed for the fire hydrant after being hit by a car.

Mr. Lebo commented on the GASB 68 Employer Reporting Package. Mr. Koch offered that every year, the Auditors bring items that should be worked on to the attention of the Authority, and the GASB report contains municipality-specific data to assist in compliance and preparation of disclosures for the 2015 fiscal year.

PERSONNEL COMMITTEE:

Mr. Koch said there was no report, other than that the recent new hire is doing well. He also discussed briefly the lab technician's progress in her new role.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

The meeting was adjourned at 6:50 PM.

Respectfully submitted,

Greg Lebo
Secretary

Mary Dutchess
Recording Secretary