

NORTH MIDDLETON AUTHORITY

Board Meeting

April 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, Blaine Shatto and Greg Lebo. Also present were Hannah Stewart of GHD, Engineer; Kate Millikan, Solicitor; and E. Lee Koch, Manager.

Visitors: None

MINUTES:

Mr. Reisinger made a motion to approve the Minutes of the Board Meeting held on March 21, 2016. Mr. Lebo seconded the motion and it passed unanimously.

VISITORS:

None.

SOLICITOR'S REPORT:

Ms. Millikan had no report.

ENGINEER'S REPORT:

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

CRAPS #2 Upgrade:

Schedule:

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

Progress Meeting #4 was held for the job on April 6, 2016. Communication between the contractors, NMA and GHD continues to be good. The next scheduled progress meeting is May 5, 2016.

The second application for payment (AFP) has been received by PSI and is recommended for approval by GHD. (The EC, Garden Spot Electric, has not yet submitted an AFP.) Ms. Stewart expects one to be submitted next month.

As mentioned in Mr. Koch's report (below), due to several issues with the pump controls during the shop drawing review phase, GHD is encountering a bit of a delay in the pumps and controls. No party has expressed concern with the delay, and they expect everything to continue to run smoothly.

Annual Report: GHD provided fifteen (15) hard copies at the evening's meeting for distribution. Two (2) of the copies have original Engineer's Certificates.

WWTP NPDES Renewal: There is nothing new this month. GHD will continue to work with NMA to address any and all of DEP's comments. Mr. Koch indicated during the meeting that we are taking some additional sampling and sending it out.

Marion Avenue Pump Station Upgrade Proposal: GHD has submitted a proposal for the design work for the Marion Avenue Pump Station and Force Main, as well as the Pheasant Run Force Main. Mr. Reisinger asked how the two projects interact with each other and Mr. Koch said they do not, but that they were combined for contract purposes. Some discussion took place on the subject regarding the bidding process and how the projects will be structured. Mr. Reisinger made a motion to authorize GHD to proceed with the project with Mr. Koch and GHD working out the process together. Mr. Shatto seconded the motion and it carried unanimously.

MANAGER'S REPORT:

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

Cavalry Road Area Pump Station: We have the second pay application for the work being completed at the pumping station. This is for PSI, payment #2 in the amount of \$49,275.00, which represents payment for completing the wet well installation including the lining, partial payment for building under roof, completing the generator foundation and pad. 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 started by PSI includes interior building work, installation of pumping rails and bottom fittings within the wet well. PSI is waiting on the pumps which are scheduled for delivery in the first two weeks of May.

Garden Spot Electric is also onsite working on roughing in electrical equipment and installing underground electrical conduits from the service pole to the building. The backup generator is onsite and in the process of being connected. Garden Spot Electric did not submit an application for payment this month.

Construction is on schedule and the progress is very good. The only delay may be the pumps and control equipment.

Sunoco Project: We met with Sunoco representatives on March 22, 2016, at the Township Building. Reviewed the project and the representatives stated that the water withdraw is for use at this site only. They indicated that any use of water from NMA would be negotiated between NMA and their contractor. As indicated earlier, we have talked to the contractor but no agreement for supplying water has been signed by either party.

Borough of Carlisle Sewer System Capital Projects: As announced about eighteen months ago, the Borough of Carlisle is undertaking a 15-year plan to evaluate and upgrade the sewer collection system, including the Interceptor(s). All four municipalities including South Middleton Township, Middlesex Township, North Middleton Township and the Borough of Carlisle, use a portion of the interceptor, mainly the interceptor known as the Lower Letort, which runs from Post Road to the Treatment Plant in Middlesex Township.

The Borough hosted a briefing on *Letort Interceptor Condition Inspection and Assessment*, a 623-page report completed by HRG Engineers. Mr. Koch had attached to

his Manager's Report a two-page Executive Summary with conclusions and recommendations from the report.

Part of the Borough's review was the Director of Public Work's estimate of the cost to complete Alternative 5 (part of the conclusions) for each of the four municipalities. NMT's share of this work for construction was estimated at \$300,000.00. This estimate did not include engineering or permitting. The work is not expected to start until late 2017 or early 2018. At the meeting, Mr. Koch said this was a very preliminary meeting on a very involved project and that some of the municipalities have questions. Mr. Reisinger added that it has to be done, as it's part of the Intermunicipal Agreement. He appreciates that the Borough is being upfront in communicating about the upgrade procedure.

Customer Contacts: Rich Pal & Bhupinder Saini, 15 Manada Creek Circle, Carlisle, PA 17013. Worked out onetime reduced payment plan for this couple and they have submitted a partial payment.

Richard Wolfskill, 1875 Spring Road. The water meter is located within a crawlspace with limited or no access. There is a problem with the meter and we cannot get an actual reading. The Code states that customers must provide access, but past attempts to meet with him have failed.

We had a similar situation in the Heishman Gardens area, so we went in and installed water meter pits to resolve the access situation. During the meeting Mr. Koch said he would like to proceed with installing a water meter pit for the Wolfskill property. The Board's consensus was in agreement with Mr. Koch's proposal.

SUPERVISORS' REPORT:

Mr. Reisinger had no report.

TREASURER'S REPORT:

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

for water,	\$	58,465.09
for sewer,		59,888.48

He made a motion to approve payment of the bills. Mr. Lebo seconded the motion and it passed unanimously.

Mr. Shatto then made a motion to requisition from North Middleton Township:

for water,	\$	53,178.65
for sewer,		58,702.68

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-194	PSI Pumping Solutions	CRAPS#2 Upgrade	\$ 49275.00

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

SECRETARY'S REPORT:

Mr. Lebo commented on a letter from the Borough concerning some old, unpaid invoices. Mr. Koch said these invoices were from 2012. Apparently, there were two smaller bills which came from the laboratory which NMA has no knowledge of, and a third bill which was a quarterly water bill. When NMA paid the third bill, the payment was apparently applied to the two smaller bills and left the quarterly bill partially unpaid. He and Jodie Fuller are continuing to investigate the situation.

Mr. Lebo noted some communication from several customers who are satisfied with the Authority's services.

Mr. Lebo remarked on some letters from Ms. Fuller to some developers in which she returned escrow deposits for complete projects. Mr. Koch stated that we are in the process of cleaning some things up.

Miscellaneous Comments: Mr. Lebo noted Ms. Stewart's proposal, PPL surveys and studies that will be conducted over the next couple of week on their lines, and the PMAA Region 4 Fall Meeting Notice. Mr. Koch asked Board Members to let him know if they are interested in attending.

PERSONNEL COMMITTEE:

Mr. Koch reported that one of the employees who had undertaken part-time operations work would like to go full-time in that area. He stated that in order for this to occur, we need to hire someone to help in the office due to the high amount of customer contact, and he recommended that the new office position be a full-time position.

OLD BUSINESS:

Mr. Hurley asked if there was an update on the credit card billings. Mr. Koch said there has been no movement on this issue and added that our software supplier can supply part of that function without incurring a fee, as part of our package with them. Jodie Fuller is working on this with the software company, and Mr. Koch is unsure now if any further outsourcing action will be pursued.

Mr. Hurley then inquired as to whether Alan Davis' grinder pump had ever been repaired. Mr. Koch said that it had not. Mr. Dye thought the bank had taken possession of the property in question.

The Board was reminded to fill out and return Ethics Forms.

NEW BUSINESS:

None.

ADJOURNMENT:

The meeting was adjourned at 6:33 PM.

Respectfully submitted,

Greg Lebo
Secretary

Mary Dutchess
Recording Secretary