

NORTH MIDDLETON AUTHORITY

Board Meeting

December 19, 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, Engineers; 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 November 21, 2016. Mr. Lebo seconded the motion and it passed unanimously.

VISITORS:

No visitors were present.

SOLICITOR'S REPORT:

Mr. Gilroy reported that Mr. Koch had talked to him about the Fulton Bank re-financing. Interest rates have gone up over the past 60 days, and Mr. Gilroy will continue to monitor them.

ENGINEER'S REPORT:

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

WWTP NPDES Renewal: A draft permit was issued on November 22, 2016. GHD has reviewed it and met with Messrs. Koch and White to review. They have also provided NMA with a draft of a comment response letter for NMA to send back to DEP. In addition to those comments, there are a couple of outstanding questions regarding the formula for the calculation of offsets.

A meeting with DEP is scheduled for January 3, 2017, to review that formula.

Marion Avenue Pump Station Upgrade and Pheasant Run Force Main:

Marion Avenue: GHD is progressing with the design of the Marion Ave. station, but is holding off on the WQM Pt. II permit submittal for Marion Avenue in hopes that they may receive sufficient data for Pheasant Run and be able to permit both sites together.

Pheasant Run: The flow meter on Mary Lane has been in service for a little over two months. To date, there have been a couple of minor wet weather events, both reported under 1" of rainfall. The meter is still in place and GHD intends to keep it installed until they see at least one inch or greater rain event.

Brubacker Development: Tim Parthemore continues to review updates. GHD is working on revising some details they have used for past jobs with the Authority for the developer.

Chlorine Booster at the Elevated Water Tower Project: GHD is moving forward with the 60% design of the chlorine booster station. In January, they plan to meet with Messrs. Koch and White, and possibly some Board members, to discuss various options for the water system. GHD will begin compiling cost estimates for water line extensions to Basin 11 area, which Mr. Koch clarified at the meeting was the Long's Gap Road area. He offered some more details surrounding this project.

MANAGER'S REPORT:

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

Resolution # 2016-14: The resolution for a 3% rate increase for water was approved by North Middleton Township Board of Supervisors at their December 1, 2016, meeting.

National Pollutant Discharge Elimination System (NPDES): A draft permit was issued on November 22, 2016, two years after the other expired. Not much has changed, but there are a few updates included within the draft permit. We are working with Heather Myers and Hannah Stewart, GHD, on comments, and we have a meeting scheduled with Jinsu Kim, PA DEP Permitting section for January 3, 2017.

Refinancing of Bank Note: We reached out to Fulton Bank about the possibilities of refinancing the Bank Note. This process has just gotten started. They are going to begin running some numbers. In talking with Middlesex, they are in the process of refinancing and received a rate quote of 2.35% with a depository relationship. Our current rate with Fulton is 2.65% with no depository relationship requirement.

Orrstown Bank: We also reached out to Orrstown Bank about financing the vacuum flushing equipment vehicle for approximately \$375,000. They came back with a proposal of 2.75% for three years.

Borough of Carlisle Water Treatment Plant: The Borough of Carlisle had flooding issues at their water plant during the early morning hours of December 1, 2016, causing their water plant to shut down completely. An emergency call was provided to all the surrounding water companies and was put out on PA WARN, a statewide emergency management system, which puts out a call for assistance statewide. The call was answered. A lot of time and effort was provided locally by South Middleton Authority, Middlesex Authority, Pennsylvania American, and, of course, North Middleton Authority. All working in unison, we were able to provide a life line to the Borough of Carlisle and their citizens, keeping them with a safe water supply and fire protection.

This resulted in staff time to assist the Borough, as well as overtime, as all of the systems were working at peak capacity to provide this life line. In discussing this with our neighboring systems, they plan to invoice the Borough for the water provided, and to cover their overtime. Mr. Koch recommended that NMA also plan to invoice the Borough accordingly. Mr. Shatto made a motion to charge Carlisle Borough for the overtime and water provided by NMA. Mr. Dye seconded the motion and it passed unanimously.

Mr. Koch added that the Borough had experienced another issue earlier in the day involving a 16" cast iron water main break; however, it was being worked on at the time and did not involve NMA.

SUPERVISOR'S REPORT:

Mr. Reisinger commented that there had been a good team effort on solving the recent issue with Carlisle Borough's water treatment plant.

TREASURER'S REPORT:

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

for water,	\$	83,847.22
for sewer,		233,703.52

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

for water,	\$	50,961.69
for sewer,		87,532.99

Mr. Lebo 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>
0-221	Borough of Carlisle	2 nd Qtr Capital WWTP	\$ 7713.61

Mr. Reisinger seconded the motion and it carried unanimously.

SECRETARY'S REPORT:

Mr. Lebo commented on:

- Letters from Jodie Fuller to Mr. Gilroy requesting that liens be satisfied against properties at 1978 Fry Loop Avenue and 135 West View. The liens were for water/sewer rentals, both of which have now been paid in full. Mr. Gilroy answered some questions from Board members regarding the lien process.

PERSONNEL COMMITTEE:

No report.

OLD BUSINESS :

Mr. Koch indicated that Jodie Fuller had made some minor changes to the Budget involving insurance rates, which have since been lowered since the Budget Workshop in November. There was also a small change regarding software, but Mr. Koch did not have those numbers available at the meeting. As those were the only changes noted, Mr. Reisinger made a motion to approve the Budget as amended and prior to final review by the Manager. Mr. Dye seconded the motion, and it carried unanimously.

NEW BUSINESS :

Mr. Hurley commented on receipt of a Thank You card from NMA employees for the Christmas Dinner. Mr. Koch asked for comments to change from Saturday evening to Wednesday evening, since Saturday nights during the holidays are a very busy time for everyone including the restaurant. The Board generally agreed.

ADJOURNMENT :

The meeting was adjourned at 6:28 PM.

Respectfully submitted,

Greg Lebo
Secretary

Mary Dutchess
Recording Secretary