

**NORTH MIDDLETON AUTHORITY**

**Board Meeting**

February 20, 2017

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,Engineers; Hubert Gilroy, Solicitor; and Brian White, Chief Operator

Visitors: None.

**MINUTES:**

A motion was made by Mr. Reisinger to approve the Minutes of the Board Meeting held on January 16, 2017. The motion was seconded by Mr. Dye and it passed unanimously.

**VISITORS:**

No visitors were present.

**SOLICITOR'S REPORT:**

Mr. Gilroy reported that he has been working with Mr. Koch on the Brubacker tract, and the developer has an Agreement in-hand to review. He said that they approached the School District to modify the existing water easement they gave us by turning it into a water and sewage easement.

**ENGINEER'S REPORT:**

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

WWTP NPDES Renewal: No changes to report this month. All of DEP's comments have been addressed, and GHD is awaiting the final NPDES permit.

Marion Avenue Pump Station Upgrade and Pheasant Run Force Main:

Marion Avenue: GHD plans to have drawings and the Engineer's Report to NMA by February 22, 2017. Once NMA has reviewed and approved them, GHD is prepared to submit the E&S Plan for approval to the Cumberland County Conservation District, the WQM Pt. II Permit Application to DEP and the GP-11 Permit Application to DEP.

Pheasant Run: Based on metering results over the last few months and the survey data, GHD recognized that diverting additional flow through Mary Lane from the Pheasant Run pump station would not be feasible without the replacement of at least one section of pipe. This was exemplified in a storm event on January 23, 2017, in which the meter saw a max flow of 0.7 MGD. Therefore, the flow meter on Mary Lane was removed on February 3, 2017. GHD discussed how NMA would like to proceed with Mr. Koch and from that discussion, understands that NMA intends to replace this force main in kind outside of this project.

Brubaker Development: Tim Parthemore continues to review updates and is consulted as needed. GHD revised some details they have used for past jobs with the Authority for the developer.

Chlorine Booster at the Elevated Water Tower Project: On January 25, 2017, GHD met with several NMA staff and NMA Board members to discuss possible improvements to the water distribution system. During this meeting, the following was discussed:

- Chlorine Booster Station: Staff's desired operation capabilities, which were incorporated into the revised Engineer's Report and updated on the drawings. After review and approval by NMA staff, the Public Water Supply Permit Application was submitted on February 13, 2017.
- Water System Valving Options.
- Long's Gap Road Area Water Line Extension: GHD provided a preliminary cost estimate. The likely next step is for NMA to survey the residents of the areas. Ms. Stewart said there were some drawings of the areas on the table and Mr. Hurley asked if the Board could look at the drawings after the meeting.

## MANAGER'S REPORT:

Mr. Koch's written report was sent to Board Members prior to the evening's meeting and Brian White reviewed it. It included:

Borough of Carlisle: The Authority received a reimbursement check from the Borough of Carlisle for the water use and overtime hours from the December 1, 2016, water plant incident.

We have also been working with the Borough's Finance Department on water use billings from the Borough. The Borough has experienced personnel turnover and the Finance Department did not invoice the Authority for any water use in 2016. There is an invoice within the checks this month for the 2016 water billings.

Orrstown Bank: Orrstown Bank is closing its local office along Spring Road this April. Most of the banking is done online, the issue is the inconvenience for making deposits. Jodie Fuller and Mr. Koch have met with Orrstown representatives and they have outlined several services that they will provide to us at no cost. There are additional options that we can consider, such as cash deposits, but these may have costs associated with them from a courier service. We are still looking at our options, which may include moving some of our deposit accounts to a closer financial institution.

Survey Questionnaire for Longs Gap Water Distribution System: NMA staff prepared a draft letter with a short survey to be sent to each property owner within the Longs Gap Road Area from Channel Drive north to and including East Slate Hill Road. The survey will also include all of the side streets and properties. It will not include Lehman's Crossing; the developer will provide for those properties as part of their project. There are approximately 271 properties involved with the survey and we anticipate phone calls. Since Mr. Koch will not be available to field questions, the decision was made to wait another week before sending the survey out to the property owners. A map of the proposed survey area was available at the meeting for Ms. Stewart and/or Mr. White to review with interested Board members.

A copy of the draft letter and survey was included with Mr. Koch's report.

### **Construction Updates:**

Marion Avenue Pumping Station Replacement: Since last month's meeting, it has been determined that we will not need a construction permit to replace the Pheasant Run pump station force main. So, with that part eliminated, the Part II Construction Permit for Marion Avenue should be completed and filed with PA DEP by the end of this month.

Pheasant Run Pump Station Force Main: With no need for a permit, we contacted a contractor to provide us with an estimate to directional-bore a High-Density Polyethylene (HDPE) pipe for replacing the old cast iron force main. The contractor will install approximately 600' of 4" HDPE pipe and include several utilities locates for a price of less than \$11,000. This price did not include rock-boring, which is an extra cost and also does not tie in the new pipe to the station or discharge manhole. This will require additional excavation, manpower and fittings, which can be completed in-house. There was brief discussion at the meeting as to how to handle the additional cost of the rock-boring.

Chlorine Booster Station at Elevated Storage Tank: The Public Water Supply Permit Application for the chlorine booster station has been filed with PA DEP.

### **Development Projects:**

Brubacker Tract: NMA arranged and held a meeting on January 24, 2017, with representatives from PennDOT, developer/contractor, developer's engineer, NMA engineer and NMA staff. We met here at the Authority's Office to review the PennDOT Highway Occupancy Permit and each of the twenty-nine permit conditions. The meeting was to review the expectations PennDOT will have when working within their right-of-way. This meeting was not only informative for the Authority but also for the developer, who is the site contractor.

We also have been working with Mr. Gilroy on updating the Developer's Agreement for the revised Brubacker Development. Several major changes were made to the drawings which needed to be updated and included within the revised agreement. Most of the updates involved the off-site water and sewer improvements to bring water and sewer service to the proposed development site. After our in-house review, a draft of the agreement was sent to developer's attorney, the developer/contractor and the developer's engineer for their review.

Flusher-Vacuum Truck: NMT and NMA staffs have met on several occasions with local representatives for both VAC-CON & VACTOR, who built various sizes of flusher-vacuum trucks. Most recently, we met separately with the representatives and had them build us a unit from the chassis to the grease fittings using the same/similar size units. They are both COSTARs partners with the Pennsylvania Department of General Services, which helps local municipalities and authorities with procurement of equipment and products without the need for public bidding. We know that either unit will work to meet our needs now and well into the future. They have provided us with their proposals and we now need to carefully review each of the proposals to make sure we are getting the same features. Even so, both units do have operational differences which we need to evaluate - one has a single engine and one has a dual engine. Assuming one of these units ultimately does receive approval from both boards, it will take approximately five to six months to build, once ordered. The Board discussed the pros and cons of both types of truck.

**SUPERVISOR'S REPORT:**

Mr. Reisinger had no report.

**TREASURER'S REPORT:**

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

for water,	\$	80,764.86
for sewer,		72,657.14

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,	\$	115,290.86
for sewer,		67,006.39

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

Mr. Dye then made a motion, seconded by Mr. Reisinger, to approve a special requisition for the Fulton Bank Note payment:

for water,	\$	47,440.40
for sewer,		160,631.53

It 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-225	Commonwealth of PA	Engineer-Chlorine Booster Station	\$ 750.00
O-226	GHD	Engineer-Chlorine Booster Station	1558.00
O-227	GHD	Engineer-Marion Ave/ Pheasant Run PS	4327.49
O-228	GHD	Engineer-NPDES Permit Renewal	304.87

Mr. Reisinger seconded the motion and it passed unanimously.

**SECRETARY'S REPORT:**

Mr. Lebo commented on:

- Customer contact from Susan Tandle of 700 Appalachian Ave. regarding wastewater issues and charges for service. Mr. White indicated this problem has been resolved. Mr. Dye was familiar with the issue and offered detailed explanation, adding that the check valve had been put in incorrectly.
- Office staff received a phone call from one of the owners at 1839 Sterretts Gap Ave., regarding meter readers walking through his yard. Staff advised meter reader to stay on the driveway in the future.
- Mr. Koch wrote a letter to UniFirst Corporation regarding invoicing issues for uniform weekly invoices. The February invoice has now been corrected. Mr. White explained at the meeting that the Authority had been billed a different rate for a recent new hire than other employees. That has now been corrected in UniFirst's system.
- Board members noticed a large box had been prepared for shipping to Pitney Bowes and inquired

about it. Mr. White explained that the machine is a folder and envelope stuffer and is inadequate to do the job and the office staff is working to cancel the contract and have the unit returned to Pitney Bowes. We have reached an agreement to purchase another unit from Neopost, which has successfully been used by South Middleton Authority for a number of years.

**PERSONNEL COMMITTEE:**

None.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Mr. White discussed the findings on the lab report from November 2016 regarding the Total Organic Carbon issue where the lab had inserted <5 (less than five) as a result into the DEP reporting system. The DEP reporting system does not recognize "less than numbers" and entered a 0 in the reporting data. As this was three months ago now, Mr. White tried to find out what is going to happen next with this reporting result. He has been advised that it in Lab's and DEP hands to correct.

This is an ongoing issue that he is hoping to get resolved soon.

**ADJOURNMENT:**

The meeting was adjourned at 6:25 PM.

Respectfully submitted,

Greg Lebo  
Secretary

Mary Dutchess  
Recording Secretary