

NORTH MIDDLETON AUTHORITY

Board Meeting

March 22, 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; Brian White, Chief Operator; and E. Lee Koch, Manager

Visitors: None.

MINUTES:

Mr. Lebo made a motion to approve the Minutes of the Board Meeting held on February 20, 2017. Mr. Dye seconded the motion, and it carried unanimously.

VISITORS:

No visitors were present.

SOLICITOR'S REPORT:

In response to a question from Mr. Koch, Mr. Gilroy stated that he has not yet heard anything from the School District or the attorney for the Brubacker land development, located along Route 74.

ENGINEER'S REPORT:

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

WWTP NPDES Renewal: The Final Permit was received at the end of February, effective March 1, 2017.

Marion Avenue Pump Station Upgrade and Pheasant Run Force Main:

Marion Avenue: On behalf of NMA, GHD has submitted the following permit/approval requirements:

- o E&S Control Plan to Cumberland County Conservation District on March 8, 2017. Approval was received on March 20, 2017.
- o WQM Pt. II Permit to PA DEP on March 10, 2017 (up to 75 business days for review).
- o GP-11 for water line crossing on March 13, 2017 (up to 96 business days for review).

GHD will proceed with structural and architectural design and specifications while waiting on permit review.

Brubacker Development: Tim Parthemore continues to review updates and is consulted as needed.

Chlorine Booster at the Elevated Water Tower Project and Miscellaneous Water: Chlorine Booster Station: GHD received comments from DEP on the PWS permit application on March 8, 2017, and provided a response to DEP on March 17, 2017. Ms. Stewart brought a hard copy of GHD's response to the meeting for Mr. Koch's records.

Annual Report: GHD will begin the 2016 Annual Report.

MANAGER'S REPORT:

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

Sunoco Project: We have been receiving both voice notifications and letters regarding the Sunoco Mariner East 2 pipeline project. No specific start dates were mentioned for this area, but we do anticipate construction this year. They were in the area within the past two weeks surveying the center line and setting stakes.

National Pollutant Discharge Elimination System (NPDES): Received the final NPDES permit with an effective date of March 1, 2017. Expiration date is set for February 28, 2022. The final permit did include NMA's revision requests as developed by the GHD engineers and staff. It also included two testing parameters that were not part of the old permit.

For reasons unknown to staff or GHD engineers, Free Cyanide was picked up in the sampling results we tested

for in the NPDES renewal process. We therefore are required to perform quarterly grab samples for Free Cyanide and report the data on our Discharge Monitoring Report. No limits have been set for Free Cyanide. As this matter came before the Board at a meeting several months ago, discussion points from that meeting were recapped.

NMA is also required to perform annual wet testing, beginning this year. The wet testing we perform now will be used to develop any new standards for the renewal of the February 28, 2022, permit. This requirement includes that all wet testing must be completed annually and also no less than six (6) months apart from the previous test date.

Banking Update: We met with Santander's Business Manager to review our operations. We provided them with information they requested with the promise of them getting back to us with a proposal. That was almost three weeks ago, and we have not heard anything from them since. Mr. Koch read through their brochure and thinks they are probably a fee-oriented bank much like M & T Bank is/was.

Orrstown Bank has always waived its fees and has committed to continuing those same services for us at no fees. We can also get a check processor from Orrstown which will process deposits of the checks without any need to travel for making a deposit. The cash we receive is the problem. One solution suggested by the bank and also stated at a seminar Jodie Fuller attended was to stop taking cash payments.

Middlesex Township Municipal Authority Capital Expense: As part of our Intermunicipal Agreement with Middlesex Authority, we are responsible to pay our prorated share of capital expenditures relating to the water system(s). Our allocation represents 17% of the total water capacity within Middlesex. Therefore, we are responsible to pay for 17% of capital expenditures that Middlesex incurs, either from their system or from South Middlesex Authority's system. The total amount is \$24,999.14.

Development Projects:

Brubacker Project: RAV Associates, engineer for Brubacker, submitted revised plans and revised construction cost estimates for Phase One of the project and also for the offsite water and sewer work. GHD and NMA staff reviewed the plans and estimates, and we are comfortable with this portion of the project. Other outstanding issues include: Insurance documents,

Easements & Developer's Agreement with the Authority. At the meeting, Mr. Koch advised that he intends to communicate to RAV Associates that the Authority finds the plans and construction cost estimates are suitable, but that we still need to have all the rights-of-way recorded, the insurance documents in-hand and the Developer's Agreement. After that, it will go to the Township for a Land Development Agreement.

Mountain View Estates, Revised Phase II: North Middleton Authority provided a review letter on Mountain View Estates, revised phase II on December 29, 2017. ALPHA Engineers provided us with a revised set of plans and comments. Our first comment to their proposed revised Phase II plan dealt with an Agreement that was made with Fred Gettys back in May 2009. Their comment back to us was the developer will contact us directly to resolve this issue. The Agreement is a cost share plan to upgrade various sewer lines below the proposed project area known as Wertz Run Interceptor. Following discussion during the meeting regarding the history of this project, Mr. Koch said he would scan the Agreement to Board Members for their review.

Survey Questionnaire for Longs Gap Water Distribution System: The survey did not go out as we had hoped. Office staff was working to get the new billing format set up and there were issues with those changes. A list of the properties is now prepared and being reviewed and the letters will start to go out next week.

Flusher-Vacuum Truck: During the meeting, Mr. Koch recapped specifications along with pros and cons for each type of truck being considered. Following discussion, it was the consensus of the Board to stay with a dual engine truck. Mr. Lebo made a motion to approve purchase of the demo unit. Mr. Reisinger seconded the motion and it passed unanimously. Mr. Koch reviewed financing options, whereupon Mr. Reisinger made a motion to opt for self-financing. Mr. Dye seconded the motion and it also passed unanimously.

SUPERVISOR'S REPORT:

Mr. Reisinger informed the Board that an MS4 meeting was held two weeks ago. He stated that the Township is doing well with it, and that currently, no involvement from the Authority is necessary, but he added that that may change in the future.

TREASURER'S REPORT:

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

for water, \$ 161,410.67
for sewer, 215,139.52

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, \$ 60,085.31
for sewer, 53,828.43

Mr. Lebo seconded the motion and it also carried 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-229	GHD	Engineer-NPDES Permit Renewal	\$ 28.36
O-230	GHD	Engineer-Marion Ave/ Pheasant Run PS	4033.50
O-231	GHD	Engineer-Chlorine Booster	3854.75
O-232	Middlesex Twp Authority	Capital Expenses for SMT Water Pit	24999.14
O-233	Neopost USA Inc.	Folder/Stuffer Machine	9779.00
O-234	Hondru Ford	Ford F-550 XL Cab 4x4	44251.30

Mr. Reisinger seconded the motion and it passed unanimously.

SECRETARY'S REPORT:

Mr. Lebo commented on:

- An email sent to a legal firm regarding a final bill for 1978 Fry Loop Avenue and the fact that there is an illegal well hook-up at the property.

A request was made for money to be held in escrow until the problem is addressed. At the meeting, Mr. Koch explained what the problem with such a hook-up is.

- A phone call from the customer at 23 Ridge Avenue complaining about not receiving a payment envelope with his bill.
- A phone call and office visit from Cindy Miller regarding a house previously owned by a relative who is now deceased. She was disputing who owns the property now and wanted the bill to be in her name. Office staff explained our billing policy and we later received a Short Certificate from Cumberland County advising who now owns the property.
- Notice of 2017 PMAA Spring Management Workshops to be held in April.

PERSONNEL COMMITTEE:

None.

OLD BUSINESS:

Board Members were reminded that the State Ethics Forms need turned in.

NEW BUSINESS:

None.

ADJOURNMENT:

The meeting was adjourned at 6:35 PM.

Respectfully submitted,

Greg Lebo
Secretary

Mary Dutchess
Recording Secretary