

**MONT ALTO MUNICIPAL AUTHORITY**

**MINUTES REGULAR MEETING MARCH 12, 2007**

**CALL TO ORDER** - Chairman David Monn called the Regular meeting of March 12, 2007 of the Mont Alto Municipal Authority to order at 6:30 p.m.

**ROLL CALL** - Staat Stymiest, David Monn, Gary Eigenbrode present. Sidney Miller absent. Tommy Gilbert arrived at 6:45 p.m.

**MONT ALTO MUNICIPAL AUTHORITY STAFF** - Maurice Gossert and Tom Smith Nassaux-Hemsley, Inc., Tim Misner Solicitor, Patricia A. Kocek Recording Secretary, Patti Strite Treasurer and Gary L. Calimer, Jr. Maintenance Supervisor

**INVOCATION** - P. Kocek

**PLEDGE OF ALLEGIANCE**

**VISITORS**

Dennis Monn and Tom Lawson Mont Alto Borough Council

**ACCEPTANCE OF FINANCIAL REPORT**

**February 28, 2007** - T. Lawson asked the members of the Municipal Authority to accept the report as presented this evening. He explained that there is still a lot of financial information that is being processed. The Auditor's suggested a change to the basis of accounting and the Authority has not acted on those changes at this time. The Borough needs some time to make the changes once this decision is made. T. Lawson explained various things that are being done to present the type of reports the Authority would like to see. A discussion followed on various aspects of the finances of the Mont Alto Municipal Authority. T. Lawson told the members that the work is coming along and the Authority will receive the type of reports they are requesting. T. Lawson explained that the moneys held in the Borough water and sewer checking for the Municipal Authority is being returned to the Authority and all invoices will be paid out of the Authority accounts. G. Eigenbrode made a motion to accept the February 28, 2007 Financial Report as presented, S. Stymiest seconded, any further discussion, any objections to the motion as it was made and seconded, hearing none the motion carries.

**SEWER**

**Payment of Invoices**

\$32,022.75 Severn-Trent (Final Payment) Project  
\$ 237.00 Nassaux-Hemsley, Inc. Project  
\$ 9,523.75 Severn-Trent Project (Check from Sept that was  
\$41,783.50 rewritten)

M. Gossert explained that the check for \$9,523.75 is included in the \$32,022.75 payment to Severn-Trent. P. Strite will void the check for \$9,523.75.

The payment for consideration this evening will be \$32,259.75.

T. Gilbert arrived at 6:45 p.m.

Chairman D. Monn initiated a discussion on the balances and where they appear on the various reports. Continued discussion.

G. Eigenbrode made a motion to approve payment of the two project invoices, S. Stymiest seconded, any further discussion or questions, hearing none is there any objection to the motion as it was made and seconded, hearing none the motion carries.

#### **WATER**

##### **Payment of Invoices - Projects**

\$29,780.19 Monacacy Valley Electric - Project Well #3

\$61,227.50 PSI, Inc. Project Well #3

\$ 8,590.00 NH, Inc. Projects

\$99,597.69

Discussion on account numbers for projects. This is being worked on at the present time.

S. Stymiest made a motion to pay the three invoices for Well #3 as submitted, T. Gilbert seconded, any further discussion, any objections to the motion as it was made and seconded, hearing none the motion carries.

T. Misner will make a draw on the Line of Credit in the amount of \$99,597.69. P. Strite will provide T. Misner with copies of the invoices so he can make a draw of \$99,597.69 from the Line of Credit.

M. Gossert reported that Monacacy Valley still has work to do on the Project in the amount of \$66,000 + - and PSI, Inc. has work to complete in the amount of \$37,000 + -.

G. Eigenbrode made a motion to approve a Resolution to borrow an additional \$99,597.69, S. Stymiest seconded, any further questions, any objections as the motion was made and seconded, hearing none, the motion carries.

Discussion on the balances in the checking accounts and whether this will be enough to see the Authority through until collections are received.

#### **APPROVAL OF MINUTES**

##### **February 12, 2007**

Page 4 9<sup>th</sup> Paragraph "Chairman D. Misner" change to "Chairman D. Monn"

Page 5 5<sup>th</sup> Paragraph "an associate of Frank Lieber's" change to "an associate of Frank Leber's"

Chairman D. Monn stated that hearing no further corrections or additions the Minutes stand approved as corrected.

#### **MONT ALTO MUNICIPAL AUTHORITY - GENERAL**

##### **OLD BUSINESS**

**Illegal water use on Furnace Road** - The members of the Authority received a Notice of Continuance about this matter. T. Misner feels the matter has been settled. Discussion.

**Backup Operator Water/Sewer Plants** - Chairman D. Monn, Dennis Monn and T. Lowson interviewed Willis Hess in reference to this position.

Following is the proposal being presented in order to utilize W. Hess as back up operator for water and sewer:

Hire as Part Time "as needed" Borough employee (With specific duties applied to water and sewer plant operations)

Will become knowledgeable in both operations, to the point that he can operate both if needed

Will pay him a retainer of \$50.00 for each license, per month

In addition when on duty (for which he will clock in and out) he will be paid at the hourly rate being paid for the current sewer plant operator (\$17.77)

Will be provided with training on the water system the Borough is using. Gavin McCullough from Foxcroft will come in and do the training.

He will be trained to run the Sewer Plant

This proposal will also help W. Hess. He has to have his license hanging somewhere in order to keep it current.

Chairman D. Monn recommends hiring Willis Hess as Part Time "as needed" Sewer and Water backup Plant Operator.

S. Stymiest made a motion to hire Willis Hess as Part Time "as needed" Sewer and Water backup Plant Operator under the conditions listed above, G. Eigenbrode seconded, any objection to the motion as it was made and seconded, hearing none the motion carries.

#### **MONT ALTO MUNICIPAL AUTHORITY - GENERAL NEW BUSINESS**

**Basis of Account Cash/Accrual** - Chairman D. Monn explained to the MAMA members that the Authority books are cash basis and the prior audit reports were converted to the accrual basis. Boyer & Ritter, the auditing firm, suggests changing to cash basis only. Discussion on cash basis Vs accrual basis.

Chairman D. Monn gave Boyer & Ritter verbal approval to change to the cash basis, but it requires a Resolution to be passed before Boyer & Ritter can do the work.

S. Stymiest made a motion to direct the Treasurer to work with the auditors and make our whole accounting system the Modified Cash system and do away with the Accrual in the areas it was in, G. Eigenbrode seconded, are there any further questions or discussion on the matter, hearing none is there any objection to the motion/resolution as it was made and seconded, hearing none the resolution stands.

**M A Borough/MAMA Accounting** - This has been covered previously in the meeting.

**Digitized Sewer & Water Drawings** - T. Lowson told the Authority that they have maps (water & sewer) that are not accurate.

M. Gossert suggested that the Authority authorize having the maps digitized. The Borough zoning map would be used and the water and sewer maps would be overlaid and changed to make the maps accurate. Then as additional changes are made the map would be redlined and sent to Nassaux-Hemsley, Inc. for the changes to be added to the map.

Discussion on the procedure that would be used to have the maps digitized and brought up to date.

M. Gossert will provide a cost estimate for this project at the April meeting.

#### **OLD BUSINESS**

##### **SEWER**

**Guilford Township/MAMA Sewer Connection** - M. Gossert reported that he has received the Agreement from Frank Leber. M. Gossert will provide copies for review by the Authority members. T. Misner has not reviewed it at this time.

#### **NEW BUSINESS**

##### **SEWER**

##### **Operations Report**

G. Calimer, Jr. presented the following report:

The Plant is operating satisfactorily

All of the tests were within limitations

Average Daily flow is 107,800 and the maximum was 143,000 gallons

Discussion on the grease problem at the sewer plant and the steps that are being taken to correct the situation.

**Travalift** - G. Calimer, Jr. stated that the new chains were installed and working.

**Sewer manholes** - G. Calimer, Jr. presented a detailed report on the manholes that he pulled to check for excess water in the manholes. (Copy on file) Discussion on the actions taken while checking the manholes. R. Swope is working on the PSU manholes to determine where the water is coming from. T. Lowson suggested that G. Calimer, Jr. wait until next week and if he doesn't hear from R. Swope then a letter will be sent asking for information. Chairperson D. Monn will arrange a meeting with Dr. Gnage if no information is forthcoming.

Someone will research the Sewer Agreement between the MAMA and Penn State to determine if the Borough has the right to go on PSU property to check manholes.

Short discussion on a grease separator for the Sewer Plant. Kappe is coming to the Sewer Plant to meet with J. Bakner. A report will be made to the Authority at a later date.

**Summer Rates** - T. Lowson discussed an alternate way to invoice for sewer. January, February and March usage is averaged and those rates are used to invoice for the sewer in the summer months. Water continues to be billed on the actual usage. This would help during the summer months because customers will not be paying sewer for all of their water usage during that time. This would be for residential customers only. Discussion. No decision at this time.

#### **OLD BUSINESS - WATER**

**Yohe Water Line - Status** - T. Lowson reported that the Yohe water line was shut off this past week. The houses have all been hooked up but no one was given this information except Guilford Township told G. Calimer, Jr. when they hooked up the last house.

The meter is shut off to the Yohe line. T. Lowson told the Authority that the meter readers will be reading the meters of the customers on the old Yohe line and the Borough will

be billing the customers. Guilford did not notify the Borough or the Authority that this work was completed so the bills will be sent out and if Guilford Township contests the bills then we will have to decide what to do. Guilford Township installed pit meters on the homes on the old Yohe line. The houses originally had inside meters. T. Lawson said the Authority meters will have to be retrieved from the homes.

**Termination of the end of the line** - There is a spigot at the cemetery but it is also a blow off at the end of that line. T. Lawson made the suggestion that the Authority consider taking off the meter at the end and install a fire hydrant. This would allow that line to be blown off. The spigot could be reconnected for the cemetery on this side of the fire hydrant. The fire hydrant will have to be located in the Borough. There is a fire hydrant that was previously purchased and could be used at the cemetery. Continued discussion. No decision at this time.

**Guilford Township emergency interconnection** - Discussion on the emergency interconnection and going from fire hydrant to fire hydrant to make an emergency interconnection. T. Misner feels the emergency interconnection would be to serve the whole Borough and this could not be done with the fire hydrants. No decision made. Continued discussion.

**Repair of cover on reservoir** - M. Gossert reported that this is being scheduled for April. Digital pictures will be taken and sent to the contractor.

#### **Furnace Road 12" Water Line Project**

**Draft Right of Way Agreement Bishop** - Members of the Municipal Authority were provided with copies of the draft agreement to review prior to the meeting.

T. Misner was once again contacted by Jack Bishop. In addition to the items in the draft agreement he is also requesting:

1. He wants the trees cut down, the logs left in his yard and the brush removed
2. Forsythe bush - if it dies he wants the MAMA to buy him a new one
3. He no longer wants it sloped, he wants that bank still there

S. Stymiest made a motion to make the minor changes to the Agreement with the Bishop family and that the Agreement be signed, T. Gilbert seconded, any further questions, any objection to the motion as it has been made and seconded, hearing none, the motion carries.

Discussion on handling the payment to Bishop. Jack Bishop wants the check when he signs the Agreement.

\$7000.00 payment for the Bishop right of way is to be put on the Agenda for the April meeting. This will be a project expenditure.

#### **Furnace Road 12" Water Line Project**

**Irrevocable Letter of Credit** - Penn Dot no longer accepts bonding from the contractors for repair for any damage to the state highway. Penn Dot wants the municipality to

provide them with an Irrevocable Letter of Credit. If Penn Dot decides that someone has damaged their road and it is not repaired to their specifications they will go to the Bank and draw on the Letter of Credit. The Irrevocable Letter of Credit would be in the amount of \$51,000.00.

T. Misner said that banks typically charge a fee to issue the letter and if it is drawn on then that portion has to be repaid. 1<sup>st</sup> National of Greencastle's normal fee is 3 points but they would do it for 1 ½ points. F & M Trust Company will do it for 1 point.

G. Eigenbrode made a motion to authorize the Solicitor to obtain an Irrevocable Letter of Credit from F & M Trust Company in the amount of \$51,675.00, and to authorize the Chairman to sign the loan documents, with financing at 1 point, T. Gilbert seconded, any further discussion, any objection to the motion as it was made and seconded, S. Stymiest abstained, hearing none, the motion carries with S. Stymiest abstaining.

### **Furnace Road 12" Water Line Project**

#### **Letter from Quincy Township dated March 6, 2007 - M.**

Gossert and the members reviewed the letter from Quincy Township. (Copy on file)

Item #1 - Quincy Township agrees to waive the HOP portion of the permit. The \$50.00 per house service fee should stand.

Item #3 - The township inspector will be present and his time billed when construction involves the paved portion and the shoulder of the roadway. However upon restoration of yard crossings, the township inspector will inspect the final restoration upon being notified by the MAMA.

M. Gossert stated that they will only be in the road for a short distance. M. Gossert will check with Quincy Township as to their definition of the "shoulder of the roadway."

Item #5 - Will comply with DEP rules and regulations and notify the township when crossing a sewer line, in which an inspector will be present and billed for time accordingly. Discussion on the price quoted of \$50.00 per hour for an inspector. M. Gossert to approach Quincy Township and ask that the inspector be paid at wages plus benefits instead of a flat \$50.00 per hour.

### **Well #3 Project**

M. Gossert briefly reviewed the items covered at the Job Conference on March 5, 2007. (Copy of Construction Conference Minutes on file) Short discussion on various items addressed in the Minutes.

T. Gilbert made a motion to approve a 60 day extension to the Well Project, S. Stymiest seconded, Discussion

**According to my notes and the tape this motion was not completed. Will have to be completed at the April meeting.**

**P. Kocek**

### **NEW BUSINESS**

#### **WATER**

**Operations Report (Copy on file)**

**Water Break March 3, 2007** - G. Calimer, Jr. gave a brief report about the water break on Aspen Drive. Dennis Monn reported additional details about the water break.

1. Antrim Township now has the notification list and in future will notify the appropriate persons using the list provided to them
2. The water was shut off in good time and things went well in getting the repair made
3. DEP requires that the residents be notified to boil their water - this was done by radio and door to door notification. Franklin County Communications was notified and they in turn notify the appropriate agencies
4. Once the leak is repaired two consecutive water tests must come back normal and then the boil water notice is lifted
5. The County has Reverse 911 - in the future this will be utilized to notify residents of this type of problem

#### **Operations Report**

**Replacing fire hydrant at 233** - G. Calimer, Jr. reported that this will be replaced because it is leaking. Also discussed the valve boxes and curb boxes that are sticking above the asphalt and sewer lids. The valve boxes that are filled with dirt and debris also have to be dug up and blown out. G. Calimer, Jr. was told to use his own judgment and work these items in as time permits. If something comes up that is costly discuss with the Water Committee and then come back to the Authority for approval.

**Request from PSU to install and additional water line at Penn Gate 1** - This line would run from Penn Gate 1 to the storage building that sits between Penn Gate 1 and Slabtown Road. Penn State has converted this building into a classroom.

Discussion on whether sewer will be installed. M. Gossert suggests setting up a meeting with Penn State at the site to discuss Penn State's plans. M. Gossert will arrange this meeting.

**Letter from Antrim Township Re: Governor's Award** - For your information.

#### **SEWER**

**Chapter 94** - M. Gossert provided draft copies of the Chapter 94 Report for review by the members of the Authority. M. Gossert is asking for approval to file the Chapter 94 Report.

S. Stymiest made a motion to approve the Chapter 94 Report for submission, G. Eigenbrode seconded, any further discussion, any objection to the motion as it was made and seconded, hearing none, the motion carries.

**Severn Trent Invoice Final Payment** - M. Gossert needs a Change Order to clean up the documents and provide a clean audit trail. Severn Trent changed ownership and this caused delays because of the bonding.

S. Stymiest made a motion to approve a Change Order to extend the date of the Severn Trent contract up through their final payment at no cost to the MAMA, T. Gilbert seconded, any further discussion, any objection to the motion as it was made and seconded, hearing none, the motion carries.

**Adjournment** –T. Gilbert made a motion to adjourn the regular meeting of March 12, 2007 of the Mont Alto Municipal Authority at 9:02 p.m., S. Stymiest seconded, Chairman D. Monn stated so ordered.

Respectfully submitted,

Submitted to Mont Alto  
Municipal Authority for their  
approval on April 9, 2007

Patricia A. Kocek  
Mont Alto Municipal Authority  
Recording Secretary