

MONT ALTO MUNICIPAL AUTHORITY

CALL TO ORDER - Chairman David Monn called the regular meeting of December 14, 2009 of the Mont Alto Municipal Authority to order at 6:32 p.m.

ROLL CALL - David Monn, Sidney Miller, Staat Stymiest, Tommy Gilbert and Gary Eigenbrode present.

MONT ALTO MUNICIPAL AUTHORITY STAFF - Scott Longstreth Nassaux-Hemsley, Inc., Timothy Misner Solicitor, Patti Strite Treasurer, Jerry Bakner Sewer Treatment Plant Operator, Larson Wenger Maintenance Supervisor and Gloria Socks Recording Secretary

INVOCATION - S. Stymiest

PLEDGE OF ALLEGIANCE

VISITORS

Dennis Monn Mont Alto Borough Council Liaison
Thomas Lowson Mont Alto Borough Council Liaison

ACCEPTANCE OF FINANCIAL REPORT

November 30, 2009 - Chairman Dave Monn asked if there were any corrections or additions to the Financial Report of November 30, 2009, hearing none the Financial Report stands approved as submitted.

Sewer

Payment of Invoices

\$ 158.00	Nassaux-Hemsley, Inc. Sludge Tank
\$ 1,896.00	Nassaux-Hemsley, Inc. Land Development Plan
<u>\$ 14,155.60</u>	Nassaux-Hemsley, Inc. Design Sewer Treatment Plant
\$ 16,210.60	Total

G. Eigenbrode made a motion to pay the project invoices under Sewer Projects as submitted, S. Stymiest seconded, any further questions or discussion, hearing no objection to the motion as it was made and seconded, motion carries.

WATER

Payment of Invoices - Projects

None

APPROVAL OF MINUTES

Special Meeting October 27, 2009 - Chairman D. Monn asked if there were any corrections, additions or questions on the Special Meeting Minutes of October 27, 2009.

Chairman D. Monn stated, Let the records show that the Special Meeting Minutes were approved as submitted.

Regular Meeting November 9, 2009 - Chairman D. Monn asked if there were any additions, questions or discussion about the Minutes of the Regular Meeting of November 9, 2009.

Chairman D. Monn - After discussion let the records show that the Minutes of the Regular Meeting of November 9, 2009 stand approved as submitted.

**MONT ALTO MUNICIPAL AUTHORITY - GENERAL
OLD BUSINESS** - Nothing.

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

As-Built Plan Review - Apex Utilities - In a memo dated December 9, 2009 S. Longstreth had three (3) general items that needed to be changed on the As-Built Plans for Apex. In a memo dated December 14, 2009 (Copy on file) Nassaux-Hemsley, Inc. stated that all of the engineering comments have been addressed and they recommend approval and acceptance of the plans. T. Misner has two (2) copies of the Plans.

Deed of Dedication - T. Misner told the Authority members that the proposed Deed of Dedication has been sent to Apex. Before the Authority would accept the lines and sign the Deed of Dedication Apex would have to pay T. Misner to prepare the Deed of Dedication and pay to record of the Deed of Dedication and the Plans. After that is completed their Letter of Credit could be released.

S. Stymiest made a motion to approve the As-Built Plans subject to Apex signing the Deed of Dedication, paying for recording the Plans and the Deed of Dedication and at that time the Letter of Credit would be released, and that the Chairman D. Monn be authorized to sign the Deed of Dedication, which says that the Authority accepts it and from now on the Authority will maintain the system, T. Gilbert seconded, any further discussion, comments, any objections to the motion as it was made and seconded, hearing none the motion carries.

Christmas Bonus - T. Gilbert made a motion to give the Borough employees a \$50.00 Christmas Bonus equivalent to last year's bonus, S. Miller seconded, further discussion,

After discussion, it was decided that the bonus will include T. Sharrah even though he is laid off at this time.

Further discussion, any objection to the motion as it was made and seconded, hearing none the motion carries.

Approve 2010 Meeting Dates - S. Miller made a motion to change the June 14, 2010 meeting to June 21, 2010, S. Stymiest seconded, further discussion, hearing none is there any objection to the motion as it was made and seconded, hearing none the motion carries.

S. Stymiest made a motion to advertise the 2010 Meeting Dates with the correction noted above, T. Gilbert seconded, any further discussion, hearing none is there any objection to the motion as it was made and seconded, hearing none the motion carries.

NOTICE IS HEREBY GIVEN THAT THE MONT ALTO MUNICIPAL AUTHORITY, FRANKLIN COUNTY, PENNSYLVANIA, SHALL HOLD ITS REGULAR MEETINGS AT 6:30 O'CLOCK P.M. IN THE BOROUGH OFFICE LOCATED AT 3 NORTH MAIN STREET ON THE DATES LISTED HEREAFTER:

2010 MEETING DATES

MONDAY	FEBRUARY 8, 2010	MONDAY	MARCH 8, 2010
MONDAY	APRIL 12, 2010	MONDAY	MAY 10, 2010
MONDAY	JUNE 21, 2010	MONDAY	JULY 12, 2010
MONDAY	AUGUST 9, 2010	MONDAY	SEPTEMBER 13, 2010
MONDAY	OCTOBER 11, 2010	MONDAY	NOVEMBER 8, 2010
MONDAY	DECEMBER 13, 2010	MONDAY	JANUARY 10, 2011

OLD BUSINESS - SEWER

Sewer Plant Upgrade - S. Longstreth presented a copy of the Draft Plan and Specs to the Sewer Plant Operator and there is a copy to be kept in the office for reference.

S. Longstreth reported that they are still on schedule to advertise for bids at the beginning of the year. S. Longstreth will be attending the Quincy Planning Commission on December 28, 2009 when the Land Development Plan will be considered.

Set date for Special Meeting - The MAMA set a Special Meeting for December 29, 2009 at 9:30 a.m. to discuss the financing for the Project and to approve the final plans for the Upgrade Project. T. Misner will advertise the meeting and G. Socks will call and remind the members of the meeting.

Committee Meeting - The Committee will meet on December 18, 2009 at 9:30 a.m. to review the Draft Plan and Specs for the Sewer Plant Upgrade.

Time line for the Sewer Plant Upgrade Project

1. Once the Final Plans are approved the Plans will be submitted to DEP
2. DEP has 60 days to review the Plans
3. Bids will be opened at the February meeting
4. DEP has until the end of February to issue comments
5. If they issue comments they have to be addressed and additional time will have to be allowed
6. Open bids at the February meeting

7. Intent to Award
8. Award the Contract
9. Notice to Proceed - When the Notice to Proceed is issued the Contractor has to submit Shop Drawings that have to be approved by the engineers. This gives the Authority extra time if there are issues with DEP approval of the Plans.

Chairman D. Monn instructed the Committee to come back to the Special Meeting of December 29, 2009 with Final Plans for approval by the members of the Authority.

NEW BUSINESS - SEWER

Operations Report - J. Bakner presented the following verbal report.

1. Operations are satisfactory
2. All tests within limitations
3. Maximum flow 127,500 gallons
4. Average daily flow 108,800 gallons

J. Bakner told the members that all of the work has been completed on the Sludge Tank. S. Longstreth said that he has not received a Completion Letter from the Contractor.

OLD BUSINESS - SEWER (Continued)

CONFERENCE CALL

A conference call was made to Gordon Walker at 7:20 p.m. in reference to the Commitment Letter for the Sewer Upgrade Project as presented by Orrstown Bank.

T. Misner and G. Walker reviewed various items in the Commitment Letter and explained them to the members of the Authority.

Item 11 states that if the Loan does not close the fees would not exceed \$1500.00 and if the Loan closes the fees would not exceed \$2500.00. G. Walker said that this is the one item on which he has not received verbal confirmation from Orrstown Bank. G. Walker will check into this item.

Orrstown Bank has agreed to the date of January 11, 2010 to have the Committal Letter signed, a signature to the Bank on January 12, 2010 and a closing in February.

G. Walker stated that this is a good interest rate since the Borough is not guaranteeing the Loan.

The draw period for the Loan is 18 months and all money for the Project will have to be borrowed in that time frame. Short discussion about the possibility of the Bank extending the draw period. It is the consensus of the Authority that G. Walker will contact Orrstown Bank and ask if they would extend the draw period for three (3) months. G. Walker will tell the Bank that DEP approval may hold up the construction date and that is

the reason the Authority is asking for an additional three (3) months be added to the draw period.

T. Misner informed G. Walker that the Authority will be meeting on December 29, 2009 to approve the Final Sewer Plant Plans. T. Misner would appreciate any answers by that date so the Authority can be informed about the final Commitment Letter.

The members of the Authority thanked G. Walker for the services he has provided in obtaining this Loan.

The Conference call ended at 7:33 p.m.

Available Grant Money - Chairman D. Monn questioned P. Strite about the Grant money. The Grant money that has been received is depleted.

There is \$75,000.00 to \$80,000.00 outstanding for this Project. S. Longstreth said that the Final Request for reimbursement has not been submitted at this time.

Approve 2010 Sewer Budget - G. Eigenbrode made a motion to approve the 2010 Sewer Budget, S. Stymiest seconded, any further discussion, hearing none is there any objection to the motion as

it was made and seconded, hearing none the motion carries.

OLD BUSINESS

WATER

Approve 2010 Water Budget - T. Gilbert made a motion to approve the 2010 Water Budget, G. Eigenbrode seconded, any further discussion, hearing none is there any objection to the motion as it was made and seconded, hearing none the motion carries.

Quincy Township Water - T. Misner said that S. Longstreth researched the records and the work that was done between September 2007 and June 2009 to provide information to Quincy Township in reference to providing water to them was at a cost of \$7577.00. T. Misner has invoices for that time period in the amount of \$650.00 for work on Quincy Township water.

Chairman D. Monn has a copy of a letter from Quincy Township that states that the Authority agreed to do the work for \$2675.00 which is ½ of \$5350.00 of the total estimated cost for the work. Chairman D. Monn read the letter to those present. He also read another letter that the Authority received in response to the first letter D. Monn read. Quincy Township did not address the fee in the second letter.

The Solicitor was instructed to draft a letter to Quincy Township addressing the actual cost of the Feasibility Study, the cost per thousand gallons for water, tap fees for the 100 EDU's and the amount of money that

should be held in an escrow account. The Authority will review the letter at the next meeting.

G. Socks to fax T. Misner the water rates for the Borough of Mont Alto.

The design for the system to supply water to Quincy Township will be engineered by their engineer but it will have to be approved by the Mont Alto Municipal Authority.

Short discussion concerning the three (3) residences on Furnace Road that are not hooked to the Mont Alto Water System.

Baker property Furnace Road - T. Misner sent a letter to the Sheriff's Department informing them that when the property is sold the announcement has to be made that the new owner has to contact the Mont Alto Municipal Authority because they will have to install the water line at that property.

NEW BUSINESS - Water

Operations Report - Average flow 161,000 gallons for the month of November. The average amount is higher because of the barn fire in the area which caused the MAVFD to pull an extra 80,000 gallons at that time. Discussion concerning the amount of time it took the reservoir and tank to replenish and how the water is pulled from the hydrants during a fire.

T. Misner suggested that L. Wenger and Dennis Monn write a letter to the MAVFD addressing the issue of pulling water from the hydrants during a fire. Continued discussion.

Ground Water Rule - L. Wenger informed the members that this new rule went into affect on December 1, 2009, mandated by DEP.

1. Public water sources have to monitor the chlorine at the entry point (Tank). It has to be above a .4 or above.
2. If it drops below a .4 then the operator has to report the date, the time it went below a .4 and the time it came back up.

L. Wenger reported that this summer a graft meter was installed on the Tank to record the chlorine.

Public Notification - L. Wenger told the members that this rule will go into effect in the spring. DEP is concerned that the public is not being informed in a timely manner when a boil water notice is issued.

PA Rural Water Association and DEP are pushing a system that is called "Swift 911". This is a company that you can subscribe to. They are provided with all of the resident's phone numbers and they leave a voice message advising the residents of a boil water notice. In a town of this size there would be a phone call made to each resident advising them of

the boil water notice and this would be accomplished within approximately five (5) minutes. The cost is approximately \$450.00 per year.

Dennis Monn and L. Wenger are doing some checking because the Franklin County 911 Center has the capability of Reverse 911.

L. Wenger said that all of the residents have to be notified within one (1) hour after the incident occurs. More information will be forthcoming in the months ahead.

There is a seminar being held concerning Public Notification on January 7, 2010 in Harrisburg. The cost is \$90.00 per person. Dennis Monn and L. Wenger will attend this seminar.

Dennis Monn explained that this new Public Notification rule will affect the Emergency Operations Plan for the Authority.

The seminar will provide information that will help to make the proper changes to the EOP.

PA Rural Water Association

Operators Test - This takes place March 21-26, 2010 at State College.

Chad Miller - Sewer Test

Todd Sharrah - Complete Water Distribution testing - The rules have changed and now the operators have to have a separate license for the Distribution System

L. Wenger would like to make the reservations in January so that the participants can stay at the Conference Center and not have to drive each day to and from the Center.

Classes would be held on Wednesday, Thursday and the tests would be given on Friday.

Curb Stops - L. Wenger reported that there are two curb stops (one on Park and one on Spruce) that need to be dug up and repaired. L. Wenger will complete the repairs in the most cost effective way, whether by renting equipment or using the Borough's equipment.

EXECUTIVE SESSION

Chairman D. Monn called for an Executive Session at 8:25 p.m. to discuss personnel matters.

Chairman D. Monn called the Regular Meeting of the Mont Alto Municipal Authority back to order at 9:05 p.m.

Adjournment - T. Gilbert made a motion to adjourn the Regular Meeting of December 14, 2009 of the Mont Alto Municipal Authority at 9:06 p.m., S. Stymiest seconded, so ordered.

Respectfully submitted,

Submitted to Mont Alto
Mont Alto Municipal Authority
for their approval on January
11, 2010.

Patricia A. Kocek
Recording Secretary

Patricia A. Kocek was not in attendance at the December 14, 2009 Mont Alto Municipal Authority meeting. The Minutes were prepared using tapes and notes taken by Gloria J. Socks, Administrative Assistant.