

**NEWVILLE BOROUGH WATER AND SEWER AUTHORITY
REGULAR MONTHLY MEETING
MARCH 19, 2018 AT 7:00PM**

The regular monthly meeting of the Newville Borough Water and Sewer Authority was held on March 19, 2018 at 7:00PM in the Operations Office of the Newville Wastewater Treatment Plant at 99 Cove Avenue, Newville, Pennsylvania. The meeting was called to order at 7:00PM by Chairman Roger Hoover. On roll call, the following members were present: William Barnhart, William Boldosser, and Roger Hoover. Clarence Fry was absent due to vacation, and Dylan Griffey was absent due to employment. Also present were: Authority Solicitor Joel W. Rimby who participated by telephone, Authority Engineer William F. Hill, P.E., Chief Plants Operator Tim Zeigler, Assistant Plants Operator Joseph Lehman.

Citizen Comments: There were no citizen comments.

Minutes: The minutes of the February 19, 2018 regular monthly meeting were approved on a motion of Mr. Boldosser, seconded by Mr. Barnhart. ***Roll Call:*** *Mr. Barnhart, yes; Mr. Boldosser, yes; Mr. Hoover, yes. Motion was passed with three (3) affirmative and zero (0) negative votes.*

Reports:

-Borough Manager: The Aged Accounts Receivable Report for March 19, 2018: Monthly accounts total \$28, 843.48, Quarterly accounts total \$19,261.68. Munici-pay will demonstrate the new on-line bill payment options on April 9, 2018 at 1:30PM at the Borough Manager's office. The Friendship Hose Company has submitted a request to construct a roof simulator measuring 10'x10'x18'. The simulator would be used to train volunteers in proper roof ventilation procedures. Deputy Chief George Bigler will oversee the construction of the roof simulator. Solicitor Rimby suggested a short agreement should be prepared to authorize the use of the Authority property. A motion was made by Mr. Boldosser, seconded by Mr. Barnhart to approve the use of the Authority property for training purposes by the Friendship Hose Company, and to authorize the Authority Solicitor to draft an agreement approving the construction and use of the roof simulator. ***Roll Call:*** *Mr. Barnhart, yes; Mr. Boldosser, yes; Mr. Hoover, yes. Motion was passed with three (3) affirmative and zero (0) negative votes.* A motion was made by Mr. Barnhart, seconded by Mr. Boldosser to authorize the advertisement of a Special Meeting to be held on April 2, 2018 at 10AM in the Authority Office. ***Roll Call:*** *Mr. Barnhart, yes; Mr. Boldosser, yes; Mr. Hoover, yes. Motion was passed with three (3) affirmative and zero (0) negative votes.* The report of the Borough Manager was accepted as presented.

-Chief Plants Operator: Mr. Zeigler reported that repairs to a water main on Fairfield and to a service line nearby have reduced daily pumping, however there are strong indications of another leak somewhere in the system. The Authority Board suggested that the members continue to search for the leak during the month of April. If the leak is not located, a system wide leak detection survey will be undertaken in May. The report of Mr. Zeigler was accepted as presented.

-Water and Sewer Field Operations: The report of Mr. Lehman was accepted as presented.

Old Business: The presentation of the Roberts Filter Group Evaluation Report of Treatment Unit #1 at Cool Spring Water Treatment Plant was tabled until April 2, 2018 at 10AM.

A motion was made by Mr. Barnhart, seconded by Mr. Boldosser to authorize the Authority Chairman to sign an Agreement with the Western Emergency Management Association subject to the review and approval of the revised agreement by the Solicitor and Borough Manager. **Roll Call:** Mr. Barnhart, yes; Mr. Boldosser, yes; Mr. Hoover, yes. Motion was passed with three (3) affirmative and zero (0) negative votes.

New Business: A motion was made by Mr. Boldosser, seconded by Mr. Barnhart to approve a payment plan for William Owens, 113 Fairfield Street, Newville, for a water service line in the amount of \$1,348; to be paid in four installments of \$337 each. **Roll Call:** Mr. Barnhart, yes; Mr. Boldosser, yes; Mr. Hoover, yes. Motion was passed with three (3) affirmative and zero (0) negative votes.

The Authority Board discussed an agreement to provide financial background checks of four applicants for the position of Administrative Assistant/Treasurer. After discussion, it was decided to retain all applications received for a period of one year, and to authorize the Borough Manager to notify the applicants of this decision.

The Authority Board instructed the Borough Manager to notify applicants for the position of Assistant Plant Operator of interviews to be scheduled for April 9, 2018 beginning at 6:30PM in the operations office.

Legal Matters: Solicitor Rimby informed the Authority Board that the water line on Fickes Road is not operational, and Clarius Partners is relying upon this water main to serve their new distribution facility on Ritner Highway. P/7 is still the owner of the water main. Mr. Potzer suggested that before any additional engineering or legal costs are incurred related to the Clarius Project, that the Developer should enter into an escrow agreement with the Authority. A motion was made by Mr. Barnhart, seconded by Mr. Boldosser that the Authority Solicitor should prepare an escrow agreement for Clarius Partners requesting a \$5,000, and that Mr. Hill and Mr. Rimby should gather invoices related to this project for payment from the escrow. **Roll Call:** Mr. Barnhart, yes; Mr. Boldosser, yes; Mr. Hoover, yes. Motion was passed with three (3) affirmative and zero (0) negative votes. A motion was made by Mr. Boldosser, seconded by Mr. Barnhart to approve an amendment to the Mains Water Easement Agreement, allowing for a time extension to construct the water main loop, and to authorize Solicitor Rimby to prepare the amendment. **Roll Call:** Mr. Barnhart, yes; Mr. Boldosser, yes; Mr. Hoover, yes. Motion was passed with three (3) affirmative and zero (0) negative votes. After discussion with Attorney Charles Suhr, it has been concluded that HRG Engineering shall secure the NPDES permit on behalf of P/7 for the water main loop. Mr. Rimby reviewed the bonds required by the Authority for the filter rehabilitation project. Mr. Potzer stated P/7 owes the Authority for a water tapping fee to serve the new sanitary sewer pump station in West Pennsboro Township. Mr. Rimby will contact Attorney Charles Suhr regarding the tapping fee.

Engineering Matters: Mr. Hill updated the Authority Board regarding the status of the distribution facility under construction at 801 Centerville Road, Penn Township. Mr. Hill provided a painting and coating RFP for the water filter project. The board will consider the RFP at the April 2, 2018 special meeting.

Customer Account Matters: None.

Correspondence: None.

Finances: A motion was made by Mr. Boldosser, seconded by Mr. Barnhart to approve the payment of water fund bills totaling \$6,187.26. **Roll Call:** Mr. Barnhart, yes; Mr. Boldosser, yes; Mr. Hoover, yes. *Motion was passed with three (3) affirmative and zero (0) negative votes.*

A motion was made by Mr. Barnhart, seconded by Mr. Boldosser to approve the payment of sewer fund bills totaling \$16,811.10. **Roll Call:** Mr. Barnhart, yes; Mr. Boldosser, yes; Mr. Hoover, yes. *Motion was passed with three (3) affirmative and zero (0) negative votes.*

A motion was made by Mr. Barnhart, seconded by Mr. Boldosser to approve the payment of escrow bills totaling \$4,084.92. **Roll Call:** Mr. Barnhart, yes; Mr. Boldosser, yes; Mr. Hoover, yes. *Motion was passed with three (3) affirmative and zero (0) negative votes.*

Executive Session: Mr. Hoover announced the Authority Board will be meeting in Executive Session to discuss a personnel matter. A vote may follow the Executive Session. The Authority Board adjourned to Executive Session at 8:20PM and returned to regular session at 8:45PM.

Adjournment: With no further business to come before the Authority Board, the meeting was adjourned at 8:47PM on a motion of Mr. Boldosser, seconded by Mr. Barnhart. **Roll Call:** Mr. Barnhart, yes; Mr. Boldosser, yes; Mr. Hoover, yes. *Motion was passed with three (3) affirmative and zero (0) negative votes.*

The next regular monthly meeting of the Newville Borough Water and Sewer Authority will be held on Monday, April 16, 2018 at 10:00AM in the operations office of the Newville Wastewater Treatment Plant at 99 Cove Avenue, Newville, Pennsylvania.

Minutes recorded by:



Fred A. Potzer, Borough Manager/Secretary