

## **MINUTES OF THE 06/17/2020 MEETING**

A meeting of The Municipal Authority of the Borough of Lewistown was held at 70 Chestnut St., Lewistown, PA. The meeting was called to order by Chairman Laite at 1:00 p.m. A teleconference option was offered due to COVID social distancing. No public participants called in for the meeting.

Rager advised he was recording the meeting. Searer stated the recording is not the official record of the meeting and the Secretary and Office Manager will be documenting the meeting as has been done historically.

<b><u>BOARD MEMBERS PRESENT:</u></b>	Bargo, Berrier, Laite, Rager, Rocco
<b><u>BOARD MEMBERS ABSENT:</u></b>	None
<b><u>BOARD MEMBERS LATE:</u></b>	None
<b><u>OTHERS PRESENT:</u></b>	Bubb, Hassinger, Searer, Ward, White
<b><u>OTHERS ABSENT:</u></b>	None
<b><u>OTHERS LATE:</u></b>	None
<b><u>PUBLIC PRESENT:</u></b>	None
<b><u>PUBLIC COMMENT:</u></b>	None

### **READING OF THE MINUTES:**

A Rocco/Bargo motion was made to approve the minutes with an adjustment of adding detail to the Treasurer's report regarding the Cozen O'Conner invoice: Add Searer's name to the review of the invoice. The motion passed 4-1 (Berrier-No).

### **TREASURER'S REPORT:**

The Treasurer's report was presented by Bargo. The Budget Report was approved after a roll call vote 5-0. The voucher report was reviewed. A Rocco/Rager motion to discontinue occasional employee appreciation luncheons was approved after a roll call vote 5-0. White brought up the situation that arises during emergency repairs. The crew can be working over 16 hours at a time and rather than stopping the repair, past practice has been to provide a light meal to keep the job moving. There were no objections to continue the practice.

A Rocco/Bargo motion to approve the voucher report was approved by roll call vote 3-2 (Berrier-No, Rager-No). A Rocco/Laite (Chairman stepped down) motion to accept the Cozen O'Conner invoice the amount of \$30,261.64 was approved after a roll call vote 3-2 (Berrier-No, Rager-No)

### **OFFICE MANAGER'S REPORT:**

Hassinger's presented her written report.

Monthly meter test and overtime report were provided for review.

The year to date capital expenditure report was provided for review.

The apprentice program application has been approved for Filter Plant Operator. The next step is to register MABL as an approved trainer. This work will be coordinated with PA Dept of Labor/Industry contact.

The final 2019 Financial Audit, Baker Tilly letter and Management Representation Letter were provided. All distribution, filing and publishing requirements have been completed.

Office practices related to the COVID-19 situation were updated. The office has opened for walk in activity, limited to one (1) customer at a time. The drive up is still the primary preference for transactions. Non-emergency service calls have resumed with social distancing. Cleaning protocols continue. Expenses are being compiled to submit to FEMA/PEMA, \$3,300 limit has not been reached. Staff will continue to monitor resources on lifting the turn off moratorium.

The cash flow and AR variances were updated. One notable spike in mid-month turn off accounts, tenant occupied properties spiked this month by over 200% compared to the prior year. Otherwise no material concerns to impact revenue were noted.

The three (3) day on-site training for the MV-RS to FCS meter read software has been scheduled for August 10, 2020.

The Doceo copier contracting pricing was reviewed. The details of the contract buy versus a lease were presented. A current buy out price, and a state contract price was requested. The information will be provided at the next meeting.

Volunteers for a voting delegate and alternate voting delegate for the 2020 PMAA Convention were requested. Murray Laite – Voting Delegate and Barry Bargo – Alternate Voting Delegate were assigned. A follow up request on the credit card processing fees was presented. The 2019 information by payment type was presented. The credit card processing fees paid by customers in 2019 were \$9,844.15.

**OPERATIONS MANAGER REPORT:**

White presented his written report.

The details of the upgrade to new PLC's for the SCADA system were discussed. The hardware is approximately twenty (20) years old. This work has been planned as a capital project. This project also incorporates the well site transition from the radio communication to cellular communications. This will eliminate the monthly fees for the Snyder tower lease at approximately \$1200 per month. The following purchase orders for capital budget approved purchases for material and labor related to the integrations were presented and signed:

Clayton Engineering Co	\$37,444.73
Flow Date	\$24,500.00
Flow Date	\$ 1,412.64

Status updates were given on the DEP permit amendment for a chemical change, SRBC allocation permit, filter catwalks, welded steel tank maintenance projects. MABL has satisfied work on projects, awaiting vendor or agency action to move forward.

The details of the MPP study were reviewed and updates on the new study finding were discussed. Eighteen (18) loads of sludge have been land applied. Working to dry and remove the balance to complete the sludge removal for the year.

The upgrade for the sodium hypo system and feed controller were discussed. The rectifier needs replaced and the electronics that have been in use for sixteen (16) years are near end of life. A Rocco/Bargo motion to approve the PYRZ material purchase order on CoStars contract in the amount of \$95,420.00 was approved 5-0. A Rocco/Laite motion to approve the purchase order \$4,195.00 was approved 5-0.

Training needed for operator certifications has been cancelled due to COVID. Alternate trainings to be held in State College July 21, 2020 and an online class in the total amount of \$415.00 was approved 5-0 on a Rocco/Rager motion.

**EXECUTIVE DIRECTOR'S REPORT:**

Bubb presented his written report.

The S Main St bridge work is progressing. The bridge is complete, the tie in to S Main St will be done by MABL. The MABL portion of the cost share estimate is \$35,000.

The work to resolve the access issue at Ard's ridge continues. Letter is pending.

The new 2" waterline on N Walnut St has been completed. Derry Township will be moving ahead with the survey to utilize nearly \$14k CDBG funds available to qualifying customers.

The Mann Avenue waterline replacement project material has been procured and the project is scheduled to start next week.

An update on the W 4<sup>th</sup> St construction project was presented. Bubb advised the Board of a street cave in about 4' deep by 5' wide near the West End Store. It should be noted as a discussion item at the next progress meeting. The area appears to be an abandoned sewer.

The MABL work at the Derry Heights project at PHN has been completed and payment made.

The Kish Bank water line extension in Brown Township work continues. There was an issue with the entrance site exposing a water main. The contractor corrected the location according to the plan and there shouldn't be any further issues.

An update on the permits need to complete the waterline replacement at the Juniata Terrace railroad crossing was discussed. MABL will continue to pursue a contact to move the project forward.

A lateral maintenance fund purchase for the following items was reviewed:

Plate Tamper	\$ 1,900.00
Tap Machine	\$ 3,428.00
Leak Detector	\$ 4,500.00
Hammer Drill	\$ 899.00
Jumping Jack Tamper	\$ 2,969.88
14" Power Saw	\$ 1,099.99
Total	\$ 14,76.87

A Rocco/Rager motion to approve the lateral maintenance fund purchase was approved 5-0.

**ENGINEER'S REPORT:**

Ward presented his written report.

Updates on the SRBC status and PLC replacement project were provided.

Pat discussed the filter plant roof design project and suggested an ad for receipt of bids at the July meeting.

The DCED CFA grant application status and the options to get power to the Belleville tank were discussed.

Right of way options were also discussed.

**SOLICITOR'S REPORT:**

Searer presented his written report.

Searer gave updates on current water line extension agreements and work on lien filing and lien satisfactions.

There was also an additional request from the MABL auditors for a final report on the litigation associated with the Lewistown Borough.

MABL Committee structure, related MABL By-Laws and the history of MABL committees was discussed.

Berrier and Rager made a request to attend committee meetings. Searer provided history on past practices and advised of quorum situation and related advertising requirements with a meeting quorum.

Searer also provided an update on the PMAA conference and training expenses and the question by Berrier on reporting this type of payment on the State Ethics report. Searer provided a detailed written explanation related to the \$650 limit and the details related to conflicts of interest when a vendor or someone other than the governing body provide the monies or other form of gift to be reported.

A Berrier/Rager motion that all committee meetings be advertised with public notice was not approved after a roll call vote. 2-3 (Bargo-No, Laite-No, Rocco-No).

A Berrier/Rager motion that all Board Members be notified of all committee meetings in advance, time and place, was not approved after a roll call vote. 2-3 (Bargo-No, Laite-No, Rocco-No).

A request for recess was granted at 2:57 p.m.

The meeting reconvened at 3:03 p.m.

The meeting moved to executive session to discuss litigation matters at 3:03 p.m.

Rager advised he paused the recording.

The meeting reconvened at 3:58 p.m.

A Berrier/Rocco motion to present the legal proposal to Attorney Remy and Croyle was approved after a roll call vote 5-0.

**OLD BUSINESS:**

**NEW BUSINESS:**

Bubb provided details regarding the PennDot Utility Relocation Abbreviated Incorporated Work Reimbursement Agreement. The Agreement covers standard procedure for MABL to provide the material, 73 water valve covers for the project. A Rager/Rocco motion to approve the PennDot cost share agreement 02U290A was approved 5-0.

A Bargo/Rager motion to approve BRIF Requisition #2020-04 in the amount of \$24,830.12 was approved 5-0.

**COMMITTEE REPORTS:**

The Budget Committee presented the 2020 Capital Budget mid-year revision. The recommendation for additions to the Filter Plant, totaling \$875,000, are critical to operations. The W 4<sup>th</sup> St approved project was also added. The contingency amount was not changed. The total revised capital budget for approval is \$3,565,350. A Bargo/Rocco motion to approve the 2020 Capital Budget revision was approved 5-0.

**CORRESPONDENCE:**

Corrected Voucher Report 05/20/2020

A Rager/Rocco motion to adjourn the meeting at 4:15 p.m. was approved with no opposition, 5-0.

Attested by:

Barry Bargo  
Secretary