

MINUTES OF THE 10/21/2020 MEETING

A meeting of The Municipal Authority of the Borough of Lewistown was held at 70 Chestnut St., Lewistown, a teleconference option was offered due to COVID social distancing restrictions.

<u>BOARD MEMBERS PRESENT:</u>	Bargo, Berrier, Laite, Rager, Rocco
<u>BOARD MEMBERS ABSENT:</u>	None
<u>BOARD MEMBERS LATE:</u>	None
<u>OTHERS PRESENT:</u>	Bubb, Hassinger, Searer (teleconference)
<u>OTHERS ABSENT:</u>	None
<u>OTHERS LATE:</u>	Ward
<u>PUBLIC PRESENT:</u>	None

PUBLIC COMMENT:
None

READING OF THE MINUTES:

A Laite/Rocco motion was made to approve the 09/02/20, 09/16/20 Special Meeting minutes and the 09/16/20 minutes as presented. The motion passed 5-0.

Pat Ward arrived at 1:10 pm.

TREASURER'S REPORT:

The Treasurer's report was presented by Bargo. The budget report was approved 5-0 on a Rocco/Laite motion. The voucher report was approved 5-0 on a Rocco/Laite motion. The Cozen O'Connor invoice in the amount of \$53,571.84 for services rendered was reviewed by Solicitor Searer and approved by a 3-2 vote on a Rocco/Laite motion (Berrier-No, Rager – No).

OFFICE MANAGER'S REPORT:

Hassinger's presented her written report.

Transition actions with Hartman Group, Worker's Compensation Insurance and Conrad Siegel Pension plan have been initiated.

The ACT 205 Distress Score notice from the PA Auditor General Office was reviewed. The Authority will continue with the no opt-out provision and add funds annually as needed to maintain a 0 distress score target. Monthly overtime, meter testing and cash flow summary were provided for review.

The 2021 draft budget for October is complete and will be reviewed under committee reports. The committee will continue to analyze the operating and capital budgets for a November final draft review. The first draft of Staff salary was completed and submitted to the Personnel committee.

A 5% policy discount on the PIRMA liability insurance was discussed. Discussed with the broker and no change to the current budget was recommended and pending no large losses through June 2021 the budget will be calculated with no rate increase.

Hassinger reported transition support efforts for legal, bond underwriter and made initial contacts on transition details with banks, medical, IRS and third-party vendors related to the documents required for transition.

There were six (6) resumes received for the Water Production Manager position. One interview was held, one declined, two did not meet distance requirement, one didn't have related experience and one had a bad reference.

OPERATIONS MANAGER REPORT:

Bubb provided updates on the Operation Manager open projects;

The SCADA PLC replacement project have been delivered to vendor for the initial project work.

The DEP approval for Seaquest replacement is still pending. Flushing confirmed the deteriorated water quality issues in the outer reaches of the system. The Zinc Orthophosphate has been ordered.

All SRBC well testing is complete and all data has been submitted.

An update on the welded steel tank maintenance was provided. The interior painting completion date is 10/28/20 with a dry cure period of two weeks before it can be placed in service. The exterior of the tank is

scheduled to start 10/30/20, weather pending. Craig will recommend termination of the maintenance contract when the tank painting has been completed.

A PO for a large Auma actuator was placed to address an actuator that was stuck in the open position.

EXECUTIVE DIRECTOR'S REPORT:

Bubb presented his written report.

An update on the N Walnut St water main maintenance project was provided. Working with Doug Marks for DCED reimbursements. A revised application will be submitted.

The water line maintenance project on Mann Avenue is complete. No additional activity on this project in 2020.

Bubb provided an update on the W 4h St project. Paving is about two weeks away from completion. A paving extension has been approved by PADOT. The target to complete is three weeks, weather pending.

The dirty water issue in Lumber City has been resolved and the water line extension to provide service to three more customers is underway.

The Greenwood Ave/2nd St main extension in Yeagertown is installed. Letters to other neighboring residents is being mailed for an October mailing.

MCS bank site has been active. Will work with Tim and MCS to keep the water line extension moving.

Updates on Shelly Drive and Pleasant Acres West water line extensions were provided.

Lepley will be on site 10/22/20 to install conduits for the SCADA system upgrade. Flow Data will be on site for approximately five days to install the components and an ethernet switch. While the new software is installed the plant will remain shut down. There may be Operator schedule changes to accommodate the transition.

A Bargo/Rocco motion to approve the purchase of capital budget item: 2021 Ford F150 from Lake Ford with Costars pricing in the amount of \$32,911 was approved by a 5-0 vote.

Bubb reported the unaccounted-for water rate for September was 9.26%.

ENGINEER'S REPORT:

Ward presented his written report.

The annual site visits and survey work related to the 2020 DEP Dam inspection have been completed and the reports are being prepared. There were no major findings noted.

Ward discussed the details related to the SRBC testing and the impacts as related to the environment and neighboring wells. The initial indicators on performance met performance expectations.

The water plant roof replacement is progressing with no issues. Ward recommended the Pay application No 1 for payment. A change order was discussed to replace the leaking roof at the Mechanic Street pump station.

Price options will be submitted at next month's meeting.

The leaking/warranty issue with the Ozone system replacement has been well supported by the vendor. Both Ozone units will be replaced. Primeozone will be back onsite to swap the equipment. A time line has not been provided.

The W 4th St project progress was discussed. The pay application submission was rejected due to none of the items on the punch list being complete. There was no word back from G & R Charles.

The permit application for the railroad boring main replacement project in Granville Township is pending.

Waiting for results to begin work.

SOLICITOR'S REPORT:

Searer presented his written report.

Searer reported the change of focus from litigation with the Lewistown Borough to working toward the implementation of the Memorandum of Understanding. The timeline for the appropriate resolutions related to the new articles of incorporation and bylaws was outlined. The County Commissioners are expected to adopt a resolution at the October 29, 2020 meeting to formally signifying the formation of a new authority. The articles can then be filed any time after November 2, 2020.

The legal teams are nearing a final agreement draft to meet the closing of the sale targeted for on or about December 15, 2020.

The work on the employment contracts has been reviewed and Searer made a recommendation to approve the contracts as written.

OLD BUSINESS:

Berrier inquired about the status of the Kent Lindsay report; Is it complete and was there a payment? Searer advised the report was still in draft form and payment would be processed as a part of the closing documents. Berrier requested a copy of the draft report and it was distributed to the Board.

Bubb reported a discussion with Jeff Mills related to the Ford Escape. The transmission needs replaced and it was recommended the vehicle be scrapped. Mills advised there was no issue with scrapping the vehicle.

NEW BUSINESS:

A Rager/Rocco motion to approve BRIF Requisition #2020-09 in the amount of \$173,851,67 was approved 5-0.

A Bargo/Rocco motion to approve BRIF Requisition #2020-10 in the amount of \$50,605.13 was approved 5-0.

COMMITTEE REPORTS:

Personnel – The Employment Contracts drafts for MABL Management were provided. Section D provision was questioned. The draft was tabled to clarify the severance period.

The position of Water Production Manager was discussed. The interview with Matt Castel and his qualifications were discussed. A Rocco/Laite motion to offer the position to Mr. Castel at a starting rate of \$65,000 and a ninety (90) day probationary period was approved by a 5-0 vote.

Bubb reported the Local Government Award ceremony has been scheduled. Bubb will be recognized for his award by the group.

The Laurel Creek Filtration Plant received the AWOP award for being a top ten filter plant in the state. This is the 13th consecutive year for the award.

CORRESPONDENCE:

None

A Rager/Rocco motion to adjourn the meeting at 2:51 p.m. was approved with no opposition.

Attested by:

Barry Bargo
Secretary

CC: Borough Manager via Email