

MABE Meeting Minutes November 29, 2016

In Attendance:

Rick Shaw
Jose Colon
Darrell Gibble
Lori Sifford
Charlotte Gehman
Joseph Boldaz
Stephen Kalis

Absent:

Floyd Jennelle

Others In Attendance:

Dave Friedman

Meeting called to order at 7:02p.

Meeting Minutes

Motion by Darrell to approve the Meeting Minutes of the October 25, 2016 Board Meeting. Second by Jose. Motion approved.

Public Comment

Correspondence

SSM Springfield Village Semi-Final Inspection Letter – Charlotte will copy letter to Joe. No action required.

EPA Nutrient Removal Letter – Informational regarding questionnaire to be forthcoming.

Portnoff Plaintiff's Reply Brief, Notice of Sheriff Sale. No action required.

Odor Problem Reported at 28 E. Main St. – Joe has sealed the manhole covers in the area as a temporary measure. Will wait to see if this corrects the problem.

Reinsel Audit Arrangement Letter – Rick signed the letter and Charlotte will return to Reinsel.

Twin Valley Fire Company Fund Drive - **Motion by Darrel to donate \$100.00. Second by Lori. Motion approved.**

Storm Sewer Work – Notice of work to be done by Penn Dot on Rte. 23 in the Borough.

Treasurer's Report

Motion by Rick to approve the payables. Second by Darrell. Motion approved.

Admin Update

Meeting Dates for 2017 – Approved as listed. Charlotte will advertise. **Motion by Rick to approve the 2017 meeting dates as presented. Second by Jose. Motion approved.**

Sewer Invoice Enclosure Notice – Rick and Charlotte have compiled a letter to be sent with the 4th quarter invoices. **Motion by Lori to amend the prior Motion of the October 25, 2016 meeting to revise the quarterly sewer rate to \$210.00. Second by Darrell. Motion approved.**

Bank Signer Paperwork – paperwork from B&T presented to authorize signers to remove previous board members and to add new board members.

Payables Approval – Board agrees to discontinue having a Board Member approve the payables prior to checks being issued. Checks will still be signed by two people and approved at the regular Board meeting.

Operator's Report

North Chestnut Street Pump Station support rails came loose and Dave is getting a contractor out to weld and repair.

Saddler Pump Station Sign – Sign has been received and John will be installing the sign this week.

TVEC/Fire Co. Cleanout Repair and Improvement – John has not been able to get a hold of someone. John will stop in at Elverson Supply to speak to Bob or Jeff Cook.

Chemical Tank Change – John has not gotten a response yet from Main Pool.

Pump Inventory – We have two pumps that can be used for the pump stations and one for the Twin Valley Pump Station. Dave says we can get temporary pumps from Inks or other suppliers if needed in an emergency. Charlotte will confirm the cost of the last pump purchased from Seeley and forward to Joe and Dave.

Engineer's Report

Lagoon Closure Project – Pay Application #3 presented in the amount of \$48,622.50, which includes change order #1, which will result in a \$28,000 reduction. Release of Liens sent to Stephen's office to be able to wrap up the projects in December. **Motion by Jose to approve Change Order #1. Second by Lori. Motion approved. Motion by Jose to approve pay app #3 to Berg Construction in the amount of \$48,622.50. Second by Lori. Motion approved.**

WWTP HVAC System – No other error codes have been noted.

HtP Letter dated 11/3/2016 to PADEP re: Lagoon Closure Notification - Joe has notified DEP that the Lagoon Closure is complete.

Plant Water Project – Pay Application #2 in the amount \$50,697.93, which includes a change order resulting in a \$12,927.27 reduction. **Motion by Lori to approve Pay application #2 for Zimmerman Environmental in the amount of \$50,697.93. Second by Darrell. Motion approved.** The

MABE Meeting Minutes November 29, 2016

contractor is going to look at the sump pump issue that is causing it to back up. Upgrade cannot be used until their repair has been made. **Motion by Darrell to approve Change Order #1 saving \$12,927.27.**

Motion by Jose to approve the purchase of a new sump pump at a cost not to exceed \$2,000.00, including installation. Second by Lori. Motion approved.

Corbett Pump Station – Sealed Access Hatch – purchase of the new access hatch is included in the change order previously approved. Joe will present the final documents at the December meeting.

Manhole Condition Assessment/Private Lateral Inspection – will further discuss in the future to develop a plan.

Revised Capital Improvement Plan and Letter – Joe confirmed that he made a few adjustments to the CIP. No questions on same.

Solicitors Report

Corbett Easement – Stephen confirmed that no easement agreement exists for the Corbett Pump Station. He reviewed the information they did find, but much of it is illegible. The original plan was compiled by Penn Dot, so Stephen has requested the plan from Penn Dot. He will continue to research and the Board can consider discussion with the homeowner when we have more information.

Stoltzfus Holding Tank Letter- Stephen presented a draft letter for review by the Board. He restates his opinion that the Borough needs to keep MABE in the loop. Discussion of letter details. Will add request to require response in 14 days to respond and 45 days to compliance. Charlotte will send a letter to the Borough requesting we be notified of all permits and include the letter to Gary L. Stoltzfus for reference. Rick will also attend the December Borough Council meeting to discuss the process.

Annual Enabling Resolutions – **Motion by Darrell to approve Enabling Resolution 2016-2, 2017 Capital Fund Budget, 2016-3, 2017 Sewer Rental Rates, 2016-4, 2017 Operating Budget and 2016-5, 2017 Tapping Fee and all related documents. Second by Floyd. Motion Approved.**

Old Business

Concord Public Finance Proposal-Valid Until 11/30/16 – Discussion of proposal. Decision to decline proposal at this time.

2017 Budget, Schedule of Rates - **Motion by Darrell to approve the revised 2017 operating budget, and all related documents and the 2017 Schedule of Rates as presented. Second by Jose. Motion approved.**

Capital Budget - Charlotte will ask Curt to format a capital budget and Joe and Rick can work on filling in numbers as a starting place.

New Business

Snow Plowing – Charlotte will contact Tri-County Landscaping and Austin Landscaping for a quote for snow removal. Dave will be the contact to meet with the contractors to discuss the requirements.

Depreciation List – Review of the list and the need to complete confirmation. Charlotte will send the Depreciation List to all Board members.

Board Position – Letter signed to recommend Floyd for re-appointment to the MABE Board by Borough Council. Charlotte will direct the letter to Borough Council.

Chart of Accounts – Joe agrees to rename his project invoices to better tie in to the MABE chart of accounts.

Meeting Adjourned: 8:35p

Next regular Board meeting will be on December 27, 2016 at 7:00p at Borough Hall.

Respectfully Submitted by Charlotte Gehman