

## MINUTES OF THE 03/17/2021 MEETING

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

<b><u>BOARD MEMBERS PRESENT:</u></b>	Berrier, Miller, Rager
<b><u>BOARD MEMBERS ABSENT:</u></b>	Bargo, Rocco
<b><u>BOARD MEMBERS LATE:</u></b>	None
<b><u>OTHERS PRESENT:</u></b>	Bubb, Consiglio, Hassinger, Ward
<b><u>OTHERS ABSENT:</u></b>	None
<b><u>OTHERS LATE:</u></b>	None
<b><u>PUBLIC PRESENT:</u></b>	Mark Baker, Jeff Fishbein, Brian Cox, Various Public Participants via Zoom Meeting

### **PUBLIC COMMENT:**

Mark Baker of Granville Township questioned the benefit to all rate payers if Lewistown Borough takes over MABL. He also asked about the four members appointed to the MABL with two having an agreement with Lewistown Borough. Consiglio stated this was not a question and answer session and questions related to Lewistown Borough appointments should be directed to Lewistown Borough. MABL was incorporated in 1944 to serve Mifflin County and according to the Municipality Authority Act, operates as a separate legal entity. As Lewistown Borough is an arm of the Commonwealth and while it may be legal to obtain the organization, it violates the true spirit and intent of the Municipality Authority Act. The process is unethical and there is an arrogance and lack of regard of all officials and concerned rate payors.

Rose Schultz stated she strongly disagrees with the solicitor's advice to speak with members outside of the meeting, it should remain public. She suggested a quarterly question and answer session.

Bill Gomes questioned the Solicitor on his role as representing MABL or MABL and Lewistown Borough and his representation related to the financial benefit of MABL or MABL and Lewistown Borough. Consiglio stated this was not a question and answer session. He stated he was representing MABL only.

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

A Berrier/Miller motion was made to approve the 02/17/21 minutes as presented. The motion passed 3-0.

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

The budget report was approved 3-0 on a Miller/Berrier motion. Berrier asked about the unbilled amount on the balance sheet falling off after the beginning of the year. Hassinger stated the amount was an audit entry for prior billings and doesn't get adjusted off the balance sheet. Additional detail related to the entry can be provided by the auditor.

The voucher report was approved 3-0 on a Berrier/Miller motion. The Human Resource Group payment was discussed and a representative will be available for discussion of the contract at the next meeting.

The January Tucker Arensberg invoice \$1,313.66 is still under review.

The January Cozen O'Connor invoice \$9,189.71 is still under review.

Consiglio said the resolution related to prior law firm and the Tucker Arensburg invoice would be taken under consideration at the same time.

A public comment request via Zoom was inadvertently missed during the public comment session. Rager allowed the public comment.

Matthew Riek of Derry Township had two comments. 1) As a rate payer of Derry Township MABL serves all rate payers not just Lewistown Borough. 2) The public outcry of the situation concerns me. You are there to represent all the rate payers. Are you concerned about all rate payers?

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

Hassinger's presented her written report.

The Conrad Siegel Investment Advisors recommendation to replace DFA Emerging Markets Core Equity fund with Vanguard Emerging Market Stock Index and Baillie Gifford Emerging Markets Equities, 50% each was approved on a Miller/Berrier motion 3-0.

The monthly overtime and accounts receivable status reports were presented for review.

An update on the Baker Tilly audit progress was given. The DEP dam safety reassessment project will be noted. The target date for the final report is April 21, 2021.

The annual report is in progress and is moving forward with a target completion date of April 21, 2021.

A COVID-19 update on vaccination status was provided. Tentative plan to resume penalty assessment in May, turn off status pending federal emergency order update at the end of April.

The CMI software project to upgrade Finance and Payroll is moving forward. The PaperVision transition has been completed and the server has been updated to accommodate the CMI requirements. A project teleconference is scheduled for March 29, 2021.

A PMAA announcement related to Department of Homeland Security grants for preparedness will be evaluated for network monitoring related to the office Cyber Security project.

MABL received a grant award in the amount of \$11,703 from the PA Coalition for Oral Health (PCOH) grant provided by the *Pennsylvania Department of Health through the Centers for Disease and Prevention (CDC) of the U.S. Department of Health and Human Services (HHS) under Grant NU58DP006467: Using Surveillance Data and Evidence-based Interventions to Improve Oral Health Outcomes in Pennsylvania. This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by CDC, HHS or the U.S. Government.* Consiglio reviewed the Grant Agreement document and advised of no issues with execution and that it was a reimbursable grant award. A Berrier/Miller motion to authorize Matt Castel to execute the Grant Agreement in the amount of \$11,703 was approved 3-0.

The PSAB quote for unemployment service response was provided. Miller talked with PSAB regarding the services available with an associate membership. The prior three (3) years of history from PMAA are required to complete the quote. A Berrier/Miller motion to have Consiglio request PMAA turn over records and claim totals for years 2018, 2019 and 2020 was approved 3-0.

The retirement request of a Filter Plant Operator with thirty-one (31) years of service was received.

A customer payment solution from Invoice Cloud is being evaluated. The vendor has partnered with MuniLink to process real time payments and account updates. The cloud driven service offers an enhanced guest check out, text and paperless options to increase collections. The cost analysis and customer impact will be reviewed and evaluated with an update on status next month.

## **EXECUTIVE DIRECTOR'S REPORT:**

Bubb presented his written report.

The final cost share from PADOT for the South Main Street bridge project has been requested. The project will close when the final invoice is issued. The MABL share is projected to be under the \$35,000 estimate.

The Mann Avenue water line replacement project will begin on the first block of Mann Avenue from Ferguson Valley Road to 1<sup>st</sup> Street next week. The project replaces aged 4" cast iron pipe and fire hydrants to improve overall water flow to the customers served.

The water line project to address water quality on Oakland Avenue has been completed.

The Valley View renovations are moving forward. One service has been replaced. MABL will continue to work with Charvin King on the project as needed.

Bubb provided an update on the residential and commercial developments in progress, there were no major changes to the listed projects. One new project was discussed at the Outdoor Inn property in Armagh township. The owner is considering a new commercial opportunity at the property. Updates will be provided. An update on the SCADA system project issues that were pending have been addressed. Castel is working on a comprehensive spare part list. The spare parts will serve as emergency back up and limit downtime for the SCADA system operation. Two quotes have been received and the third quote is pending.

Primozone was onsite to complete the warranty work to remove the old equipment and install the new generators. The start up was monitored and working well this week.

Bubb provided an update on capital projects in progress. The South Hills pump station operating permit was issued 3/4/21. The Sodium Hypochlorite project installation is 90% complete. Minor revisions to drawings related to actual material received is begin addressed. The system is targeted to be up and running in about one month.

An update on the Juniata Terrace railroad crossing was discussed in detail. The plan to replace the line, in the current location, seems an unlikely option. An under bridge suspension and pipe slip lining options were discussed. Ward recommended the pipe slip lining option. This option would require camera evaluation of the

pipe. A Berrier/Miller motion to televise the line to evaluate the condition of the pipe and accept the proposal from R & R Visual in the amount of \$5,764.00 was approved 3-0.

A CoStars quote from Penn Equipment for a new skid steer loader was discussed. The skid steer is fifteen years old and has had chronic issues with maintenance. A Miller/Berrier motion to purchase the Mustang skid steer on the CoStars contract in the amount of \$40,516 from the lateral maintenance fund was approved 3-0. Bubb provided information from his contact with William Bekanich regarding a County wide mitigation audit. The program updates the risk of loss due to fire in Mifflin County. The entire water system will be reviewed and updated annually. The valuation is used to set fire insurance rates. Significant improvements from the prior data set were noted after the initial data was reviewed. The valuation will provide information that will directly have a positive impact on the insurance rates for customers in the County. Bubb will continue to work to provide more data and testing updates.

Dave O'Donnell and Jesse Rhodes were recognized as Employee of the Month in March. They worked together to remove the defective ozone generators and worked directly with the Primozone Engineer to install and commission the new generators. The team also assembled the new chlorine generating equipment. An update on Filter Plant Operator interviews was provided. Second interviews are set up with three candidates. They will tour the filtration plant and answer another set of questions.

Additional reports provided: 2021 Consumption and billing counts, Filter Plant flows, Unaccounted for water calculation – 13.94% and Distribution Foreman report.

### **ENGINEER'S REPORT:**

Ward presented his written report.

Ward reported on the 2020 Dam Inspection results. He recommends MABL address the maintenance suggestions listed in the report. Ward provided historical information and data related to the DEP dam spillway capacity comments received. Options and ideas to address the new criteria were discussed. It's most likely the spillway won't be approved "as is" for a maximum flood scenario. Monitoring and updates will continue.

All data and permit applications have been submitted to SRBC and are under review.

Ward discussed the DEP request for MABL to modify the operational process for filter to waste. The response is due in one-hundred eighty days. MABL staff will work with Uni-Tec on the proposed response.

An update on the persistent low chlorine residual issue in the Tea Creek area was evaluated using a computer hydraulic model. The issue has been improved by valve control implemented by the field findings and the data from the study. Monitoring will continue.

Ward discussed the upcoming Valley Street main replacement project. The project will be similar to the W 4<sup>th</sup> Street main replacement project in complexity and coordination with existing utilities. A Miller/Berrier motion to start the design and permitting of the Valley Street water main replacement project was approved 3-0. Bubb will work with PENNDOT for any cost share opportunities.

Ward's efforts on the bond refinancing were mentioned and reported on hold.

The DEP project related to the Uninterrupted Service Plan is underway with MABL staff providing information and support. The plan is due by August 17, 2021.

The Comprehensive Monitoring Plan has been submitted with no report back from DEP.

### **SOLICITOR'S REPORT:**

Consiglio presented Resolution 03-2021. A Berrier/Miller motion to approve Resolution 03-2021 confirming the termination of any representation by Cozen O'Conner, seeking the return of client file materials, and rescinding any waiver of conflicts passed 3-0.

Bubb provided details of a lot consolidation and subsequent subdivision that would add three additional lots that would require water service on Riverview Lane, Lewistown. Consiglio advised of no issues with working with a developer's agreement or similar along with the deed of dedication on the project as required.

### **OLD BUSINESS:**

#### **NEW BUSINESS:**

A Miller/Rager motion to approve BRIF Requisition #2021-03 in the amount of \$77,172.00 was approved 2-1 (Berrier-No).

A purchase order to GS03 Services LLC to repair or replace the ozone analyzer in an amount not to exceed \$7,100.00 was approved 3-0 on a Berrier/Miller motion.

The Board entered executive session for legal and personnel matters at 3:25 p.m.

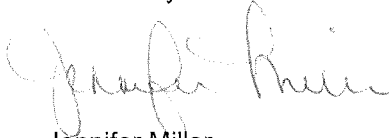
The meeting reconvened at 3:49 p.m.

A Berrier/Miller motion to authorize the Board to hire a financial consultant at a rate not to exceed \$50 per hour was approved 3-0.

**CORRESPONDENCE:**  
AUTHORITY

A Berrier/Miller motion to adjourn the meeting at 3:50 p.m. was approved 3-0.

Attested by:

A handwritten signature in cursive script, appearing to read "Jennifer Miller".

Jennifer Miller  
Secretary