

MINUTES OF THE 10/27/2021 MEETING

A meeting of Mifflin County Municipal Authority was held at 73 Reserve Lane (Derry Township Office), Lewistown, a Zoom teleconference option was offered due to COVID social distancing restrictions. The meeting was called to order at 4:00 p.m.

BOARD MEMBERS PRESENT: Bargo, Eckley, Garver, Gomes, Herto, Parker, Pecht, Rocco, Shirey

BOARD MEMBERS ABSENT: None

BOARD MEMBERS LATE: None

OTHERS PRESENT: Bubb, Hassinger, Searer, Ward

OTHERS ABSENT: None

OTHERS LATE: Castel

PUBLIC PRESENT: John Vargo, David Lytle – Conrad Siegel
W. Harris Layton

PUBLIC COMMENT:

Vargo gave the Board an overview of the MCMA pension plan's most recent actuarial valuation and the pension plan funding status, employee benefits, and planning for future contributions. Lytle provided the annual Pension Plan review. The account authorized signers will be updated at Charles Schwab. Lytle provided a summary of the investment funds in the plan and the investment funds compared to the target. He also reviewed the plan performance compared to benchmark projections which is 7% for the year.

Castel arrived at 4:15 p.m.

Lytle also reviewed fiduciary items related to the plan. He reviewed the fees and investment expenses related to the plan. The overall expenses for the plan are 0.4%. Per the Investment Policy Statement, quarterly reports are provided on plan performance.

Layton introduced himself as a former employee of MABL from 1991 to 2004. He stated the Authority was doing a great job maintaining the Pension Plan and the positive funding position. Layton congratulated all the Board and employees on the transition to a County Authority. He encouraged the new MCMA Board to continue its participation with PMAA. Advising there was a wealth of information and positive benefits associated with the membership. Layton also recommended offering a traditional pre-tax IRA option to all employees and Board members. Hassinger advised this option is available to employees. Bubb added that PMAA President, Doug Bilheimer will be available to provide an informational session on a County versus a Borough/Township Authority at a future meeting.

Chairman Gomes welcomed the new Board members Bargo, Rocco and Parker, representatives from Lewistown Borough. Introductions were made.

READING OF THE MINUTES:

A Rocco/Herto motion was made to approve the 09/15/2021 MABL meeting minutes. The motion passed unanimously.

A Herto/Garver motion was made to approve the 09/22/2021 MCMA meeting minutes. The motion passed unanimously.

TREASURER'S REPORT:

The budget report was approved unanimously on a Pecht/Rocco motion.

The voucher report was approved unanimously on a Eckley/Bargo motion.

OFFICE MANAGER'S REPORT:

Hassinger presented her written report.

The required annual disclosures/notices from Conrad Siegel were provided for review. Chapter 7-A of Act 44 of 2009 (Vargo, Lytle), Privacy Policy, Summary of Material Changes Form ADV Part 2A.

The Q3 Charles Schwab performance summary and September overtime report were attached for review.

The final phase of the cyber security project for 2021 was completed with the conversion to Microsoft Office email. The update provides security enhancements and all email addresses are consistent.

Personnel update:

New hire – Randy Morrison, Filter Plant Operator. Start date: 10/18/21.

Temporary part-time hire – Crystal Heister, Office Clerk. Start date: 09/16/21.

Resignation – Jesse Rhodes, Maintenance Mechanic. Last day: 10/20/21.

A Garver/Rocco motion to fill the Maintenance Mechanic position was approved unanimously.

A Herto/Bargo motion to execute the MCMA PA Unemployment Compensation Reimbursable Election form was approved unanimously.

A Gaver/Eckley motion to execute the Pennsylvania One Call System Inc Standard Service Agreement and Membership Agreement was approved unanimously.

The Public Participation Policy was included as requested for Board review.

WATER PRODUCTION MANAGER'S REPORT:

Castel presented his written report.

The DEP Filter Plant performance Evaluation was conducted in October. An extensive tour with six (6) DEP Officials was conducted during the two-day evaluation. The final report should be issued in two (2) months.

The Hach technician was on-site to do an initial set up and calibration of the new Turbidimeters.

HAB testing continues with no issues.

Beck valve installation project is nearing completion for the year.

A quote from Lepley electric to replace three sets of LED lights in the ozone room has been requested. The lights are failing in the harsh environment. Full replacement of all lights will be evaluated after the initial installation results are evaluated.

Castel reported positive progress on the well communication issue. The long-term goal is to move from the communication tower to a cellular solution.

EXECUTIVE DIRECTOR'S REPORT:

Bubb presented his written report.

Construction updates were provided.

Mann Avenue – 600' on the 400 block will complete the project on target for year-end completion.

North Hills Trailer Park – The water service to 17 new services has been activated today.

MCS Bank, Milroy – Metes and bounds description for easement has been received. Final document will be completed by Searer.

Geisinger Clinic, Reedsville – Temporary water service is active. Construction ahead of initial project schedule.

Bubb provided details of an upcoming PA DOT bridge replacement in Armagh township on Electric Avenue.

There are conflicts with the water line and all other utilities due to the relocation of the bridge. The MCMA project will consist of a relocation of 40-50' of 10" waterline. This will be incorporated with the PA DOT project with a cost share provision.

There is a SRBC public hearing scheduled for 11/14/21 that includes the MCMA project Milroy, McCoy wells.

Bubb discussed the MCMA Staff vehicle policy. After discussion the Board consensus was to address this topic with the Policy/Procedure Committee. Cost comparisons, and policy details will be discussed and brought back to the entire Board for review.

Bubb reported the Filter Plant exceeded the daily allocation at the reservoir due to double backwash flow, 20" main break and flushing.

ENGINEER'S REPORT:

Ward presented his written report.

An update on meetings and progress on the Valley Street construction project was provided. The discussion focused on the PA Department of Transportation cost share requirements and documents due to PA Department of Transportation. A Garver/Eckley motion to approve the Uni-Tec engineering cost estimate proposal for the SR 1005/Valley Street project to be submitted to PA DOT in the amount of \$160,453 was approved unanimously. An Eckley/Garver motion to approve and execute Resolution 3-2021 MCMA for a 75% cost reimbursement from PA Department of Transportation and authorize the appropriate Officers to sign any documents needed between meetings related to the project was approved unanimously. Ward reviewed the project deadlines required to comply with the cost share agreement.

Shirey left the meeting at 6:07 p.m.

Ward advised the Board of the EPA Risk Assessment Plan and Emergency Response Plan would be required for MCMA. A Herto/Rocco motion to authorize Uni-Tec to complete the required planning documents was approved unanimously.

SOLICITOR'S REPORT:

Searer reported all the deeds related to the transfer of assets from MABL to MCMA have been recorded. Searer lead a discussion on the request from the City of Chester's request for an amicus brief from MCMA. After discussions related to legal input provided on the case and potential additional costs, a Herto/Garver motion to take no action was approved unanimously.

OLD BUSINESS:

None

NEW BUSINESS:

A request for proposals for legal services in 2022 was discussed. Gomes asked if the Board wanted to pursue this option? Garver questioned the reasoning for the request. Rocco said Searer knows the lay of the land and understands the local issues. He would like to keep the business in the community. He expressed concerns of higher costs related to travel with the distant candidates. Hassinger voiced strong support to continue with Searer of Tucker Arensberg based on his dedicated service through the past two (2) years of legal issues. Garver stated he sees no reason to change, Parker concurred and didn't see a reason to waste the time. A Parker/Bargo motion to retain Searer of Tucker Arensberg for 2022 and not pursue the request for proposals was approved unanimously.

A Herto/Garver motion to approve the FNB signature card Resolution 4-2021 MCMA was approved unanimously.

A Garver/Parker motion to approve the FNB account transfer in the amount of \$11,471.48 was approved unanimously.

A Rocco/Pecht motion to approve the Primpay Plan Adopting Resolution 5-2021 MCMA was approved unanimously.

A Herto/Garver motion to approve the Primepay Adoption Certificate was approved unanimously.

Bubb started the discussion on Board member salary. He advised the Board of the MABL pay structure and history related to Board member salary. A Rocco motion was made to provide a proposal to the Mifflin County Commissioners of \$200 per month for the Chairman and Secretary and \$150 per month for all other Board Members starting with the meeting October 27, 2021. Discussion followed. The history of MABL Board member salary was discussed. Searer provided guidance on establishing the MCMA Board salary based on guidelines in the Municipality Authorities Act. Rocco was not in favor of retroactive pay. Herto questioned how the rates should be properly established under the Municipality Authorities Act with the MCMA Board. Searer provided guidance on establishing the Board salary. Herto stated the meetings held prior to the asset transfer included decisions related to legal actions and filings that were critical to the MABL transfer of assets. The Rocco motion died for a lack of a second.

Scott Pecht left the meeting at 6:40 p.m.

A Herto/Garver motion to provide a proposal to the Commissioners in the amount of \$250 per month for the four (4) Officers and \$200 per month for all other Board Members, with retroactive pay for any prior month when an actionable meeting was held with approved minutes was approved 6-1 (Rocco-No).

COMMITTEE REPORTS:

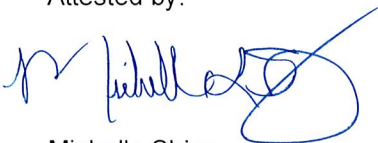
Budget Committee – Hassinger gave a report on the Budget Committee's first meeting. A first pass draft of the 2022 operating and capital budget were discussed. The meeting was focused on getting the new Board Members familiar with the process and the budget categories. A follow up committee meeting will be held in November. Bargo was added to the Budget Committee.

Rocco, Parker and Eckley will serve on the Personnel Committee.

Herto and Rocco will serve on the Policy Committee.

An Eckley/Garver motion to adjourn the meeting at 6:45 p.m. was approved unanimously.

Attested by:



Michelle Shirey
Secretary