

MINUTES OF THE 11/17/2021 SPECIAL MEETING

A special meeting of Mifflin County Municipal Authority (MCMA) 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 1:00 p.m.

- BOARD MEMBERS PRESENT:** Bargo, Eckley, Garver, Herto, Parker, Pecht, Rocco, Shirey
- BOARD MEMBERS ABSENT:** Gomes
- BOARD MEMBERS LATE:** None
- OTHERS PRESENT:** Bubb, Castel, Hassinger, Searer, Stoy, Ward
- OTHERS ABSENT:** None
- OTHERS LATE:** Castel
- PUBLIC PRESENT:** Various participants via Zoom

Chairperson Herto opened the meeting with a statement. The MCMA meeting recordings are for public convenience and internal use only. Recordings are not considered minutes, and are not a part of the public record. Recordings may be retained or destroyed at MCMA's discretion.

Herto asked if there were any additions to the agenda. There were none.

A Bargo/Parker motion to accept the resignation letter dated 11/8/21, from Chairman William Gomes, was unanimously approved.

PUBLIC COMMENT:
None

READING OF THE MINUTES:
A Pecht/Garver motion was made to approve the 10/27/2021 MCMA meeting minutes. The motion passed unanimously.

TREASURER'S REPORT:
The budget report was approved unanimously on a Shirey/Bargo motion.
The voucher report was approved unanimously on a Garver/Pecht motion.

OFFICE MANAGER'S REPORT:
Hassinger presented her written report.
The 2022 Worker's Compensation policy renewal with Hartman group with a 10% premium decrease was discussed. A Parker/Bargo motion to approve the 2022 policy renewal was approved unanimously.
The Conrad Siegel Q3 Executive Summary of the pension plan investments was provided.
Hassinger reported MCMA is enrolled as a vendor in the Low-Income Household Water Assistance Program to begin in January 2022.
The final arbitrage reports for Water Revenue Bonds, Series 2014 and Series A of 2015 were reviewed by the Board. A Rocco/Bargo motion to accept the Series 2014 report and approve payment to the Internal Revenue Service in the amount of \$117,793.67 was approved after a roll call vote: Parker-Yes, Bargo-Yes, Rocco-Yes, Eckley-Yes, Pecht-Yes, Garver-Yes, Shirey-Yes, Herto-Yes.
An Eckley/Pecht motion to accept the Series A of 2015 report and approve payment to the Internal Revenue Service in the amount of \$412,645.72 was approved after a roll call vote: Parker-Yes, Bargo-Yes, Rocco-Yes, Eckley-Yes, Pecht-Yes, Garver-Yes, Shirey-Yes, Herto-Yes.
A Garver/Shirey motion to approve the continuation of a part time Office Clerk at \$15/hr for a maximum of fifteen (15) days for the balance of 2021 was unanimously approved.

WATER PRODUCTION MANAGER'S REPORT:
Castel presented his written report.
A Bargo/Parker motion to approve Purchase Order 2202044 in the amount of \$95,816.25 for proprietary rotary actuators from Harold Beck & Sons Inc. was unanimously approved.
An Eckley/Shirey motion to approve Purchase Order 2202043 in the amount of \$3,352.76 for a desk on PA CoStars contract from Nittany Office Equipment Inc. was unanimously approved.

A Pecht/Bargo motion to approve Purchase Order 2202042 in the amount of \$8,275.00 for filter plant replacement LED lighting from Robert P Lepley Electrical Contractor Inc. was unanimously approved.

EXECUTIVE DIRECTOR'S REPORT:

Bubb presented his written report that included highlighted construction and open project updates.

The Valley Street construction project may be eligible for a PennDOT cost share. This could be a significant project cost savings. Bubb will continue the efforts with PennDOT and Uni-Tec on the Valley Street project and the additional project designs for the 2022 construction season.

A Shirey/Garver motion to accept the Executive Director's report as presented was unanimously approved.

ENGINEER'S REPORT:

Ward presented his written report.

Stoy provided the Board and all other attendees a copy of the 2021 Laurel Creek Dam Inspection Report that will be submitted to PA DEP. Stoy provided an overview of the report. A Rocco/Eckley motion to approve the 2021 report and submit to PA DEP was unanimously approved.

Ward recapped the filter plant flow history and the relationship to the project being evaluated by SRBC. It is likely the daily flow capacity will be lowered by SRBC based on the flow history.

SOLICITOR'S REPORT:

Searer presented his written report.

A Right of Way and Deed of Transfer for the Waterline Extension project for MCS Bank is complete and ready for signatures. The final documents will be recorded with Mifflin County.

Searer provided comments on the procedure regarding a Board vacancy and the Commissioner's role after MCMA provides notice of a vacancy.

Searer provided the details of the By-Laws regarding a special meeting. The Chairman or Vice-Chairman can call a special meeting; a majority of five (5) Board Members can also submit a written request for a special meeting.

Searer reviewed ethics related to the use of email and text messages and stated that no deliberations can be held outside of a meeting.

OLD BUSINESS:

None

NEW BUSINESS:

A Garver/Parker motion to cancel the November 24, 2021 meeting scheduled for 4:00 pm at the Derry Township Office was unanimously approved.

A Garver/Parker motion to cancel the December 22, 2021 meeting scheduled for 4:00 pm at the Derry Township Office was unanimously approved.

A Rocco/Shirey motion to schedule the December Board meeting for December 15, 2021 at 1:00 pm at the Derry Township Office was unanimously approved.

A Rocco/Parker motion to schedule the January 2022 reorganizational meeting for January 19, 2022 and schedule the 2022 monthly Board meetings on the third Wednesday at 1:00 pm, with a hold on the meeting location until confirmed by Derry Township, was unanimously approved.

COMMITTEE REPORTS:

Budget Committee – Hassinger gave a report on the Budget Committee's meeting held 11/16/21. The 11/17/21 draft of the 2022 operating and capital budgets were discussed. There is no rate increase planned for 2022.

The overall expense increases for 2022 are projected to be 10.6% more than the 2021 budget. The increase was driven by operational cost increases by vendors for material and supplies needed to operate the water system. The increase to the medical benefits renewal was 5.5%. Four new hires, two Filter Plant Operators and two Laborers, and a part time temporary Office Clerk at \$15.00/hr not to exceed 400 hours with no benefits are being recommended by the Personnel and Budget committee for succession planning and staffing purposes. A Rocco/Bargo motion to approve the four new hires and the part time temporary Office Clerk was approved by a roll call vote: Parker-Yes, Bargo-Yes, Rocco-Yes, Eckley-Yes, Pecht-Yes, Garver-Yes, Shirey-Yes, Herto-Yes. The final Budget Committee meeting will be held in December. The 2022 Rate Resolution is due by December 31, 2021.

Personnel Committee – Rocco lead the discussion and provided a brief history on the Staff salary increases.

A Bargo/Parker motion to approve the 2021 discretionary merit fund award recommendations in the amount of \$4,850 was unanimously approved.

A Rocco/Garver motion to approve the 2022 Staff salary increase at a flat rate of 2.5% with a \$7,532.20 discretionary merit fund was approved by a roll call vote: Parker-Yes, Bargo-Yes, Rocco-Yes, Eckley-Yes, Pecht-Yes, Garver-Yes, Shirey-Yes, Herto-Yes.

A Garver/Shirey motion to update the Office Manager title to Business Manager was unanimously approved.

Herto asked for volunteers for the committee openings. Rocco volunteered for Legislative/Legal and Shirey volunteered for the Rates & Rules committee.

There was a Board consensus on Herto continuing as the acting Chairperson for the balance of 2021 until the January reorganizational meeting. Bubb discussed the two Board member terms that expire at the end of the year; one for Derry Township and one for Lewistown Borough. Bubb will follow up with Commissioner's and Township/Boroughs.

CORRESPONDENCE:

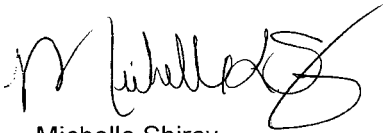
AUTHORITY

MCMA Letter to Commissioner's – Compensation Proposal
Committee Roster

Sunshine Act and Office of Open Records Summary

A Garver/Bargo to adjourn the meeting at 2:44 pm was unanimously approved.

Attested by:

A handwritten signature in black ink, appearing to read "Michelle Shirey", written in a cursive style.

Michelle Shirey
Secretary