

## **MINUTES OF THE 12/15/2021 MEETING**

A 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 1:01 p.m.

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

**BOARD MEMBERS ABSENT:** Rocco

**BOARD MEMBERS LATE:** None

**OTHERS PRESENT:** Bubb, Castel, Hassinger, Searer, Stoy, Ward, Russell

**OTHERS ABSENT:** None

**OTHERS LATE:** None

**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.

### **PUBLIC COMMENT:**

None

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

A Parker/Garver motion was made to approve the 11/17/2021 MCMA special meeting minutes. The motion passed unanimously.

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

The budget report was approved unanimously on a Garver/Shirey motion.  
The voucher report was approved unanimously on a Bargo/Parker motion.

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

Hassinger presented her written report.

A grant submission for three AED units with accessories and CPR training for the Safety Committee was submitted to PIRMA. The maximum award is \$5,000.

The MABL portion of the audit is complete through September 29, 2021. The MCMA transaction is considered a government acquisition. The completed audit is on track for completion by April 30, 2022.

Six municipal liens were filed 12/9/21 by Solicitor Searer. Water/Fees \$3,218.11.

Sunshine Act update provided on agenda posting.

The MCMA open positions have been posted at PA Rural Water and PMAA. Resumes are slow, no qualified candidates to date.

Proposal for cost share billing submitted to Lewistown Borough. This service is available to any township/municipality in the service area.

A Pecht/Shirey motion to accept the Office Manager's report was unanimously approved.

### **WATER PRODUCTION MANAGER'S REPORT:**

Castel presented his written report.

The 2021 DEP Filter Plant Performance Evaluation has been completed. The Laurel Creek Filtration Plant received a commendable review.

A Bargo/Parker motion to accept the Water Production Manager's report was unanimously approved.

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

Bubb presented his written report.

The project on Mann Avenue is complete; 100 services, 3 new hydrants and all roadway restoration.

The dedication for MCS bank water line is complete. PennDot is working on street dedication.

The 20" water line project in Potlicker is moving forward for 2022. Material delivery is volatile. Target January 2022 to procure pipe line material.

Details of the Belleville tank line project connection at Front Mountain Road was provided. A meeting with the gas company to discuss the project was held. Legal work for easements will be required. The PennDot maintenance building plan update was reviewed. Final design is ready, water connections are available. This project enables water service to be continued to Airport Road. Levi Bilger and Andrew Boozel were recognized as employees of the month. An Eckley/Garver motion to accept the Executive Director's report was unanimously approved. A Garver/Eckley motion to award the employees of the month to Levi Bilger and Andrew Boozel was unanimously approved. Bubb provided additional information on the Filter Plant commendable rating given by DEP. The evaluation looks at every process and scrutinizes all the Filter Plant operating activity. The commendable rating is a big deal and he wanted to be sure the Board was aware of the work and dedication required to receive this rating.

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

Ward presented his written report.

Uni-Tec has become part of Buchart Horn. Scott Russell was present from Buchart Horn. Russell provided a brief history of the company and some of the recent projects completed. No personnel changes are anticipated with the acquisition.

Ward provided details on the budget certification process for the year 2022. The 2022 budget meets all requirements of the Trust Indenture.

Valley Street Project: Working to prepare material bid package for the January 2022 meeting. PennDot cost share efforts continue. About 50% of the project has a direct conflict related to PennDot project.

The EPA Risk Assessment and Emergency Response Plans are in process to be completed in December.

Eckley question: Will the Buchart Horn contract be identical to the Uni-Tec contract?

Russell advised there wouldn't be any changes to the contract. Bubb provided the history of professional services with Uni-Tec. Searer provided information on professional services procedure and the acquisition process. Eckley question: Will the hourly rate be stipulated in 2022 contract? Russell stated they will prepare the agreement for renewal in 2022 prior to the January meeting for Board review. Bubb added the contract stipulated the scope of services to be provided and the fees have been updated throughout the years. Ward added that any changes to rates or fees would need to be approved by the Board.

A Garver/Parker motion to retain Buchart Horn as MCMA's Engineer until the January 2022 meeting was unanimously approved.

A Bargo/Shirey motion to accept the Engineer's report was unanimously approved.

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

Searer presented his written report.

The MCS Right of Way and Deed of Transfer have been recorded.

Details regarding the legal letter submitted for 2021 MABL audit were provided.

One municipal lien required additional work for submission. The Coyler property in Armagh township is pending foreclosure. Searer will work to get the lien submitted for 1/4/22 Sherriff sale, the property will be posted.

Tucker Arensburg made a Christmas donation on behalf of MCMA to MC Children & Youth Sugar Bowl Fund.

A Parker/Pecht motion to accept the Solicitor's report was unanimously approved.

#### **OLD BUSINESS:**

None

#### **NEW BUSINESS:**

A By-Laws amendment for meeting location was discussed. The space at 70 Chestnut St is not adequate for the entire Board. Searer advised the By-Laws state the Board can update the meeting time/place by Resolution.

A Garver/Eckley motion to approve Resolution 7-2021 to move meeting place of MCMA from Chestnut Street, Lewistown to the Derry Township Office at 73 Reserve Lane at 1:00 pm was unanimously approved.

#### **COMMITTEE REPORTS:**

An Eckley/Garver motion to approve the 2022 Operating Budget as presented passed unanimously.

A Parker/Shirey motion to approve the 2022 Capital Budget as presented passed unanimously.

A Garver/Bargo motion to approve Resolution 6-2021, Rate Resolution for 2022 with no rate increase was approved after a roll call vote: Parker-Yes, Bargo-Yes, Eckley-Yes, Pecht-Yes, Garver-Yes, Shirey-Yes, Herto-Yes. The motion passed 7-0.

An Eckley/Pecht motion to enter into executive session for updates on internal job bids and employee retirement discussions at 1:52 pm was unanimously approved.

The regular meeting reconvened at 2:00 pm.

Searer discussed the 2022 meeting schedule time and place and the advertisement requirement. A Garver/Shirey motion to add an agenda item to discuss the 2022 meeting date, time, location and advertisement was unanimously approved.

A Parker/Bargo motion to hold the 2022 meetings on the third Wednesday of each month at 1:00 pm at the Derry Township Office to discuss any and all business to come before the Board and advertise the schedule was unanimously approved.

**CORRESPONDENCE:**

None

An Eckley/Pecht motion to adjourn the meeting at 2:05 pm was unanimously approved.

Attested by:

A handwritten signature in dark ink, appearing to read "Michelle Shirey", with a stylized flourish at the end.

Michelle Shirey  
Secretary