

## **MINUTES OF THE 02/16/2022 MEETING**

A meeting of Mifflin County Municipal Authority (MCMA) was held at 73 Reserve Lane (Derry Township Office), Lewistown. The meeting was called to order at 1:00 p.m.

**BOARD MEMBERS PRESENT:** Bargo, Eckley, Hertog, Parker, Pecht, Shirey, Smeltz

**BOARD MEMBERS ABSENT:** Garver, Rocco

**BOARD MEMBERS LATE:** None

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

**OTHERS ABSENT:** None

**OTHERS LATE:** None

**PUBLIC PRESENT:** Dave Ault – Sipple Construction

### **REVIEW of AGENDA:**

No changes.

### **BID OPENING:**

Ward presented the bid tabulation for Contract 20-01 Valley St Water Main Replacement. The low bid was from Sippel Development Inc in the amount of \$1,699,699.00. The engineering estimate was \$1,800,000. Ward also stated the contract was primarily for labor and miscellaneous material; MCMA will be purchasing the project material. An Eckley/Shirey motion to approve a conditional award to Sipple Construction Inc after review and acceptance of all documents by the Engineer, Solicitor and Executive Director.

### **PUBLIC COMMENT:**

Ault from Sipple Construction will let business cards and call with any questions. Sipple said they are ready to start before the plants open.

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

A Parker/Eckley motion was made to approve the 01/19/22 MCMA meeting minutes. The motion passed unanimously.

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

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

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

Hassinger presented her written report.  
A relief from metered consumption charges was presented for The Church of Christ and Deborah Harshbarger. The current policy related to metered consumption credit was reviewed. The MCMA Water Relief Fund has a current balance of \$154.92. A recommendation to follow standard procedure, waive the penalty and pay the minimum quarterly bill and complete a policy review with the Rates and Rules committee.  
The Q4 2021 executive summary and a performance summary of the MCMA pension plan was provided.  
An Eckley/Baro motion to approve the Charles Schwab Plan Sponsor Authorized Signature List was unanimously approved.  
Working with Grundy insurance on a property/liability insurance quote.  
A Bargo/Pecht motion to execute the updated JVB signature card Resolutions 1-2022, 2-2022 and 3-2022 was unanimously approved.  
No award notice on PIRMAA grant for AED units was received. The Safety Committee presented PO # 1202207 in the amount of \$4, 578 to purchase three (3) AED units. A Parker/Shirey motion to approve the purchase request was unanimously approved.  
A Pecht/Eckley motion to approve PO# 1202206 for Badger meter registers totaling \$13,380.48 was unanimously approved.  
A Parker/Pecht motion to approve PO# 1202208 for an 18' x 6' equipment trailer totaling \$7,145.00 was unanimously approved.  
The FNB PCard rebate for 2021 was \$3,829.35  
Information was provided on CareerLink federal funding for On-the-job training of new employees. The funding provides 50% wage reimbursement for qualified employees.

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

Castel presented his written report.

The process for the NPDES permit renewal amendment is in process. The final testing has been completed and results will be submitted to DEP.

An Eckley/Shirey motion to approve the purchase of Hydro Instruments Liquid Feed Panels in the amount of \$2,396.00 was unanimously approved.

The DEP lab inspection report will be completed for an April 2022 due date.

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

Bubb presented his written report.

Bubb updated the Electric Ave bridge project. Cost share may not be cost effective due to the short length of relocation.

The activity at the old K-Mart property was discussed. Hobby Lobby is underway. There is a potential for two or three additional leases at the property.

Work continues to prepare for the capital project scheduled in Belleville with survey work and communications with the property owners.

The Water Line Extension Application (WLEA) for Jewel St, Granville Township (Rothrock) was reviewed and discussed. A Smeltz/Parker motion to approve the WLEA was unanimously approved.

The Water Line Extension Application (WLEA) for Shelly Dr, Brown Township (Metzler) was reviewed and discussed. A Pecht/Bargo motion to approve the WLEA was unanimously approved.

Bubb reviewed leak detection activities in progress to address the rise in unaccounted for water. The crew is working on a potential issue on the West End of Lewistown.

Cheryl Bagrosky and Matt Fisher were nominated for employee of the month honors in February.

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

Ward presented his written report.

The Valley St Cost Share Agreement is with PA DOT. An Eckley/Shirey motion to authorize the Chairperson and Secretary to execute the Ward provided an update on the Valley Steet project construction project and target dates for upcoming project milestones. A Garver/Parker motion to authorize the advertisement of the project was unanimously approved.

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

Searer presented his written report.

Searer provided information on the dissolution of MABL on 4/1/22. All documents are signed and ready for the transfer. Documents will need to be send to Lewistown Borough and filed with the Department of the State and filings with Mifflin County. Searer will relay information to Solicitor Remy.

Discussions on work for the Property Committee on the possible sale of the Ards Ridge, Strodes Mills and Lingle Valley parcels were discussed. The Treaster Valley property was also mentioned. The Authority has historically kept the property as an alternate source for future expansion. The Property Committee will meet to discuss options related to the properties.

The transfer of the Hawstone water system work completed since the last meeting was review of Deed of Dedication, permit requirements and applications required. The cell towner lease was discussed. Preliminary action is to re-assign the lease back to Crown Castle.

### **OLD BUSINESS:**

None

### **NEW BUSINESS:**

A Parker/Pecht motion to approve Requisition 01-2022 MCMA BRIF Initial Transfer to US Bank in the amount of \$ was unanimously approved.

A Smeltz/Shirey motion to accept the Municibid Equipment high bids – 1995 Backhoe \$15,100, 1998 Dump Truck \$8,700 and 2003 Trailer \$2,901 was unanimously approved.

### **COMMITTEE REPORTS:**

Rates and Rules Committee

Reinstate the existing policy #508 regarding Foremen taking the company vehicle home for emergency call outs. The specific policy guidelines were presented that related to the company vehicles; no personal use, no non-employee passengers, no loan for personal use and any violation is subject to disciplinary process. The annual projected fuel cost for the foreman is \$5,000. Eckley questioned the policy based on his experience as a PA employee. The benefits and customer service impact in emergency situations was also discussed. A

Smeltz/Shirey motion to approve the reinstatement of Foremen taking the company vehicle home for emergency call outs was approved 5-2 after a roll call vote; Smeltz-Yes, Bargo-Yes, Parker-Yes, Herto-Yes, Shirey-Yes, Pecht-No, Eckley-No.

**Personnel Committee**

Participate in the CareerLink On-the-Job Training Program. The program is federally funded assistance for qualified employers and employees to provide 50% of on-the-job training wages. A Smeltz/Bargo motion to approve participation in the program was unanimously approved.

Pay for the CDL certification training requirements for any new hires, not to exceed \$5,000. The training program is offered by Mifflin County Academy of Technology and Science (MCAST). Effective February 7, 2022, CDL drivers must complete the Entry Level Driver Training (ELDT) prior to getting the Class A CDL. Pecht was concerned the employee would leave after the training was received and he also felt the employee should meet certain time requirements to ensure they would work past the probationary period. Tuition reimbursement policy exist, but not specifically related to the new ELDT requirement. Action was tabled and the Personnel Committee will review the process and recommend a policy revision to ensure

A Eckley/Parker motion to approve the job offer for one (1) Filter Plant Operator was unanimously approved. A Bargo/Shirey motion to approve the job offer for one (1) Laborer position with training to begin after one (1) year of service and with a guarantee of two (2) years of employment to fully pay for the training was approved unanimously.

**CORRESPONDENCE:**

A Shirey/Parker motion to approve attendance for three (3) Board members to the PMAA Board member training session in Harrisburg, at \$115 per attendee was unanimously approved.

An Eckley/Pecht motion to adjourn the meeting at 2:58 pm was unanimously approved.

Attested by:



Barry Bargo  
Secretary