

**NESHANNOCK CREEK WATERSHED JOINT MUNICIPAL AUTHORITY**

**Phone: (724)748-4808 Fax: (724)748-5668**

**369 McClelland Road**

**Mercer, PA 16137**

**MEETING MINUTES**

**September 11, 2013**

**8:15 AM**

**Officers:**

**Chairman:**

Paul Minner

**Vice**

**Chairman:**

Patrick J. Suhrie

**Treasurer:**

Jerry Johnson

**Secretary:**

John Lechner

**Rec Sec'y:**

Karen Shipton

**Board**

**Members:**

**Mercer**

**County:**

John Lechner

**Coolspring**

**Twp:**

Paul Minner

**East Lack**

**Twp:**

Robert Gregory

**Findley Twp:**

Patrick J. Suhrie

**Mercer Boro:**

Jerry Johnson

*The Authority meets the second Wednesday of each month at 8:15 AM in the County Commissioner's Conference room at the Mercer County Courthouse, Mercer, PA.*

**THE NEXT MEETING IS SCHEDULED FOR OCTOBER 9, 2013 AT 8:15 AM**

**ATTENDANCE**

Bob Gregory, Jerry Johnson, Paul Minner, John Lechner, Pat Suhrie, Linda Thomas, Dan Goncz, Karen Shipton, Matt McConnell, Frank Curl, Walt Darraugh, Roger Smith, Debbie Plant.

**\*The Meeting Opened with the Pledge to the U.S. Flag at 8:15 AM.**

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES FROM THE 8/14/13 MEETING AS PRESENTED**

A motion was made by John Lechner and seconded by Pat Suhrie to approve the minutes from the 8/14/13 meeting as presented. Motion carried.

**APPOINTMENT OF AUTHORITY SECRETARY AND CERTIFICATION OF BOARD MEMBER LIST**

A motion was made by Bob Gregory and seconded by Jerry Johnson to appoint John Lechner as NCWJMA Board Secretary. Motion carried.

A motion was made by Bob Gregory and seconded by Pat Suhrie to certify the following list and authorize Karen Shipton (Recording Secretary) to sign the certification of NCWJMA Board Members and submit to Rural Development as an update:

**(Name - Office Held(if applicable) - \*Governing Body – Term Expiration)**

***John Lechner – Secretary - Mercer County Commissioners – 12/31/13***

***Paul Minner – Chairman – Coolspring Township – 12/31/14***

***Robert Gregory – East Lackawannock Township – 12/31/15***

***Jerry Johnson – Treasurer – Mercer Borough – 12/31/15***

*Patrick Suhrie – Vice Chairman – Findley Township – 12/31/16.*

*\*Governing Bodies Being: Coolspring Township, East Lackawannock Township; Findley Township; Mercer Borough; Mercer County Board of Commissioners.*

Motion carried.

### **TREASURER'S REPORT**

A motion was made by John Lechner and seconded by Paul Minner to approve a payment to Gannett Fleming, Inc. in the amount of \$2000.00, when funds become available, for the final invoice for the 537 Plan Update. Motion carried.

A motion was made by Jerry Johnson and seconded by John Lechner to approve the following treasurer's report: Previous Balance: \$6037.52. 4) Checks Written Totaling \$4966.10. Balance as of 8/31/13: \$1071.42. Motion carried.

Dan stated that he had several invoices (paid for by the Authority) that were project related that would be reimbursed on the first draw down on the local share once it's closed. He will coordinate with Jerry Johnson and Karen Shipton to make sure we get them all correct.

### **ENGINEER'S REPORT**

Findley Township adopted the Official Sewage Facilities Plan Update on 9/4/13 and East Lackawannock Township adopted the Official Sewage Facilities Plan Update on 9/10/13. Dan has Findley Townships Resolution but still needs to obtain East Lackwannock's Resolution. Copies of the 537 Plan Update will be submitted to DEP this week for final review. Comments were received from the State Engineer for USDA Rural Utility Services last month and those comments were addressed and are included in the Plan that will be submitted to DEP. Linda Thomas is here today from USDA Rural Utility Services and will speak under **NEW BUSINESS**. The preliminary notice and notice of availability of an environmental assessment public comment period expired yesterday. The finding of no significant impact was advertised (in todays, tomorrows and Fridays Sharon Herald; Karen will verify print and Darien from the Herald will bring proof of advertising to Karen's office on Monday). Re: CDBG Tap-in Fee Grant Application, on 8/22/13, the Mercer County Board of Commissioner's awarded Neshannock Creek Watershed Joint Municipal Authority CDBG funds in the amount of \$50,000.00 to go towards the \$135,000.00 request made in June/2013 and goes towards tap-in fees for those residential customers that qualify under the low to moderate income funding program. The Commissioner's awarded the CDBG funds but an application from the County to DCED (for State approval) has to be made before it's finalized. Another application for the balance of the funds will be submitted in 2014 whenever the next round of CDBG fund applications are made. A tap-in fee of \$3000.00 per edu is going to be required of all the customers and the CDBG Program helps those at the low-moderate income level with assistance with those fees.

### **OLD BUSINESS**

**Re: Authority Filing Cabinets** – Paul Minner and Pat Suhrie dropped off (2) filing cabinets (donated by Paul Minner) to the Findley Township Municipal Building for storage of NCWJMA paperwork/files.

**Re: Auditor – Black, Bashor and Porsch** – We received an engagement letter from Black, Bashor and Porsch back in 3/2012 that didn't have any cost in that proposal because the project cost/scope and funding were undefined. Dan sent Black, Bashor and Porsch all of the updated information on the project so they are now aware of what's required. This will need to be signed annually throughout the servicing of the loan. A motion was made by Jerry Johnson and seconded by John Lechner to approve the agreement subject to review and approval by Rural Development. Motion carried.

**Re: Accounting Assistance** – Keeping track of requisitions and invoices (discussion item that wasn't complete from last meeting) – Linda Thomas stated that it's up to the Authority but it is usually the secretary (or recording secretary) who handles this alongside Linda. Pat Suhrie stated that he would like to see someone else come in to handle this. It will be discussed further at a later date. No decision needs to be made today. John Lechner stated that he knows someone that is a retired accounting professor from Westminster College and lives in Lackawannock Township that might be interested.

### **NEW BUSINESS**

**Re: Bond Counsel Services Agreement Amendment** – A motion was made by John Lechner and seconded by Pat Suhrie to approve the agreement from Clark-Hill-Thorpe-Reid Bond Counsel Services (approved by USDA Rural Utility Services) in the amount of \$60,000 plus \$4000.00 out of pocket expenses to do the (3) closings. Motion carried.

**Re: Legal Counsel Services Agreement Amendment** - Tabled.

**Re: Authorization for Bond Counsel to seek Proposals for \$1,383,000.00 Local Share of Project Funding** - Linda Thomas from USDA Rural Utility Services read the 15 page Letter of Conditions on what and what not to do.

**Re: Letter of Conditions** - A motion was made by Pat Suhrie and seconded by Bob Gregory to approve the Letter of Conditions and to execute these conditions. Motion carried. Chairman Paul Minner will need to sign (8) copies of this (15 page) Letter.

**Re: Letter of Intent to Meet Conditions** - A motion was made by Pat Suhrie and seconded by Bob Gregory to approve the Letter of Intent to Meet Conditions and to direct the Chairman to Execute its Conditions. Motion carried. (3 copies are needed).

**Re: Request for Obligation of Funds** - A motion was made by Jerry Johnson and seconded by Pat Suhrie to sign the request for obligation of funds. Motion carried.

**Re: Loan Resolution** - A motion was made by John Lechner and seconded by Bob Gregory to approve the Loan Resolution and direct Chairman Paul Minner to Execute the Document. Motion carried.

**Re: Local Share of Project Funding (\$1,383,000.00)** – A motion was made by John Lechner and seconded by Pat Suhrie to authorize Bond Counsel to seek proposals from (3) local banks. Motion carried.

## **ADDITIONAL COMMENTS**

Due to limited recorder space, Recording Secretary Karen Shipton was unable to immediately record the remarks from County Commissioner Matt McConnell. When asked to recount what was said, Matt sent (via email) Karen the following:

*I paraphrase but it went something like this:*

*“Contrary to what had been shared at previous meeting, Mercer County current fees for sewers at our Jail are \$16,000 per year through Pennsylvania State Correction facility. After speaking with their plant operator there have been no complaints or concerns about Mercer County Jail continuing with this service in the future. There is adequate capacity at the current plant. As Mercer County has been included in the plan for the Neshannock Creek Authority future plant sewer plant, I have not entered any objection as it was well under way and I view this as county money for economic development in the two municipalities and would hope the municipalities do all they can to spur the anticipated activity. Tap in fees and increased cost to the county will be significant. In some estimates we were listed as 80 EDU so we were going to be looking at \$240,000 in tap in and approximately 75,000 in yearly fees. I also suggest that as MCIDA was in the room if they had a project that required a large amount of capacity the county could delay entering the system.” [The engineer corrected that they are now only using 50 or 55 EDU’s for us now and the amount we paid the PA Correction was different then they thought.]*

## **ADJOURNMENT**

A motion was made by Pat Suhrie and seconded by John Lechner to adjourn the meeting. Motion carried. Meeting adjourned at 9:45 am.

Respectfully Submitted;

Karen B. Shipton  
Recording Secretary