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Patrick J. Suhrie
Mercer Boro:
Jerry
Johnson

**NESHANNOCK CREEK WATERSHED JOINT MUNICIPAL
AUTHORITY**

Phone: (724)748-4808 Fax: (724)748-5668
369 McClelland Road
Mercer, PA 16137

MEETING MINUTES
December 9, 2015
8:15 AM

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

THE NEXT MEETING IS SCHEDULED FOR JANUARY 13, 2016 AT 8:15 AM

ATTENDANCE

Bob Gregory, Roger Shaffer, Pat Suhrie, Jerry Johnson, Dan Goncz, Karen
Shipton, Debbie Plant, Walt Darraugh, Amanda Orris, Denny Heasley.

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

APPROVAL OF MINUTES FROM THE 11/10/15 MEETING AS PRESENTED

**A motion was made by John Lechner and seconded by Bob Gregory to approve the
minutes from the November 10, 2015 meeting as presented. Motion carried
unanimously.*

PUBLIC COMMENT

Amanda Orris/Software Systems, gave a brief presentation of their billing software. Denny
Heasley

TREASURER'S REPORT

No Treasurer's Report since John was out of town.

ENGINEER'S REPORT

Project Status Report

The construction job conferences for Sewage Facilities project were conducted on October 22,
2015 at the offices of Gannett Fleming. The next job conferences are scheduled for November
19, 2015 beginning at 9:00 AM at the offices of Gannett Fleming. Meeting minutes are on file
with the Authority. As of October 23, 2015 construction is approximately 31% complete.

Contract No.1: Klingensmith Enterprises has completed the installation of the pressure sewer with the exception of the crossing under Neshannock Creek, Plantation Park and the areas to the north of SR58. Work is continuing on the installation of the service lateral kits and manholes. There are three (3) crews working on-site.

Contract No.2: J.S. Bova Excavating has completed the installation of the pressure sewer with the exception of SR19, Hope Mill Road, SR158, SR318 and the gravity sewer at the interchange. There are three (3) crews working on-site. Manhole installation is scheduled to begin in November.

Contract No. 3: An additional 117 service lateral kits were delivered in October.

Contract No. 4: Mortimer's Excavating is continuing to install grinder pumps and pressure service sewer lines to customers. Several of the pressure service sewer lines are going to be longer than anticipated because of where property owners have requested their grinder pumps be installed. This is a result of the number of customers that did not attend the Open Houses last year. Approximately 70 grinder pump units have been installed.

Contract Nos. 5 and 6: Construction activities at the Thompson Road Pump Station began the week of October 19th. Some modifications were required to the layout of the Thompson Road Pump Station due to the outside drop connection to the existing downstream manhole from the screening facility. The Plantation park Pump Station wetwell was relocated within the easement to avoid the existing gas line that wasn't located as part of the PA One-Call process during the Design Phase. The subsurface conditions required undercutting and additional stone to bring the excavation up to the required grade.

Contract Nos. 7 and 8: Jack Gibson Construction has poured the concrete slab and walls for the sludge drying beds and has installed the roof trusses. Excavation is complete for the control building foundation and installation of rebar for the floor has begun. Excavation is completed for the treatment units. The potable water well has been installed and tested. A typical residential water softener will be required. Photos are attached to the Engineer's Report.

Anticipated work in November includes working on the concrete slab for the treatment tank units and completing the installation of the outfall sewer.

The project milestone schedule has been updated and is attached to the Engineer's Report. The current grinder pump agreement status report is also attached, with no changes in the past month.

A copy of the Construction Observation Services Budget Report is attached to the Engineer's Report also.

B. Change Orders

Gannett Fleming is recommending the Authority approve the following change orders:

Contract No. 7 Change Order No. 3 in the credit amount of \$1075.00 for the deletion of the self-priming water traps.

****A motion was made by Bob Gregory and seconded by Jerry Johnson to approve Contract No. 7, Change Order No. 3 in the credit amount of \$1075.00. Motion carried unanimously.***

Contract No. 7 Change Order No. 4 in the amount of \$2349.44 for the sales tax associated with the Control Building. The Control Building manufacturer required the payment of sales tax because the use of the control building does not involve direct contact with the wastewater. We discussed this change order with USDA Rural Development and they indicated that they have had similar change orders on other projects and that payment of the sales tax was the best resolution.

****A motion was made by Bob Gregory and seconded by Jerry Johnson to approve Contract No. 7, Change Order No. 4 in the amount of \$2349.44. Motion carried unanimously.***

Future change Orders anticipated for the Authority's consideration include:

Contract No. 5 – Additional work at the Thompson Road Pump Station to address the outside drop exiting the existing screening facility. Additional work includes a deeper influent manhole and filling the bottom half of an existing manhole with flowable fill.

Contract No. 5 – Additional excavation and imported aggregate for the Plantation Park Pump Station.

Contract No. 6 – Additional costs for underground conduit and conductor from the Penn Power electrical service to the Interchange Pump Station as Penn Power will be stopping short of where the electrical service was to be installed. This is a result of Penn Power requiring a transformer to be installed on the main power line to the pump station.

Contract No. 7 – Credit for the reduction in excavation required for establishing grade at the sewage treatment plant.

Contract No. 7 – Credit for the reduction in the amount of work associated with the installation of the roadways for the Sewage Treatment Plant and the Interchange Pump Station.

A change order summary is attached to the Engineer's Report.

Project Funding

Payment of Requisition No. NW-3 in the amount of \$604,599.98 for the Sewage Facilities Project to be withdrawn from the Northwest Savings Bank Loan. Note that payment to MCSB for interest must now be paid by check by the 20th of each month. A copy of the Project Cost Summary is also attached to the Engineer's Report.

****A motion was made by Jerry Johnson and seconded by Bob Gregory to approve Requisition NO. NW-3 in the amount of \$604,599.98. Motion carried unanimously.***

Tapping Fee Computation

Attached to the Engineer's Report is the updated Tapping Fee Computation for the authority's use in preparing the required Tapping Fee Resolution.

Sanitary Service Connections

A revised Service Connection Specification is attached to the Engineer's Report that reflects the Solicitor's comments. The minimum limit of insurance coverage will need to be established. There have been inquiries as to the connection requirements as well as requests to start making payments on the anticipated Tapping Fees.

Sewage Facilities Operations

With the end of construction activities anticipated in early summer 2016 the Authority should begin considering how they will operate and maintain the sewage facilities...administration, billing program, invoicing.

OLD BUSINESS

1. Billing Program – Several programs were discussed. Karen did some checking on different programs. Quick Books seems to be the most popular.
2. Tapping Fee Resolution – After the Resolution is prepared, Dan feels another mailing needs to go out to give specifics on the Tapping Fee and approximate dates of when money is due.

NEW BUSINESS

Interim Property owner Correspondence – The mailing Dan was referring to above under "Tapping Fee Resolution".

Reimbursement from the Schnader Law Firm – A portion of the deposit of \$2000.00 when we retained them for the lawsuit. \$1865.00 was returned to us. This was given to John to put back in the account it came from.

ADJOURNMENT

**A motion was made Jerry Johnson and seconded by Bob Gregory to adjourn the meeting. Motion carried unanimously.*

Meeting adjourned at 9:36 AM.

Respectfully Submitted;

Karen B. Shipton
Recording Secretary

