

**NESHANNOCK CREEK WATERSHED JOINT MUNICIPAL AUTHORITY**  
**Phone: (724)748-4808 Fax: (724)748-5668**  
**369 McClelland Road**  
**Mercer, PA 16137**

**MEETING MINUTES**

**January 13, 2016**

**8:15 AM**

**Officers:**

**Chairman:**

Paul Minner

**Vice**

**Chairman:**

Patrick J. Suhrie

**Treasurer:**

John Lechner

**Secretary:**

Bob Gregory

**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 Meeting room at the Mercer County Courthouse, Mercer, PA.*

**THE NEXT MEETING IS SCHEDULED FOR FEBRUARY 10, 2016 AT 8:15 AM**

**ATTENDANCE**

Bob Gregory, John Lechner, Paul Minner, Roger Shaffer, Pat Suhrie, Dan Goncz, Karen Shipton, Walt Darraugh, Deb Shaulis, Deb Plant, Scott Boyd, Matt McConnell.

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

**REORGANIZATIONAL MEETING OF 2016**

The meeting was turned over to Board Solicitor Roger Shaffer.

*\*A motion was made by John Lechner and seconded by Pat Suhrie to keep the same slate of officers for the 2016 calendar year. Motion carried unanimously.*

*Chairman – Paul Minner*

*Vice Chairman – Patrick Suhrie*

*Secretary – Bob Gregory*

*Treasurer – John Lechner*

*Recording Secretary – Karen Shipton*

\*The meeting was turned back over to Chairman, Paul Minner.

*\*A motion was made by Bob Gregory and seconded by Pat Suhrie to hold monthly meetings on the second Wednesday of each month with the exception of March, it will be held on the third Wednesday. Motion carried unanimously.*

*Dates for 2016: 2/10; 3/16; 4/13; 5/11; 6/8; 7/13; 8/10; 9/14; 10/12; 11/9 & 12/14.*

*\*A motion was made by John Lechner and seconded by Bob Gregory to retain Citizens Bank, Mercer County State Bank and Northwest Savings Bank as the Authority's Depositories. Motion carried unanimously.*

*\*A motion was made by John Lechner and seconded by Bob Gregory to retain Dan Goncz of Gannett Fleming, Inc. as the Authority's Engineer. Motion carried unanimously.*

*\*A motion was made by John Lechner and seconded by Pat Suhrie to retain Roger Shaffer of Barr and Shaffer as the Authority's Solicitor. Motion carried unanimously.*

*\*A motion was made by Pat Suhrie and seconded by Bob Gregory to retain Black, Bashor & Porsch to perform the Authority's audit for 2015. Motion carried unanimously.*

### **APPROVAL OF MINUTES FROM THE 12/09/15 MEETING AS PRESENTED**

*\*A motion was made by John Lechner and seconded by Bob Gregory to approve the minutes from the December 9, 2015 meeting as presented. Motion carried unanimously.*

### **PUBLIC COMMENT**

Mercer County Commissioner Scott Boyd introduced himself and praised the Authority for their work. There was some discussion on the appointment of John Lechner as Mercer County's Board representative.

### **TREASURER'S REPORT**

There was no printed report available. Current balance in the Citizen's account is \$5690.94. John wrote checks out of this account to Mercer County State Bank for the interest on the local share. This is supposed to come out of the Northwest Savings Bank, therefore the Citizen's account will be reimbursed for this expense. On 10/20/15, John wrote a check in the amount of \$2731.08 to MCSB, on 10/22/15, he wrote a check in the amount of \$123.00 to the Recorder of Deeds and a check ready to be mailed in the amount of \$2642.84 to MCSB for local share interest, and this morning a check was written to Recorder of Deeds in the amount of \$18.50. These all need reimbursed.

*\*A motion was made by Bob Gregory and seconded by Pat Suhrie to approve the treasurer's report as presented. Motion carried unanimously.*

### **ENGINEER'S REPORT**

Karen provided a copy of the insurance premium invoice that will be due 2/16/16. \$369.00.

*\*A motion was made by Pat Suhrie and seconded by Bob Gregory to pay the insurance premium of \$369.00 out of the Citizen's account and be reimbursed. Motion carried unanimously.*

### **Project Status Report**

Construction is about 60% complete through the end of last year. Next job meetings are scheduled for 1/28/16. Pump station contracts are on hold til weather clears and Penn Power extends service to the pump stations. Meetings begin at 9:00 am.

Contract No. 1: Klinginsmith Enterprises has completed the installation of the pressure sewer with the exception of McMillan Rd., the crossing under Neshannock Creek and the pressure sewer and force main in Plantation Park. Work is continuing on the installation of the service lateral kits and manholes. There are two (2) crews working on-site. Pipeline testing is up to date.

Contract No. 2: J.S. Bova Excavating is still installing pressure sewer with work remaining along a small portion along SR62, Hope Mill Rd., SR158, SR318 and the gravity sewer at the interchange. There are four (4) crews working on-site. Manhole installation is scheduled to begin in November. Pipeline testing is up to date.

Contract No. 3: The triplex grinder pump unit has been delivered and is ready for installation by Mortimer's Excavating at the Countryside Nursing Home. We need to order at least 100 more grinder pumps mid February.

Contract No. 4: Mortimer's Excavating is continuing to install pressure service sewer lines to customers. Several of the pressure service sewer lines re 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. Approx. 70 grinder pump units have been installed along with 35,000 LF of pressure service laterals. Work will resume on the installation of grinder pump units after the service lines have been installed.

Contract Nos. 5 and 6: Construction activities relative to the concrete structures and the installation of the Pump Mates are complete. Final completion will be performed after the site electrical work is performed and we move closer to completion of the sewage treatment plant.

Contract Nos. 7 and 8: The Control Building shell is nearing completion. Doors, louvers and windows need to be installed. The contractor completed the exterior work and is working on the inside walls and equipment installation.

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. Based on an April sewer line completion date and a May sewage treatment plant completion date, the construction observation budget will need to be increased by approximately \$75,000 in order to maintain the same level of construction observation coverage as has been provided to date. Dan is recommending that the Authority give consideration to approval of Amendment No. 5 to the Engineering Services Agreement to authorize the continued construction observation services.

### **Change Orders**

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

## **B. Change Orders**

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

Contract No. 7 Change Order No. 5 in the amount of \$527.26 for the installation of a heater inside the sewage flow meter transmitter. The sewage flow transmitter is accurate to -4 deg. F. Winters of recent past have indicated temperatures can go well below that level.

***\*A motion was made by Bob Gregory and seconded by Pat Suhrie approve Contract No. 7 Change Order No. 5 as stated above. Motion carried unanimously.***

Contract No. 7 Change Order No. 6 in the amount of \$91,878.64 for work eliminated with the installation of the access roads to the Sewage Treatment Plant and Interchange Pump Station. The total credit includes the additional cost associated with the installation of a concrete pad for a roll-off box behind the Sludge Drying Beds.

***\*A motion was made by Bob Gregory and seconded by John Lechner to approve Contract No. 7 Change Order No. 6 as stated above. Motion carried unanimously.***

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

Contract No. 4 – Approximately 10,000 LF of additional 1-1/2" pressure sewer service lateral will be required to complete the installation of the grinder pump units.

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.

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

## **Project Funding**

Gannett Fleming is recommending approval of Payment Requisition No. NW-5 in the amount of \$787,701.45 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 20<sup>th</sup> of each month. They are also recommending approval of the request for USDA RUS grant funds in the amount of \$147,436.24

***\*A motion was made by John Lechner and seconded by Pat Suhrie to approve payment of Requisition No. NW-5 in the amount of \$787,701.45 for the Sewage Facilities Project. Motion carried unanimously. (A breakdown of items paid is attached to the Engineer's Report).***

***\*A motion was made by Pat Suhrie and seconded by Bob Gregory to accept the grant agreement and authorize the Board Secretary and the Chairman to sign the grant agreement in the amount not to exceed \$4,808,400.00. Motion carried unanimously.***

***\*A motion was made by John Lechner and seconded by Bob Gregory to approve the request for USDA RUS grant funds in the amount of \$147,436.24. Motion carried unanimously.***

A copy of the Project Cost Summary is attached to the Engineer's Report.

### **Initial Operation and Maintenance**

The updated cost to purchase location markers and sewer line locator from USA Blue Book is \$5349.35 plus shipping costs. These were the items discussed at the December meeting. An account has been established in the Authority's name but no purchase have been made.

### **Customer Notifications**

Attached to the Engineer's Report is a letter to property owners that Gannett Fleming is recommending be mailed by January 20, 2016. The letter provides an update to the project; technical requirements for making the final connection to the grinder pump units; and an opportunity for property owners to start paying the tapping fees. Board direction is needed regarding the mailing of the attached correspondence.

### **Sewage Facilities Operations**

Gannett Fleming is recommending that the Authority place the ad that is attached to the Engineer's Report requesting for proposal for Contract Operations for the Authority's sewage facilities in a local newspaper.

***\*A motion was made by Pat Suhrie and seconded by Bob Gregory to place the above mentioned ad. Motion carried unanimously.***

### **Application for Sewage Service**

Attached to the Engineer's Report is an application for sewage service that they are recommending that the Authority use for customers to make formal application for sewage service.

### **OLD BUSINESS**

Tapping Fee Resolution Approval

***\*A motion was made by Bob Gregory and seconded by Pat Suhrie to approve the Tapping Fee Resolution as presented. Motion carried.***

CDBG Tapping Fee Invoice Approval in the amount of \$117,00.00.

***\*A motion was made by John Lechner and seconded by Pat Suhrie to approve the Tapping Fee Resolution amendment as presented above. Motion carried.***

***\*A motion was made by John Lechner and seconded by Pat Suhrie to approve the ordering of Line Markers and Line Locators. Motion carried unanimously.***

## **ADJOURNMENT**

*\*A motion was made John Lechner and seconded by Pat Suhrie to adjourn the meeting. Motion carried unanimously.*

Meeting adjourned at 9:45 AM.

Respectfully Submitted;

Karen B. Shipton  
Recording Secretary