

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

MEETING MINUTES

February 10, 2016

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 MARCH 2, 2016 AT 8:15 AM

ATTENDANCE

Bob Gregory, John Lechner, Paul Minner, Roger Shaffer, Dan Goncz, Karen Shipton, Deb Shaulis, Deb Plant, David Swartz, Michael Davidson, Deb Shaulis.

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

APPROVAL OF MINUTES FROM THE 01/13/16 MEETING AS PRESENTED

**A motion was made by Jerry Johnson and seconded by Bob Gregory to approve the minutes from the January 13, 2016 meeting as presented. Motion carried unanimously.*

PUBLIC COMMENT

None.

TREASURER'S REPORT

Beginning balance: \$5690.94. Deposits: \$2786.17. Service Charge: \$3.00. Expenses: \$18.50.
Current Balance: \$8455.61.

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

ENGINEER'S REPORT

1. Project Status Report

Construction is about 70% complete. January 28/2016 construction meetings were held at the offices of Gannett Fleming. The next meeting will be held February 25/2016, same location. Klingensmith Enterprises is still working in Plantation Park. Still some work to be

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

done on Rt. 58 and McMillan Rd. Bova Excavating still has some work to be done along the state roads. The bore needs done on Rt. 19 by the Interstate. Contract 3 has an additional (50) grinder pumps were delivered for a total of (25) now onsite. Mortimer Excavating now has about (130) grinder pumps installed of the (312) total. They are at 37,000 ft. for the pressure service lateral. The pump stations electrical work began onsite January 25th. Work is progressing inside the plant. Colors and flooring have been picked out. An electrical heater for in the chemical room will come from Gannett Fleming who had one sitting at their office at no charge. Access road going to the plant is going to need paving or something a little more permanent and stable. The Milestone Schedule is attached to the Engineer's Report. There are still (7) outstanding grinder pump agreements. Dan reviewed the Construction Observation Services Report. A copy of the Construction Observation Services Budget Report is attached. 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. We are recommending that the Authority give consideration to approval of Amendment No. 5 to the Engineering Services Agreement to authorize the continued construction observation services. USDA RUS has reviewed the request for an amendment and didn't take exception.

****A motion was made by John Lechner and seconded by Bob Gregory to increase the budget by \$75,000.00. Motion carried unanimously.***

We will have several credits coming for various items.

Change Orders

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

Contract No. 7 Change Order No. 7 in the amount of \$2,032.80 for sales tax being charged by the door and door hardware supplier. The supplier will not accept a second party tax exempt number.

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

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

Contract No. 4 – Approximately 15,000 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. Our net change order to date, construction cost is (-\$64,000.00)

Project Funding

Gannett Fleming is recommending approval of Payment Requisition No. NW-6 in the amount of \$787,139.49 for the Sewage Facilities Project and the approval of a request for USDA RUS grant funds in the same amount.

**A motion was made by John Lechner and seconded by Bob Gregory to approve payment of Requisition No. NW-6 in the amount of \$787,139.49. Motion carried unanimously.*

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

**A motion was made by John Lechner and seconded by Bob Gregory to authorize the Chairman to sign the grant request in the amount of \$787,139.49. Motion carried unanimously.*

Initial Operation and Maintenance

Items still need to be purchased. Karen and Dan will get together to move on this.

Customer Notifications

The January 20, 2016 project update was mailed to the property owners. We have received several calls from contractors interested in making the final building sewer connections to the grinder pumps installed by the Authority.

Sewer Facilities Operations

The request for qualifications was placed in the Record Argus for operations of the sewage treatment plant and sewage facilities on January 22, 2016. Statements of Qualifications were due by February 9, 2016. A committee should be formed to review the submittals and a recommendation made to the Board at their March 16, 2016 meeting.

OLD BUSINESS

Contract Operations Qualification Submittals

1. Sealed Qualifications were opened by Dan for M. Davidson & Associates, Inc.

Karen will place an ad for a special meeting to be held 3/2/16; 8:15 AM at the Mercer County Courthouse (County Commissioners Meeting Room) to review the qualifications submitted.

Administration of Sewage Facilities

Karen Shipton submitted a letter of interest to perform the administration duties for the Authority. John Lechner recommended Karen to perform these duties. There will be no formal motion made to hire Karen until the details of employment have been worked out. There was discussion of these details and use of Findley Township facilities. This will be discussed in further depth at the 3/2/16 meeting.

Insurance Coverage

We need a quote from Reinhardt Insurance Co. to get a quote for physical property insurance of the facilities. Karen will contact Chris Allan.

Annual Audit

Karen will contact Black, Bashor & Porsch, LLC to perform the single line audit for 2015. Dan has paperwork they may need.

NEW BUSINESS

There was discussion on depositing the tapping fees.

ADJOURNMENT

**A motion was made John Lechner and seconded by Paul Minner to adjourn the meeting. Motion carried unanimously.*

Meeting adjourned at 9:25 AM.

Respectfully Submitted;

Karen B. Shipton
Recording Secretary