

Shippensburg Borough Authority Minutes  
February 9, 2016  
7:00 pm

Present:

Michael Pimental (MP)	John Epley (JE)	Forest Myers (FM)
Troy Pomeroy (TP)	Kerri Burrows (KB)	Louis Larson (LL)
Evaggelos Tsambiras (ET)	Steve Brenize (SB)	Dennis Hammaker (DH)

**1. Public Comment:** Dan Hershey (DAN) President of Hershey Engineering  
Brian Kauffman (BK) Vice-President of Rettew Associates

**2. Consideration to approve meeting minutes of January 12, 2016**

(SB) motion to approve

(MP) motion to approve by Mr. Brenize

(TP) second

(MP) Seconded by Mr. Pomeroy, any additions or corrections to the minutes? All those in favor, of approving the minutes of January 12 consent by saying "aye"

\*\*\*unison "ayes" are heard, those oppose no \*\*\*silence

(MP) motion carries

**3. Reports:**

**a. Engineer-** (DH) I believe that you all have a copy of the engineers report in your packet. I'll try not to read every item, but just try to hit the high points and talk about any additions as necessary. I don't believe there is anything new on items 1 or 2. We are waiting on DEP for OEL response and the bulk water permit, Louis I believe that went into the DEP. On item 2 the only addition there is that Louis did get the pump ordered, and it is due for delivery this week, right?

(LL) it came in this afternoon

(DH) That should be well underway there you should hopefully start to see some results from the permanganate feed at the plant. # 3 no new action there that I am aware of # 4 is later on the agenda, so I think we can wait to talk about that one at the appropriate time. Well #2 we provided final documents for Louis to look at, electronically on Friday, hard copy on Monday, yesterday he has given back comments to me tonight, we will look at those and get those addressed fairly quickly. One item under 5a regarding the public water supply permit application, there is one comment that came back regarding minor encroachment on the 100 year flood plain and we scheduled and we have trading phone calls and emails with DEP for about the last week, finally was able to get a teleconference set up with them this afternoon with several folks in my office and national sciences and the flood plain modeling and so forth. To try and answer that question, they are insistent that we need to submit a chapter 106 flood plain management permit it is an issue that Louis and I talked about a little bit ago. It was addressed with DEP upfront and the pre-construction, or the pre-design walk through at the plant, it is also an issue that has been addressed with the township at the time DEP told us, they didn't think it was going to be a problem, township has already approved and said that there isn't going to be a problem with the building permit they weren't going to cause a problem, but there is the reviewer at the DEP has staunchly put her foot down and said, No because there is a minor encroachment you must do this permit. And we just got that comment about 10 days ago and finally they clarified it and so it appears to avoid any delays to the project we are going to have to submit that permit. I did ask my folks in the office who need to do this, it involves doing some modeling to see if we can show that the FEMA maps in that area are not correct based upon our review of the 100 year flood plain line, in that area as opposed to the topo that we have taken

on site, we believe the FEMA lines are not correct until we do the modeling we can't be absolutely sure whether it's going to be a problem or not a problem. In other words when we do the modeling we don't know whether we are going to show below the building or above the building, but based on history we believe that it's never been close to being a problem at that site, so we have some confidence that it is going to show that it's not going to be a problem.

(MP) so in your opinion, your professional opinion, evidently you believe it may be more efficient of time effective to demonstrate that the FEMA lines are inaccurate and need to be redrawn as opposed to actually going through the whole procedure of demonstrating that there isn't an issue.

(DH) There is really two approaches, one we can go to FEMA and ask them to change the line or we can just submit the permit with the documentation of the modeling and show them that there are no impacts. My people that do this all the time tell me that going to FEMA takes longer and might still result in having to do the first so what we are proposing is that we go, we actually submit the 106 permit with the modeling to show that there is no impacts and ask them to approve the encroachment and they seem amicable to doing that. There are basically making us go through with the process, unfortunately. The biggest issue as Louis and I talked about is the delay, because there is no permit guarantee on this permit it may take a month, it may take two months if they are busy and take two months to review it and they come back with comments, there is always a possibility of another round of reviews and delays. All we can do is get it in as soon as we can and ask them to try and review it as quick as possible and address the problems as quickly as we can.

(MP) Very good, thank you

(DH) I did think it would be helpful as I said, I did ask them to give me an idea of what it is going to take to do the modeling and put this permit package together the number I got from them was somewhere between \$10,000-\$12,500 for the effort to do those things it may be prudent to get authorization to proceed and do that so that we can try to avoid any further delays. Get that in, my folks are ready to take that on and get it done fairly quickly but I don't want to proceed with that extra effort without your consent.

(KB) Have you reached out to FEMA?

(DH) We have not, the folks in my office are fairly adamant that they are very, very slow to make changes to official published maps and feel certain that it will take longer to do that then the permit we can certainly try that.

(KB) the reason why I am asking is because nine months ago, was it nine months ago John? With the FEMA flood plain maps for the area, that are under review, by FEMA?

(JE) Yes

(KB) Our entire area is under review by FEMA, because of that, that is why I am asking if you had reached out. I don't know where FEMA is with that.

(JE) This is well out of the borough.

(KB) It is out of the borough but the entire area that is being mapped out by FEMA extends way beyond the borough. The only part we are concerned about was the borough. But it extended, whenever they were showing were the map lines were, it extended outside of the borough line. So that is why I am asking.

(JE) right

(DH) Do you have a contact there that you are dealing with? I can find it, but it is just helpful if there is somebody that is dealing with this area to know that.

(KB) When I was on borough council, I didn't

(JE) shoot me an email Dennis and I will send you the gentlemen's name

(SB) I think the reason that you are suggesting this is, that you are along with your staff believes that is the easier way to go.

(DH) Yes

(SB) I think it is similar to what Carl Bert did with the library when they were having issues.

(KB) Which is part of a catalyst and then it was the funeral home and then it was a bunch of other things and then it just kind of snow balled all into one, FEMA was like, hey you know you are right and it is a pretty large area John, if I am remembering correctly.

(JE) They were going to start

(KB) they were going to re map

(JE) at one end of the borough and go clean to the other end, a whole remodel

(KB) our entire borough and I think even beyond outside of the borough lines

(JE) The tributaries I am not sure how far they plan to go out into those

(DH) The problem with FEMA is that it is a federal bureaucracy and things just tend to move slowly, we believe that just looking at the topo on our site as opposed to the FEMA line that there is an obvious problem

(KB) It's dramatic, I think it was a 15 feet difference, is that what I am remembering?

(JE) it was several feet

(KB) It's a dramatic difference

(SB) is there a way to make a case to the DEP that since the entire area, if this area, if that is affected by the area that's currently being replotted by FEMA, is there a way to make that case and use that as a way to get, or are they still going to want us to prove it before FEMA proves it.

(DH) They have a regulation, the state requires them to go through this process, if we are encroaching they, I suspect that this is a young girl that is fresh out of college and she is doing her job, checking a box and she knows that she has got to follow regulations and the folks that have been around longer, have kind of give and take, and use common sense, but if somebody says, by golly chapter and verse if this is what it says, then this is what I got to make you do.

(SB) So our options are either to wait on FEMA to approve what you guys are doing or pay you guys to do it ahead of time so that we can actually move forward with the project.

(DH) It would take a certain amount of effort to go to them and make the case that they would even have to look at this and even if you do that, we believe that it is a long process to get it done and you still may end up having to go back and they may deny it and then we still have to go through the permit process. We think this is a more direct approach as the best chances for success in the least amount of time.

(MP) The state issues the permit, right?

(DH) Yes

(MP) So it is the state that you have to convince

(DH) yes, DEP

(MP) so that's who you are going to go to

(KB) It may quicken the process slightly

(DH) I am willing to try anything, as long as it is just a few phone calls to see if it is a possibility, so we will certainly do that.

(JE) They said that it would be 8-12 months before we even saw a first map.

(KB) we couldn't believe it was moving as fast as it was.

(JE) I think the procedure that you are proposing is probably the fastest

(ET) My question is, if there is a delay going the way you guys are going now, of 1 year how much would that add to the cost of the project?

(DH) that is probably a whole lot more impacted by the current workload of the contractors at the time, whether they are hungry or not, you are certainly going to see some increases in materials and labor just due to inflation. But, you know at times you can see increases dramatically and some decreases depending upon what the workload is that year and how hungry the contractors are and how much they are willing to either cut their price to get a job or whether they know that there is not a lot of competition. Certainly due to inflation you would expect to see 2, 3, 4% in pricing and materials and in labor, just by the natural course of things so, hopefully this is only a few months so we can still get the project either done or at least under roof before the

end of the fall and we still get it done, that the hope and that is one of reasons we want to move forward as quickly as we can.

(DAN) If I can add, just because I was involved in this project in this part of the project.

(MP) State your name for the record, please

(DAN) Dan Hershey with Hershey Engineering, formerly with Rettew, had worked on this project prior and had met with the township and with the DEP rep on the site. I don't know if the township has been approached with this, because normally the first people to enforce those flood zones, and if it is truly a tech that is checking a box, then this is a big cost and a big delay that may just be talking, and getting the right people to talk.

(DH) We made it clear to DEP that the township had bought off on it, and the folks at DEP were just not interested. It was a state or a statute that they were enforcing and the statement was that normally the local people do it, but when the project is being done by either a borough or an authority, DEP has a requirement to step in and oversee that process and in this case that is what they are doing and they said that even though the township bought off on it, they still felt that the process needed to go forward.

(MP) Okay, so you are just going to check with FEMA and see what is going on with that and make a couple of calls and you will know what to do with the results of those calls?

(DH) yes, it is just a matter of whether you want to give me an affirmative response to, that we should go forward rather than waiting until the next meeting to start the process if we find out that it still looks like the best thing, and I am happy to confer with John and Louis and make that decision.

(MP) I think obviously you want to go forward

(SB) I think that, it seems like that is what the consensus is

(ET) But don't we need a motion for that, to spend \$10,000-\$12,000?

(DH) It is just an increase in the scope. I don't know that, um

(SB) We budgeted a certain amount for engineering

(MP) It is within what is budgeted

(KB) It is more of a direction

(DH) Okay, next item Possum Hollow is continuing, Louis and I went and one other fella from Rettew went out and walked a line last week. I think that was productive, Louis I am making some addition in loads on the boring which I think I can talk to you about, I think that is encouraging. On well 4, we did have a driller go out with Brenden O'Donnell who is our geo scientist go out and check the estimate drilling of the test wells and he came back with two options and both of those options are within the estimates that we have previously given to you. So that was good news, we can't really proceed with anything there until we get the review back on the well site plan from DEP, so we are waiting on that, it's been submitted several weeks ago. On items 9 and 10 we had been asked by the developer to do a little modeling to provide them some flow data, some flow and pressure data, that's been done and ready to send that off after I confer with Louis about that and get some confirmation on some settings in the model to be sure that we are doing that correctly and I'm confident that it should be taken care of. Rowe Road is also on the agenda, so I will defer that and McDonalds had so plan reviews and we are still waiting to hear back from that, so I think that covers my items, unless there is any questions.

(MP) I see no questions, thank you very much for your report

(DH) thank you

**b. Solicitor-** (FM) I had a couple of email and telephone exchanges with Greg Wilhide from Valley Quarries about the investigation of the Well site out there. I have scheduled a meeting with Boyd Johnson to talk to him about acquisition of his one plot, not both. So I should have a report back on that, I kind of held off on that frankly, because of waiting to see what the well drilling and all that, if it wasn't going to work out, it wasn't much point in talking to him about that. Other than that I don't have anything else to report. It has been a quiet month.

(MP) Any questions for Mr. Myers? Okay, thank you.

(FM) Oh one other item, I did talk to David Zimmerman from F&M Bank, who had responded back to John and offered amendment to the existing loans that you have for the Roxbury Road project. He was going to lower the interest rates, he did indicate that they would extend that and I don't know John, if you got a letter from him or what, they actually should have given you 90 days to make that decision, so he was going to redo the letter and send it.

(JE) I haven't seen it

(FM) Okay, I'll follow up on that then. But he did say that the timing was not a big issue.

(MP) Okay thank you

**c. Water Foreman** (MP) What's the state of the water system?

(LL) Well, we are still producing water.

(MP) Good, glad to hear it

(LL) Currently the majority of it is staying in the pipes! Item 1, we are just about ready to finalize the Total Coliform Plan, and I talked to Ricky who does our sampling today we will probably have that finalized and into DEP within the next two weeks. The OEL report has been sent to DEP and that is taken care of. We were involved in some snow removal, over the storm two weeks ago. We had two main line breaks in the last month, and the report says three fire hydrants, there have been four that have been repaired, most of them people pushing snow out of the way and the hydrant was buried and it broke the way it was supposed to. We did have one hydrant hit out on Molly Pitcher Highway, it has to be, it is not leaking, but we are not going to replace it until spring time, because we have to replace the whole hydrant. It was an old one to start with, and we can't get parts for it so we are just going to replace it. And then one of the ones that was hit, by snow removal we are going to have to dig up we believe we are probably going to have to replace it too. Because it broke off down at the bottom.

(MP) let me ask you a question about hydrants. You have this other piece in here about hydrants; Do you keep hydrants in inventory?

(LL) Yes

(MP) Approximately, how many do you keep around?

(LL) Usually, no more than two or three, they are \$2700.00 a piece, they are usually available in Chambersburg, I can get them in two hours.

(MP) Right, there is no point in inventory.

(LL) At one time I had twelve, thirteen in inventory, we have cut back a lot on that, we don't have the room to store them and its better, they keep fresher down on their lot than they do on our lot.

(SB) I am guessing whenever you retire an old one. Are you able to scavenge any parts of it, usually is it the same parts that go bad, go bad?

(LL) anything that is broke and or we have to take out of the ground, we save, what we can save, parts are very expensive, just for an example. The 4 ½ inch nozzle on our current hydrant is almost \$500 so we try to salvage all that stuff as much as we can.

(FM) Louis, when someone hits a hydrant, or in the case of plowing snow pushes it over, Do you make a claim against their insurance?

(LL) If, I know who it is, in this case I don't know who of any of them is, and the one that was hit on Molly Pitcher Highway, was a hit and run and I honestly don't know how he drove his vehicle away. He went off of the road, down, out there at Cressler's place, off the of the road, down, hit the fire hydrant through the belly of the field up over the drive way through the parking lot of the old daycare and then back out onto the road. I have no idea how he drove his car away.

(SB) He must of had an old '87 Dodge Ranger!

(FM) What about the one that would have been plowed off? I mean surely, somebody knows who that is?

(LL) I can ask on that one, but I am not expecting anybody to admit that they hit it. I mean I know where it's at, I can guess pretty much who did it, and send a bill to, but I hate to do that, not knowing for sure that is the right group.

(FM) Just curious whether or not if we are able to collect anything, \$2700.00 plus to put the darn things in you are probably talking \$5000.00

(LL) Pretty much, by the time you add everything in there, it's probably \$5000 tied up. Well levels are on the reports, other than that, unless there are any questions.

(MP) Any questions for Louis, sounds like there aren't any questions

**d. WWTP Manager** (JE) I think Lance has covered everything that we have been talking about at the WWTP. We did just meet yesterday, I'm sorry, last week, we went over and met with the contractor just to go over details there are some change orders being discussed and going back and forth, there are some needed upgrades in conjunction with overall upgrade of the plant everything is moving forward. The I&I, I believe that lance has opened the bids on that on Monday for a partial of the I&I study I believe that was the King St portion that he was trying to get done because of the proposed Penn Dot Construction next year, that is the first area we want to look at, if there is anything that needs to be done at the sewer lines, we are going to try and do that before Penn Dot comes through. But overall, lance has pretty much covered everything that is going on pretty much at the plant at this point.

(MP) okay, thank you

**e. Secretary** (JE) I have a few things, Michael that you and I had discussed, I don't know if you want to go over those now or if you want to wait for other business. Particularly the hydrant questions, the maintenance program.

(MP) I have that under other business, let's cover it then.

(JE) Ok great.

(MP) Any questions for John as secretary, being no questions for John we are going to move to executive session to discuss a contractual matter and then we will come back out and conclude our business.

**4. Executive Session:** 7:30 \*\*\*executive intermission

7:40 we are back in general session, in the executive session the board discussed a contractual matter concerning the relationship with engineers. And my question to the board is, does anyone wish to take an action following the discussion. (\*\*\*) silence) There being no action taken following the discussion then we will continue in our relationship with our current engineer Rettew and continue to honor the contract in place with Rettew. So thank you gentlemen for coming to the interviews, thank you Dan for your application to be the engineer and we hope perhaps in some way and some other day perhaps we can do some business together. (DAN) Thank you for the opportunity I really appreciated it, I thoroughly enjoyed the opportunity of working with you all for the last 5 years. I have learned a lot and I just want to say thank you and hopefully we will get to cross paths again someday.

(MP) I think that would be great for all, thank you so much for coming.

## **5. BUSINESS ITEMS:**

**a. Consideration of Water Forgiveness Request of Kenneth & Grace Meyer in the amount of \$744.75 (144 Rustic Dr, Shippensburg)** (JE) Meyers asked for relief, they apparently live in a mobile home park, as the girls informed me in the office, they have had several breaks at this location. They have paid it before but never requested relief, this time they have requested the relief, they have not been given relief prior. They qualify as per our regulations for the one time relief. You can see the amount is \$744.75 that is the eligible amount. I don't know what else to tell you except it is before you and it does qualify and the authority if they would like to take action on it.

(MP) Okay, what is the wish of the authority concerning this forgiveness?

(SB) Motion to grant water forgiveness in the amount of \$744.75 to Kenneth and Grace Meyers of 144 Rustic Drive.

(MP) Alright, it has been moved by Mr. Brenize is there a second?

(ET) I'll second it

(MP) And the motion is to grant forgiveness to Kenneth and Grace Meyer at 144 Rustic Drive, Shippensburg in the amount of \$744.75 all those in favor give their consent by saying "aye" \*\*\*unison "ayes" are heard any opposed No ? \*\*\*silence Motion carries unanimously.

**b. Consideration of Service Request for 240 Walnut Dale Rd (Huckleberry System)** (LL) What you have before you is a request for a single tap at 240 Walnut Dale Rd in the Huckleberry System, there is a subdivision going on out there, and they want to separate. They are currently both lots are on one well and when the separated the one wants to be on public water. It does not meet the excess of 150 feet requirement that normally comes to the board; it's here because it's in Huckleberry. In the past we have always brought Huckleberry's services to the board's attention because of the various things that go on out there. I don't think that one more service is going to hurt us operationally as far as that goes.

(FM) Which lot is it?

(LL) let me get my bearings here, it is lot 2.

(KB) That is a gigantic lot

(JE) typically the residual lots are numbered 1, oh of course there isn't a lot 1. There is a lot 5 and a lot 2.

(DH) Louis, is this the water service right here?

(LL) That is for that existing structure on 5. I was out there and looked at this, and I know where they want to put the water services right next to the driveway on Lot 2. So I have to believe that is going for Lot 2.

(FM) Except on the map they have a proposed water lateral for Lot 5.

(JE) It says residual Lot 2 and proposed Lot 5, so Lot 5 is the new lot

(DH) It does say proposed water lateral.

(KB) It looks like Lot 2 is some kind of animal kennel thingy. Lot 5 is residential and Lot 2 looks like it is commercial.

(MP) Dennis what was your comment? What did you just say?

(DH) And I looked at this when we got the packet; I thought I may have printed it larger, so I could read it a little bit better. On lot 5 it appears that there is an identified proposed water lateral coming to that structure, whatever that structure is

(LL) that is a house

(SB) says one story frame dwelling

(DH) and again, unfortunately my reading of small print isn't as good as it used to be, the two building apparently shared a common well, as Louis explained and they are going to cut one of those lose and use the public water on it. And then I think they also shared a common septic tank and it looks like they are putting a new septic tank on the lot 2 or connecting to an existing one down here, because it looks like a new line that's running down there so they are separating both the water and the sewer.

(JE) I was able to zoom in a little bit, so the purpose of this plan is to subdivide proposed Lot 5 from Lot 2 the water and sewer are proposed for Lot 5 to be connected to public water.

(MP) Lot 5 is the lot that is going to get the water line, so apparently Lot 2 is going to continue with whatever they have been using, whether it be a well or waterline

(LL) Normally the only reason this is here is because it is in Huckleberry

(MP) Because it is in Huckleberry and we know the conditions of the laterals and bringing water to them, is there anything special that we need to ask them to do?

(LL) No, it would be just a standard tap on the existing plastic line and they will be required to install the service line to our specs

(MP) Should we ask them to buy extra duct tape in case we have a problem out there?

(LL) and paper clips and peanut butter

(?) band aids

(?) Popsicle sticks

(MP) Is there an action desired by members of the board?

(SB) Motion to grant the service request for 240 Walnut Dale Rd to John H and Tracy Lynch

(MP) Moved by Brenize and is there a second?

(TP) second

(MP) Seconded by Mr. Pomeroy, any further discussion? All those in favor consent by saying "aye"

\*\*\*unison "ayes" are heard, those oppose no \*\*\*silence

(MP) motion carries unanimously

**c. Consideration to Authorize the Mainsville Mixer Project (Budget Item 700-016-324)**

(MP) Can somebody tell me what the budget item amount was? Nobody knows?

(LL) I believe it was \$45,000

(MP) That sounds right

(LL) that sounds about right, this is a circulation mixer to increase the water quality in the tank, this takes a permit action from DEP the manufacturer will submit all that permit, we are looking 120 days after they submit it to get an answer back, so we are probably 6, 7 months down the road before we get a construction permit. So that is why it is here now and we are juggling, I am trying to juggle this project, the Well 2 project and another project that's coming up in 2017 that I am already aware of around the construction at Well 2. So with the issues with the flood plain it will make this a little bit easier to get it taken care of.

(MP) Alright, and so what you are asking us, is authorizing of the spending of the money that has been budgeted to this project.

(LL) Yes that is correct

(MP) You are ready to forward and spend some dollars

(SB) and creating a project number, right?

(LL) This will be handled by the supplier, totally, as far as that goes, they are going to take care of all the permitting and issues like that, this will be coming off of Co-Stars so we don't have to bid it. It has already been bid, so there is no issues that I am aware of that, it is very similar to the one that we did for in town that will be going in this year that we approved this year.

(SB) So Steve's question is to we need to create a project number for this, or is it simply an expenditure that has already been budgeted.

(LL) It probably wouldn't be a bad idea for a project number, even though it was a budgeted item, we can keep track of it that way.

(MP) We can keep track of expenses and we know right where it goes, I like the idea, thanks Steve. So Steve you want to make a motion to that effect?

(SB) motion to authorize the Mainsville Mixer project and direct staff to create a project and move forward.

(MP) Very good thank you Mr. Brenize, is there a second?

(KB) second

(MP) thank you Kerri, it has been moved and seconded that we authorize the Mainsville Mixer project budget item 700.016.324 and we are also requesting a project number assigned to this project, all those in favor give their consent by saying "aye"

\*\*\*unison "ayes" are heard,

(MP) those oppose no

\*\*\*silence

(MP) No opposition motion carries

**6. Update-SR 0011 PAVING PROJECT**

(LL) You should have gotten in your packet an update. We still have not received the plans from Penn Dot as to what they are going to do on King St. But I have from the last time I gave you this packet I went through and

looked at all valves that needed to be adjusted and/or replaced and have added them into the cost, here just an update, you have the pictures of the hydrants so you can see where they are at. They ones where the (KB) You are the only person in the world that could tell me by the sidewalk, where that is, you realize that, right?

(LL) You don't know where that is at?

(SB) Well some of these, Well I can tell you, this one here is right down by the chamber because there is the shrub and the walk way heading down to the police station

(LL) that one is right in front of Bigler's, that one is at Bigler's Bike Shop

(KB) Okay so that is the alley, I travel this alley every Sunday and Wednesday, that's how, so this is Shippen Place, you are the only person in the world, well besides Steven.

(SB) that one there, is in front of the old Dauphin Deposit Building

(KB) Okay stop, stop showing off.

(LL) as they are listed in item 2 is the order that they are in the packet and the picture wise. Here again, the ones that I perceived to be in the handicapped approaches that cost if past practice holds will be bore solely by Penn Dot to relocate those hydrants. There are about 4 to 5 other ones that we will have to replace because they are not in there. But it is one of those things where we want to get in and get it done before they pave the road. The valves will have to be adjusted as we go along, some of the valve boxes will have to be dug up and replaced. They have been hit one too many times with snow plows. So we will just have to deal with that and that is a rough guess as a cost, Mike that is all that is that cost is just.

(MP) Yes your statement is project break down by item not including any Penn Dot contributions

(LL) right that would be the total

(MP) Worse case guess, it is a guess but it is the worst case guess

(LL) If we were to fund the entire project, that is what it would cost us.

(MP) and what year would you think that this expenditure would come, what year should we be budgeting this?

(LL) Well, they keep telling us that they are going to pave in 2017. I am assuming it will be in 2017. So I don't have the money this year. But, yay we will do a couple of them this year but here again if we get involved with Penn Dot we got to do their fancy forms and send it back and then they have to approve it and all that. That's several months in the works and we have to do a funding letter and then they sign off on it.

(SB) God bless 'em

(LL) yay and like I say the ones I think that I think are going to be in the handicapped approaches they will probably pay for 100% the other ones we may have to. So the number here is worst case scenario. That is all I have unless you have any other questions on that.

(MP) So this is just for our information, obviously no action is required, thank you

## **7. Update-Rowe Road**

(JE) The plans, Rettew was waiting for Carl Bert's response, Dennis those were placed in front of you tonight, I received them today at our Rowe Rd meeting, so the plans addressing all of Rettew's comments have been submitted back, Dennis has them now, so as far as the revisions that Louis was coordinating with Scott Bert hopefully that is reflected in this new plan.

(DH) Did happen to give you a pdf or anything like that or did he just give you these slides?

(LL) I have a pdf, Dennis I'll just send it to you.

(DH) It is a little easier to deal with a larger size

(JE) So as far as the design goes he has the most recent plans revised by Carl Bert's office as far as the project goes, we had a Rowe Rd meeting today. Hopefully it is the last one before the bid's go out, the bids are expected to go out the end of this month, very early March at the latest for the project we are hoping to let the bid, so things are moving fast although Penn Dot and some other issues pertaining to a proposed island, Kerri can tell you about that, is still ongoing we are meeting with Penn Dot at 1:30 in Harrisburg to hopefully get a final direction from Penn Dot. I know that it doesn't affect the SBA directly but ultimately this whole project

affects everybody in Shippensburg, but it is moving but it is grinding in some aspects were we are just not getting joint cooperation, let's just put it that way at this point.

(KB) which has been the way since day 1 as a matter of fact

(JE) the project is slowly creeping forward by the finger nails and hopefully the portion that directly affects the SBA, Dennis will be able to solve, that is where we are at with Rowe Rd.

(MP) okay, thanks any questions concerning the update? Being no questions we will move to the update concerning SCWA.

**8. Update-Southern Cumberland Water Association** (FM) I can address it, I am assuming that our engineers have made contact with their engineers because that is one piece of the puzzle they needed, now that everything has been signed you need to get in touch with their engineer to do, due diligence as far as the system and how it operates and how it be...

(DH) We have not done that

(FM) ... and I think Louis needs to be a part of that too

(DH) yes

(FM) and then the other aspect of it would be Johns, only because he needs to direct Ed Goodhart to do the financial due diligence on it and then once those two items are done, I can do the legal end of it and we can get that, or make the decision as an authority to move forward with it or say thank you and we are not interested.

(KB) Who are their engineers?

(FM) They use Martin and Martin, I believe, from Chambersburg

(JE) Forest that packet you brought in to me for Ed, he did receive that, Nicole personally hand delivered it to him, so I can follow up with him next time he is in.

(FM) Yes, he just needs to do whatever he is going to do with it as far as the finances are concerned.

(DH) Do you have a contact there?

(LL) At Martin and Martin?

(FM) It's probably Tim Cormany.

(MP) I would say so

(KB) I would probably say that it is highly likely

(LL) Probably a good place to start

(FM) If it is not Tim then he can certainly tell you who it is

(DH) I had held back on doing this it was in sensitivity to the issues with Dan and whether if we were going to continue, I didn't want to push forward and start something and find out that you were wanting to make a switch and waste your time and effort and money, so that is why I kind of held back and not pushed right on forward with this. If that was the wrong thing to do, I apologize.

(SB) We have been dealing with this for how long now?

(FM) This has only been going on for 3 and half years, what's one more month

(MP) it's a series of a lot of years

(FM) My file is in 14, so it means it started in 2014

(MP) I don't think anybody loses any money on that, so I don't think anybody is going to be upset.

(DH) I didn't want to spend money and then find out that Dan was going to have to start all over.

(MP) and then duplicate it, got it

(KB) You will find out all about the Cumberland Southern Water

(MP) be prepared for an adventure

(FM) was it you that made the comment, about it going along scratching along, but that is what this is like. I mean this has been going on since 2014. Well, I created a file for the authority.

(KB) It seems to be moving slowly since 2014

(MP) What are you unaware of Dennis?

(DH) Whether Dan or we had provided you with any kind of scope or estimate of the amount of effort it was going to take do the evaluation, whether that was something that would be appropriate to do.

(KB) We haven't gotten there

(MP) I think that would probably be our next step

(DH) Just talk to them and get an idea and put that together for...

(MP) I think you want to talk to Louis and find out what Louis wants you to know, so that you know what his concerns are so that you can go and validate that and get with them. It is not that big of system I think you are going to find the scope to be difficult

(FM) If I could just make one comment, because having gone through this with Huckleberry Land which was kind of buying a pig in a poke. One of the things that we never had from Huckleberry Land was a map of the system. I don't even know if we have it to this day.

(LL) we have created our own

(FM) But they did not provide that, we also had no, they made representations about the types of materials that was used in the line to the authority, none of the authority members were here at that time. That's why I am bringing that up, so you need to as an authority what you are buying in essence, you know I would think that Martin and Martin would be able to tell you and if not them Snokes then has done most of the work out there, but you know, again, those are two things that need to be addressed by the authority and you personally as the engineer. Because not having done that with Huckleberry land created such a nightmare for this authority and it is still creating a nightmare for the authority.

(SB) It's really easy to say there is a whole bunch of 6" pipe in the ground and here is a whole section of 4 or something like that.

(LL) I can tell you, that the one map I saw was not complete. The majority of the system is 4" there is some new 6" pvc going out walnut bottom road, I know where it ends, I don't know where it starts. Their fire hydrants are compatible with ours, the same model same manufacturer so, that is one plus. But there is a, I mean their water tank is brand new.

(SB) We were relatively close, I mean we have an interconnect there

(LL) we have an emergency interconnect but it will need to be reworked, we know that, I know that already because it doesn't work where it is at. So there is some stuff, on the engineering side there is some stuff that has to be done, I also have to get a hold of our SCADA integrator from Tri Star, they will have to be out there, because I have seen their control room however so briefly and it's been thrown together, so I don't know how much we are going to have on that to make it work.

(MP) okay, and wouldn't it be prudent for us to ask for a financial record update, it's been a few years, since they showed us their finances.

(LL) Ed just has that

(FM) That is part of Ed's responsibility.

(MP) to make sure that they still have, I think they had \$100 or something thousand dollars in a cd or something.

(FM) \$110,000 or something

(LL) When we looked at it initially Michael, they had a \$95,000 cd, I think that has gone up a little bit.

(MP) and a balance of cash I thought

(LL) Yes and then they had a balance of cash

(SB) The had a loan from USDA,

(LL) they have two loans from USDA that total \$340,000 or something like that

(MP) And we had a meeting with USDA I recall where they said that they would be more than happy for us to take that over.

(LL) yes

(MP) I can't remember did you get that in writing from USDA and is there an expiration date on that offer?

(FM) I don't believe it was ever in writing, and we will have to, that part of it, I'll look into it as well as the creation of the rate district separate rate district for it once all this is put into place and is decided how much. I know, Louis may know because out that way, I understand they are developing that, there's houses going up in that area where the old school.

(LL) where the old school was, where they demolished the school several years ago and subdivided it and put lots in there, the last time I was out there was before the snow storm, there was three houses under roof out there. So there is some construction going on out there.

(MP) So there are some back there

(FM) And the person that owns that builds it's all spec, it's not like he builds, he sells them and builds them.

(MP) He builds them on the presumption that somebody is going to buy them

(LL) I can you know comment to the finances that we saw years ago Mike

(MP) yes

(LL) the system as it sits right now under their current rate structure is self- sufficient so they are making their bills and they are putting a little money away in the bank, so it's not, if we were to keep, I think we have looked at our rate structure briefly and I would have to go back and look at my notes, even under our rate structure the system would be self-sufficient as far as that goes but there is a rate district that will have to happen. There is a lot of improvements that have to go out there, and like Forest said, we learned from Huckleberry.

(MP) Yes I think a rate district would be in order

(LL) it is just a matter of figuring out how much it in order to finance how much money.

(MP) Plus they should be retiring their own debt.

(LL) yep

(MP) Okay very good, thank you for the review

## **9. Financial Review**

### **a. Consideration to approve Shippensburg Borough Invoice for January 2016**

(SB) motion to approve and recognize the transfer of funds has taken place

(MP) Very good thank you

(TP) second

(MP) Moved by Mr. Brenize seconded by Mr. Pomeroy any discussion? all those in favor give their consent by saying "aye"

\*\*\*unison "ayes" are heard,

(MP) those oppose no

\*\*\*silence

(MP) No "No's" motion carries unanimously

## **10. Any other business**

(MP) Let me just piggy back on that last item. John you and I have had discussion about 2015 final reconciliation occurring this month, right?

(JE) yes

(MP) So next month we will get to see that

(JE) Yes the auditors are starting, I believe, next week

(LL) Monday

(JE) Yes, so hopefully we will have something by March.

(MP) And so with this include the memorandum of understanding project that was put into place concerning hydrant exercise and hydrant maintenance

(JE) Right you had asked me to look into that, I got with Nicole and your question one was Did we get billed for it? The authority did get billed for the time we did spend on it. It was not a separate invoice but Nicole did was she printed off these were in bills that the authority approved in August and September time frame. But they were itemized, it was an itemized line item in the regular bills Michael, but it was not a separate invoice. But the

total that was put into it, by the agreement it was at 1.5 times the rate, it was, one bill was \$3,195.17 and the other one was \$1,974.21 so just a shy over \$5,000 was spent on that \$115,000 project. Obviously Michael that played with the time line that got started, there wasn't much time, we did have Bob Shoemaker, Darryl Heckman, Ricky Suders, Larry Horst, Jeff Boyer those were the Borough Employees that were working on the project. So she did itemized their time and again it was all listed on a line item for your bills when you received them, so at this point, that was the only amount that was spent. Louis I had talked to him about the amount of hydrants and Louis you thought you could have a rough count, about specifically sitting down.

(LL) I brought the books with me, I haven't counted exactly the number that have been done. I can say that better than 50% of the borough fire hydrants were done. And with that there was also, they had split those employees, couple of them were working out of the borough, doing those but as I reported December, January's meeting I physically counted all the hydrants and I think we have 485 total hydrants, I think that is the number I have. That is very close to the total number of hydrants that we have in the system. I would say that we are probably looking at someplace around roughly 170 of them have been done.

(TP) what exactly are they doing to them?

(LL) Well, the street department folks, and that is what these are the street and sanitation department folks, they are right now loosening the caps, taking all the old chipped paint off and repainting them. They are not exercising them that's not anything against those individuals that worked on them, but there needs to be a little bit more of expertise when you go to open a fire hydrant. So I am not having them open the fire hydrants and check out the operations of it, but they are at least taking the caps off and getting the threads greased so that the caps will come off easier. They did find about 3 or 4 that had issues and those were addressed. One of them was basically a 4 and 1/2 inch nozzle that we had to completely remove because we couldn't get a cap off of it.

(MP) Are there standards in the industry to maintain hydrants, is there some standard that needs to be followed in the maintenance of hydrants

(LL) There is generally and accepted practice okay, I won't call it a standard, because I don't think it is written anywhere as a standard, you should probably exercise a hydrant at least every other year.

(MP) So exercise would be?

(LL) Open and Close

(MP) Open and close to make sure it functions correctly

(LL) To make sure it functions correctly make sure it shuts off correctly make sure the seat valve is good, so I mean and the one thing you have to remember is we have a small window here. We do not have a full year, we can only actually work on fire hydrants from the middle of May until the middle of October because of temperature and painting. So we don't have, right now the only thing we are doing is fixing broken ones. But we are not going out and painting hydrants in this weather, it just doesn't work.

(KB) You said how many did you think we have done, about 170?

(LL) About 170

(MP) out of 485

(KB) So we are looking at \$30 a hydrant

(LL) and that would be about right, knowing time wise approximately how long it would approximately take.

(MP) I am going to ask you to do something and I know it is a little bit onerous and it is going to take some of your time, but we have this legal memorandum of understanding that was voted and passed by the board and we put up some real money to get something done on these hydrants. So I am going to ask you if you would please for the next meeting so that when we get the reconciliation we can have a proper report from you in writing if you would telling us, how many hydrants there are in the borough and how many were addressed by this special project, so that we can sort of put this all together in a nice tidy package and put it into the minutes as to what was actually accomplished as to what was attempted.

(LL) okay

(MP) okay Louis thank you, I appreciate that. Let's see any other business? I think I have another item here. If I could just go on if you look in the packet under the forgiveness. I asked John to do me a favor, do all of us a favor, and just keep track of our forgiveness as we grant them out. This should be under business item A, page 30-34 and look back at that page you will find a list of water forgiveness.

(JE) The one time forgiveness list

(MP) the one time forgiveness list, page 32, so there are 28 in total

(JE) And we will be added obviously the Meyers on there now, we just approved them tonight

(MP) One of the reasons we wanted to look at this was, there is. This item here, the Authority's Act one of the items in the authority's act says that we cannot give more than \$1000 dollars as a gift to anybody or any entity including another municipality or individual or even a charity. So I wanted to make sure that we have not exceeded that and that we don't exceed that.

(JE) That is the free water that you asked about, which I don't have for you yet, all I have is the one time forgiveness. We were going to try to come up with, you had asked for a list of who we know that we give free water to.

(SB) We had that here, but that was only part of a list, didn't we have that a couple weeks ago, a couple months ago?

(MP) we have had that in the past

(JE) Yes, I believe we were provided that, I don't know if it was you or Nicole, I think it was Nicole that provided a report, but I will get that updated. I didn't get an opportunity to deal with that yet.

(MP) So there is two parts to that one is when we forgive water, somebody has had a problem and the second is when we give water to entities in the community so we have to keep an eye on how much we give so we don't exceed the thousand dollars and if we do, John and I talked about some strategies that we may be able to employ to help those entities to continue to receive the water but not have it be allocated under one name.

(FM) There are a couple of private individuals that get water, but not many.

(LL) Only one that I am aware of

(FM) We metered all of them there are a couple of them

(LL) As far as I know everybody is metered

(FM) There used to be a bunch of people, they were given an easement and then the borough agreed to hook them up and give them water, water forever and years ago the authority shut that down.

(SB) I remember seeing that list when I was on Borough Council

(TP) I think I would like to get on that list

(SB) the list got crazy

(LL) I think that was in many years gone by, and then the authority made a change that it was only for the property owners of record at that time and if the property ever sold, changed hands whatever then that no longer existed. The only one that I am still aware of is, the Dillner Property.

(FM) That was one, but there are others

(LL) I know there were others but that is the only one that I am still aware of.

(KB) The only one that I know of that gets free water is the Little League

(SB) there is a couple churches that get free water and library

(LL) shouldn't be any churches, the library does

(KB) I did know about the library, I didn't know about the churches

(SB) The last I saw the list there was two or three, just two or three

(LL) The firehouses do, the three firehouses do

(KB) oh yay

(SB) And the firehouses should

(LL) But EMS doesn't, we made that distinction when they bought that property

(KB) they are a for profit

(SB) They are but they are not  
(KB) They kinda are for profit  
(LL) There are, technically you are right, they are a 503C but they generate their own money  
(SB) they are like summit health, they are registered as a nonprofit but they basically run as a business, because Summit Health's a nonprofit  
(MP) Okay any other business, Kerry do you have any other business for us to consider?  
(KB) I do not  
(MP) Okay thank you, Angelo what do you got?  
(ET) I have nothing  
(MP) Okay it is your last chance  
(ET) nothing  
(MP) Okay, Steve?  
(SB) I will just bring this up, and then move on and wait until next year to bring it up again. Is there any other interest amongst the other members of the board to discuss fluoride this year?  
(KB) No  
(SB) Okay, if there isn't, then I will move on and wait until next year to bring it back up.  
(MP) Okay,  
(TP) nothing for me  
(MP) Okay, Mr. Meyers, Dennis? John?  
(JE) Just one more thing you had asked about updated Municipal Listing, I got the most latest one for all of you.  
(MP) handsome  
(JE) I expect that you will read this and there will be a test next month  
(FM) what did I tell you, make it multiple choice and two essays  
(MP) multiple choice  
(KB) I dare you, fail me  
(JE) This is the most current one, so you are up to date  
(MP) thank you John I appreciate you procuring those for us and delivering them  
(JE) No problem  
(FM) John and I will create the test and grade it  
(JE) Right, we can get the state police to do it  
(KB) now now  
(DH) just a quick thank you for a vote of confidence, we do not, I ensure you that we do not take it lightly, and we do very much appreciate the opportunity to serve the board and I look forward to getting to know your needs and wishes, thank you  
(MP) Very good thank you, Louis  
(LL) Just kind of let you know where some of the stuff is going, I know we had talked about a vehicle replacement program. John and I have looked at several programs by other entities all the way across the country. What I am doing currently is gathering all the maintenance data for each piece of equipment that we have. Now, that is not easy, I am having to go back and look at all the checks for maintenance that have been paid. I can only go back 7 years, fortunately I am back to mid-2011, so I only have 2 ½ more years to finish. I am putting it in some sort of a spreadsheet per vehicle. I don't how the final outcome is going to be on that, how it is going to look. I am working on that, once I get that information. I will start working on a written replacement program. But it's not going to be quick, because it's not going to be an easy...  
(MP) It doesn't have to be quick  
(LL) the gathering of the data that's in this back room, it's about an hour and a half to two hours per year, so like I said it's not going to be quick.

(MP) The lesson there is let's keep track of it moving forward, right?

(LL) I am up through the end of 2015, maybe the first couple of bills in 2016 that would have been paid. Once I get started then it will be just going year to year.

(JE) Michael I did provide Louis that packet that I showed you that came from Boyo, Louis believes that there might have been some things that weren't in that the packet, that is why he is doing a little bit more investigation. There could have been something that either we didn't get the bill for or the bill was not filed or misfiled or we are not sure. But he believes that there were services done that were not in that packet, so that is why he is looking back a little bit. So he wants to do a very fine over haul...

(MP) Fabulous the more thorough the better the data the better decisions we will be able to make.

(LL) I already know, from the information, because I already have the same information that you were given, that there was stuff missing. And also Boyo does not do all of our maintenance, Foster Wyland does our backhoes, we have body work done at different shops, we have Seacrest who does our seats when we need it. And shetron's does our tires; you know so there is more than you just see from our maintenance paper, on the vehicle itself.

(JE) On the vehicle itself there is other equipment as well

(SB) As you get back in there, the borough had a maintenance person to

(JE) that's correct

(LL) I haven't quite gotten to that point yet. But that is going to be...

(SB) that's going to be a tuff one to quantify

(LL)...well exactly, when we start getting into 2010, I don't know what I am going to find. I'm hoping there is some annotation on the parts that were bought, however once I get back into that era I do not have information on labor. So, I am getting very close to that point now.

(MP) I think if you'd go back that far, you don't deal with the data that's there and make the best decisions with what we have

(LL) I know that there is a couple of very large maintenance expenses that I have not found yet. One on one of the backhoes so I don't know where it is at, hopefully I haven't missed it. But it was a \$7,000 expense, so I need to get that included in there.

(MP) Sure, that will be a data askewer

(LL) that's where we are at on that, so that the plan reviews and everything else, alligators are coming after me

(MP) thank you for doing that project, I know that is tedious and a lot of work, but it will really be beneficial so that you will know how vehicles will be replaced and the board will have a method of determining how to replace vehicles.

(LL) we will have an updated replacement program, hopefully that will be approved by the board

(SB) right, once we get that in place as people come in the future and they ask why we are buying a truck this year, whoever, whether you are still here or somebody else, we would be like this is our maintenance plan here is why we have it, this is why we are buying a truck so we don't try to cheapskate this year and end up having to spend extra money next year.

(JE) The great thing is we are not reinventing the wheel here, we found some really good information that other municipalities in this state and other states, how they keep records and point score their vehicles, so it is something that we can really use, once we get the information put into it.

(LL) It is liable to be a hybrid program

(MP) yes

(KB) well of course

(LL) We are going to steal a little bit from everybody and make it our own. But like John said, some people use points, some people do maintenance costs, some people do mileage, some people go whenever we feel like it.

(TP) That's what we should go with.

(LL) I'm serious

(KB) That's what we have been doing  
(SB) That's why we are doing this  
(LL) It's not the basis for when I have been requesting vehicles, but it's the way it's been going  
(JE) I've contacted several boroughs and townships in our area, and none of them have a written policy on vehicle replacement. They say well when it's junk we get rid of it, when we have a problem we get rid of it.  
(MP) Once we create our program we can rent it to them  
(JE) that's right we can sell it  
(DH) franchise  
(MP) anything else, we good?  
(JE) Michael, I do want to bring up one more thing as you recall, during the interviews, we were handed a document  
(MP) I was going to talk about that  
(JE) Okay, you were going to? okay please feel free to do so  
(MP) good point and Brian you have been here all night do you have anything you wish to add?  
(BK) I just wanted to echo Dennis thoughts and I appreciate the continued confidence in us and we look forward to serving you  
(MP) Okay very good thank you. Alright that document that was put into your packet this was handed to us by Hershey Engineering and it really belongs in the hands of Rettew. I am really not going to address it here with the board I am going to give it to you folks and I would like you to review it. And make sure it is acceptable to your standards and your methodology and please be prepared to comment at the next meeting. We are not in a big rush for this we can wait thirty days to take a look at your review. And if you would like to chat about it after the meeting I would be happy to.  
(DH) sure that would be great  
(MP) anything else?

### **11. Adjournment**

(MP) Motion to adjourn, moved, seconded  
(JE) Who made the motion to adjourn?  
(MP) it was Angelo, seconded by Mr. Pomeroy and it was unanimous and our meeting is now closed



Secretary

**Next meeting March 8, 2016**