Newport Borough Municipal Authority

101 Mulberry Street

Newport, Pa 17074

February 24, 2022 Meeting Minutes

Chairman James Sharar called the meeting to order at 7:05 P.M.

Present:

James Sharar, Chairman

Tim Seiber, Treasurer

Jacob Zentichko, Secretary

Kayla Smith, Board Member

Pat Bowers, Recording Secretary

Christopher Burkholder, WWTP Operator, via Zoom

Adam Britcher, Hench Law Office

Shawn Downey, Larson Design Group, via Zoom

Frank Campbell, HTMA, via Zoom

Kevin Jacobs, Glace Engineering for OTMA

Penny Frownfelter, Newport Borough Council

Billie Dudley, Newport Borough Council

Tami Halstead, Newport Borough Council

**Amendment to the Agenda** – Timothy Seiber moved, seconded by Kayla Smith to add to the Agenda the approval of the annual EDDM mailing required by DEP. Motion carried unanimously.

**Reorganization of the Board** – Kayla Smith moved, seconded by Jacob Zentichko to have the officers of the Board remain the same. James Sharar, (Chairman) Carl Roush, (Vice Chairman) Timothy Seiber, (Treasurer)and Jacob Zentichko as Secretary. Motion carried unanimously.

**Public Comment** – None

**Approval of Minutes** – Jacob Zentichko moved, seconded by Kayla Smith to approve the January 27, 2022 Meeting Minutes as drafted. Motion carried unanimously.

**Approval of Bills –** Orrstown O & M Account balanceFebruary 1, 2022 was $13,551.28. 2/2/22 Check # 2465 to Wex Bank for vehicle fuel for December, 2021 in the amount of $127.80. 2/8/22 Check # 2466 to Univar for chemicals for the plant in the amount of $1,789.20. 2/18/22 Deposit of January 2022 Sewer User Fees in the amount of $39,432.95. Outstanding bills presented for payment in the amount of $17,211.54. Request authorization to transfer $11,460 from the Orrstown O & M Account to the JVB Debt Service Account for the January 2022 transfer and request authorization to transfer $5,775 from Orrstown O & M Account to the Orrstown General Fund Account for the January 2022 transfer. Balance after payment of invoices will be $17,789.33. Attached to the Financial Report is a copy of the Balance Sheet to date and a copy of the 2022 Budget to January 31, 2022. Water owes for February 2022 only. The following Water reports were attached to the Financial Report; (1) Copy of the Aging Report through January 31, 2022 (2) the Reconciliation Report for January 31, 2022 and (3) Monthly Review Report for January 31, 2022. Orrstown General Fund Account balance February 1, 2022 was $8,794.44. 2/2/ Check #1369 to Christopher Burkholder for the TV & Wall mount purchase in the amount of $410.18. Outstanding bills presented for payment in the amount of $4,018.28 will leave a balance of $4,365.98.

* Kayla Smith moved, seconded by Jacob Zentichko to pay the outstanding bills in the amount of $17,211.54 from the Orrstown O & M Account and pay the outstanding bills presented for payment in the amount of $4,018.28 from the Orrstown General Fund Account.

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* Jacob Zentichko moved, seconded by Kayla Smith to authorize the transfer of $11,460 from the Orrstown O & M Account to the JVB Debt Service Account for the January 2022 transfer and to authorize the transfer of $5,775 from the Orrstown O & M Account to the Orrstown General Fund Account for the January 2022 transfer. Motion carried unanimously.
* Jacob Zentichko moved, seconded by Kayla Smith to accept the Water Reports for January 2022. Motion carried unanimously.
* Tim Seiber reported he would like to set up an automatic transfer for the USDA Loan. This way we would not forget. Our payments are due April 10th and October 10th of each year. #1 Option would be to transfer funds from the Debt Service to the Debt Service Payment Account to pay the USDA loan. #2 Option would be to move all the money over to the Debt Payment Account for our payment to USDA to include Howe and Oliver payment which would be a one-time transfer. Kayla Smith moved, seconded by Jacob Zentichko to do the one-time transfer for the USDA loan payment to include Howe and Oliver payments one time. Motion carried unanimously.
* Jacob Zentichko moved, seconded by Kayla Smith to authorize the Treasurer to set up an account for the Penn Vest Grant Funds. Motion carried unanimously. Tim Seiber asked if we should wait for the Board Minutes to be approved next month or just go ahead and put a letter together to open the account. Board said to make a letter, Tim Seiber will do.
* Tim Seiber reported we are getting quite a bit of surplus money. Howe and Oliver will be giving us money soon. Tim talked with Tom O’Connell at the bank to see what he could do. He was going to go to his higher ups to see what they could do. He will get back to me. Tom is going to hold off until we get our bids in for the project. This discussion was tabled.
* Kayla Smith moved, seconded by Jacob Zentichko to transfer $1,080.00 from the General Fund Account to the Orrstown Quick Books Account for the online automatic payment for the QuickBooks service. Motion carried unanimously.
* Jacob Zentichko moved, seconded by Kayla Smith to authorize the purchase of checks for the Orrstown O & M Account. Motion carried unanimously.
* Jacob Zentichko moved, seconded by Kayla Smith to approve the printing and postage cost for the Annual EDDM Mailing required by DEP at a cost of approximately $400.00. Motion carried unanimously.

**Website Update** – Kayla Smith is waiting for an email from Blue Denim Digital for an estimate to build the website for NBMA. Penny Frownfelter commented they pay Blue Denim Digital $800 for maintenance for the year. It would make sense for the Water and Sewer to do together. Tim Seiber commented we have nothing security wise to worry about. Kayla Smith commented that it would be a good idea to go with water. It would take a couple of pages on the website. Attach to the waters website; it would be cheaper than building from scratch. Tim Seiber commented we could do this ourselves. We need to have a work session to talk about instead of discussing this in a meeting. Penny said maybe set up a zoom meeting with the (3) entities. Tim commented he is good till March 14th and after that he will be teaching.

**ARPA Grant Submission to Perry County Commissioners** – We haven’t heard anything.

**Update to Howe & Oliver Construction Capital Overage –** Frank Campbell reported the HTMA board approved the Capital side of everything. They will have to go through the requisition process. The question is how are they going to pay for. Frank will get back to us. We have nothing from Oliver Township Municipal Authority. Maybe get in touch with OTMA to see what the status is.

**USDA Annual Report** – Pat Bowers reported the USDA Annual Report was submitted to USDA on February 23, 2022.

Sent email to Sean McElroy and Jenni Velez. Original was mailed to Sean McElroy.

**WWTP**- Chris Burkholder reported everything is running well. No problems.

**Solicitor’s Report** – Adam Britcher reported he did speak to Mrs. Melendez of 130 N 6th Street. They will be sending a check in (2) weeks to reimburse NBMA for the Flickinger invoice to hook their plumbing to the new lateral.

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**Engineer’s Report** - PennDOT let date for the resurfacing work inside the borough is currently January 26, 2023.

* Just a reminder that the PennDOT HOP Permit requires that curb to curb pavement overlay is completed within the permit time. Current permit expiration date is 8/2/2022 but can be extended up to 3 years. When PennDOT paves this will complete our obligation. If not paved by 2025 then sewer will have to do. We still have time to extend the permit. Her will check to see when the paperwork has to be filed.
* Penny Frownfelter reported that the Water Authority is in the works to do 5th Street. Can the contractor collaborate with water, hopefully it will be the same contractor? Water is going to put the project out to bid. She would like to see the water line put in when the trench for sewer is open. Shawn Downey commented there is no language for that in the bid. He could mention it in the preconstruction meeting. You can’t have (2) contractors in the trench at the same time. Sewer is going forward. The notice to proceed will be 4/29/22. We will begin in May and be done by August 27th. Tim Seiber commented each contractor does their installation of lines and leaves then the borough comes in and does the paving. We can’t leave an open trench for any long period of time, we would have ownership of liability issues.
* Shawn reported the Borough added (2) spot repairs and (2) manholes on 5th Street for the storm sewer repairs.
* Shawn commented when the total project costs come in then the Borough can make up their mind what they are doing. The borough will do paving after all the utilities are in.
* March 1, 2022 will be the bid opening. Sewer will go with the base bid, can’t split apart. Shawn recommended that the board meet on March 9, 2022 to award the bid. He will get the bids and review them to make sure everything is order. Then we can issue the notice of award on March 15, 2022.
* Shawn reported the board previously approved an invoice to purchase 8” PVC pipe for the project. Turned out that 266 feet was 12” pipe. LB Water will swap out the 8” and we can pay the difference of $3,630.90 for the 12” pipe. Shawn will check with Penn Vest to see if that is ok to do. Timothy Seiber moved, seconded by Jacob Zentichko to approve the swap out of 266 ft of 8” piping for 266 ft of 12” pipe and pay the difference pending receiving a correct invoice or letter from LB Water showing the pricing and if it is ok with Penn Vest to do. Motion carried unanimously.
* Shawn reported we will have the Bid Opening March 1, 2022. Pat will send the low bidder information to him.

Kevin Jacob commented he will send OTMA information for the Chapter 94 Report tomorrow to Shawn Downey. He reported also that the 4th Qtr. O & M Reimbursement was approved tonight at OTMA Meeting.

Chairman Sharar announced we will have a meeting March 9, 2022 at 7:00 P.M. to discuss the bid results for the CSS Project #2.

Timothy Seiber moved, seconded by Jacob Zentichko to adjourn the meeting at 8:28 P.M.

Patricia Bowers

Recording Secretary