**Mt. Holly Springs Borough Authority**

**200 Harman Street**

**Mt. Holly Springs, PA 17065**

**Regular Meeting Minutes**

**April 13, 2017**

**CALL TO ORDER**

Authority Chairman Wil Shirey called the Mt. Holly Springs Borough Authority meeting to order at 6:30 p.m. The Authority stood and recited the Pledge of Allegiance to the flag.

**MEMBERS PRESENT**

Wil Shirey, Mike Gwozdecki, Judy Russell, Ed Kendall, Kathy Landis, Solicitor Mark Allshouse, GHD Representative Nancy Adams and Jim Williams

**RECOGNITION OF VISITORS** No visitors

**BILL ADJUSTMENT REQUESTS**

The Authority received a bill adjustment request from Richard and Dana Steffy, owners of 403-405 N. Baltimore Avenue. The request states they had a fire at the property on 1/20/17 and the water ran into the basement overnight from a broken faucet until Mrs. Steffy discovered it the next morning and turned it off at the meter. Mr. Shirey stated it is about 10,000 gallons.

Mr. Kendall asked prior to the estimated 10,000 gallons what the usage was before. Mr. Shirey stated it went from the middle of December until the fire on January 20th, which when the fire was. The tenants would have used some water from December 12, 2016 until the fire on January 20th. Mr. Kendall stated the water loss in the fire is not the whole 10,000 gallons and the Authority would not know how much the loss is. And they are not sure if all four units were rented. The Authority decided to split it in half.

Ed Kendall made a motion to adjust the bill for 403-405 N. Baltimore Avenue to 5,000 gallons of usage. The motion was seconded Mike Gwozdecki. Motion passed.

**Water Connection Request**

A water connection request was submitted by Michael Clippinger, 221 Pine Road, Mt. Holly Springs with the connection fee being paid.

Judy Russell made a motion to approve the water connection application of Michael Clippinger, 221 Pine Road. The motion was seconded by Ed Kendall. Motion passed.

**REVIEW OF REGULAR MEETING MINUTES-MARCH 9, 2017**

Judy Russell made a motion to approve the Authority meeting minutes of March 9, 2017. The motion was seconded by Mike Gwozdecki. Motion passed.

**BILLS FOR APPROVAL-MARCH 2017**

Ed Kendall asked what was 19 certified shut off letters were. The billing clerk indicated it was postage for certified letters for the water shut off notices for nonpayment of their bills.

Ed Kendall stated on the sewer bills on March 20th there was a charge for 18 mailing tubes and asked what they were used for. Mr. Williams stated they were for as built blueprints by street and are to protect them

Mike Gwozdecki made a motion to approve payment of the water and sewer bills. The motion was seconded by Kathy Landis. Motion passed.

**ENGINEER’S REPORT**

Nancy Adams reported they received the signed sludge hauling contract back from Advanced Disposal. Mr. Collins would also need to sign the agreement.

**SOLICITOR’S REPORT**

Mark Allshouse reported the Brownawell’s are still in process and would take a while to receive the money.

Wil Shirey asked to that the lien amount be added to the delinquent list for next meeting.

Mark Allshouse report the Blair/White easement should be coming any day. It was sent to Ms. White for signatures. He would notify them the agreement is needed for the next meeting.

**NEW BUSINESS**

**Treasurer’s Report-**Mike Gwozdecki made a motion to approve the Treasure’s Report for March 2017. The motion was seconded by Kathy Landis. Motion passed.

**Borough Report-**Ed Kendall asked why there was no municipal lien filed against Scott Merritts. Wil Shirey stated he would assume because it was under $1000. The billing clerk would be sending Mr. Merritts info to the Solicitor for a municipal lien.

Judy Russell asked how much it costs every time the lien is updated. Mr. Allshouse stated $400 and most of that is the filing fee at the court house. Mr. Allshouse suggested updating a lien when the resident goes over $2500. When the lien is updated, the cost can be added into the lien.

Wil Shirey reported the audit came back and he and Judy have both read it and is favorable.

Wil Shirey presented a copy of a notification for the Borough Newsletter concerning the water meter replacement project and emergency notifications.

Jim Williams reported Seth Myers passed the General Exam but failed the Activated Sludge portion. On April 27th is tentatively his last day. He would also be taking the sludge portion of the exam on April 27th. Mr. Gwozdecki stated it was his last day until the test results are known. He would be furloughed and he can refuse to come back even if the passes.

Ed Kendall commented in response to last month’s meeting. Mr. Kendall stated as he sees it, he feels the Authority has an obligation to not be afraid to ask questions about anybody that would say the Authority has to pay for something if they are in question of it. The Authority has a duty to the citizens to make sure they are spending the budgeted money respectfully and wisely. Just because Council says this is what they are doing doesn’t mean the Authority should absorb it and move on. The Authority has the right to ask.

Judy Russell indicated it states in the lease back agreement that the only thing that they can more or less override the Authority is to supply clean drinking water to the customers and make sure the sewer is in operating condition. Other than that, the lease agreement does not say anything like buying or purchasing uniforms or anything like that.

Judy Russell stated sometimes Mr. Day oversteps his authority as far as what to do. She agrees with Ed and Mike and if they don’t want to spend the money in the Authority’s budget they should not. There is a 2 million dollar loan out and the Authority has to watch the budget and try and not to increase the rates to the customers. Mrs. Russell stated the Authority has the right to say they are not going to pay for that.

**ADJOURN**

Mike Gwozdecki made a motion to adjourn the April 13, 2017 Authority meeting. The motion was seconded by Judy Russell. Motion passed.

Respectfully submitted,

Pat Fisher

Utility Billing Clerk