**Mt. Holly Springs Borough Authority**

 **200 Harman Street**

 **Mt. Holly Springs, PA 17065**

 **Regular Meeting Minutes**

 **January 12, 2017**

**CALL TO ORDER**

Wil Shirey called the Mt. Holly Springs Borough Authority meeting to order at 6:30 p.m. Authority members and guests 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**

Gary Stamm, 19 W. Pine Street addressed the Authority on the October minutes. Mr. Stamm thanked the Authority for getting caught up on the minutes on the website.

 Mr. Stamm stated at the October meeting there was a discussion under Old Business and a recommendation was made by Wil and Mike Gwozdecki to forgo the tapping fees for the sewer to Ms. White’s property because she would have to have a well. To the Authority’s knowledge there are no more situations in the Borough like this with easement issues. Mr. Stamm went on to say Ed Kendall made a motion to authorize the Solicitor to submit a letter stating that the offer for waving all fees were water and sewer in order to get an easement. Judy Russell asked the time limit on it since it was a 10 year deal. Mr. Stamm indicated they would waive the sewer hookup fees but then the Authority made a motion to waive water and sewer.

 Wil Shirey stated Ms. White has water and the Borough supplied her water. Mr. Stamm replied it was stated in the minutes she would be drilling a well.

 Wil Shirey stated the trade for the easement is she has a free tap in for sewer and water. Mr. Stamm indicated there were two different things in the minutes. Wil Shirey stated the Authority would have to correct that.

 Gary Stamm reported the Committee meeting for the year that was posted in the Sentinel and two are wrong. According to the Sentinel the Zoning Hearing Board supposed to be meeting tonight and the Park and Recreation was posted as the third Thursday instead of the third Tuesday.

 Doug Glass, 2 Hilltop Drive, Mt. Holly Springs addressed the Authority on the boil water advisory. Mr. Glass stated he was curious as the events that led up to the chlorine ejector problem of last week. Mr. Glass also asked for summery of what happened, the notification process, any updated that where provided during the advisory and what notifications went out.

 Wil Shirey stated the first notification that went out through the notification system called Swiftreach. They keep a list of all the phone numbers that are supplied.

 Wil Shirey indicated the chlorine level at the pump has to be .5 milligrams per liter or higher. There was a problem on Wednesday afternoon and the problem they thought was fixed. There was another problem on Thursday morning and before they got it fixed, which they did on Thursday afternoon, the chlorine level dropped below .5. When that happens they have 24 hours to notify the customers of the boil water advisory. The Authority put together a message that was transmitted through Swiftreach before 3:00 p.m. and that went out to the list of customers Swiftreach has.

 Wil Shirey stated we got some notices back that people did not hear. Some residents don’t have their phone numbers listed or if they don’t recognize the number on their caller ID they don’t answer. Mr. Shirey indicated about 30 residents have called to be put in the system and some had changed their phone numbers or new residents.

 Wil Shirey indicated the Authority has never had to use this notification system. The people were notified somehow because they knew they did not get a call.

 Chief Day reported the Police Department put a news release to all the television and newspapers which included his cell phone number. He stayed in touch with Jim Williams as to the progress of the situation and updated the many people that called.

 Wil Shirey stated the only other notification put out was on Sunday afternoon and was launched about 2:30 p.m. There was a problem with Swiftreach and it would not launch. New Jersey was called and they launched in from there.

 Doug Glass stated he became aware of the problem on Thursday evening. His wife saw it on the Cumberlink. He never received any notification through the Authority. Mr. Glass never recalled seeing any area to sign up for the notifications. He does have an unlisted phone number but still maintains a landline phone.

 Mr. Glass stated he did find on the Borough’s website the DEP template. He was disappointed that the website was not updated on a daily basis of progress.

 Mr. Shirey indicated two tests had to be completed and they each take 24 hours. So they thought it was going to be Saturday but didn’t know at that time each test would take 24 hours.

 Mr. Glass encouraged the Authority to do some sort of public outreach that would allow for customers to sign up for notification. The Authority thanked Mr. Glass.

**NOMINATION OF OFFICERS**

Judy Russell made a motion to retain the same officers for 2017 that served in 2016. The motion was seconded by Mike Gwozdecki. Motion passed unanimously.

**BILL ADJUSTMENT REQUESTS**

Thomas Zeiders, 104 N. Baltimore Avenue submitted a bill adjustment request to credit the $14.95 penalty back due to medical conditions. Mike Gwozdecki asked if there was any provision to refund penalties due to medical conditions. Mr. Shirey stated the Authority has no provision or never has. Mr. Gwozdecki asked if there was any other notification. Mr. Shirey indicated no.

 Mike Gwozdecki made a motion to deny the request of Thomas Zeiders. The motion was seconded by Judy Russell. Ed Kendall asked if they could put in the motion stating the lack of information. Wil Shirey stated he thought there was an issue of whether the Authority would want to start doing that or not. Mark Allshouse stated the Authority should not do that because then they would start throwing distinctions between information received. If you’re asking for information then what they are saying is under certain circumstances they would grant that. Motion passed.

 Jenny Lee Shue, 315 Sandbank Road, Mt. Holly Springs submitted a bill adjustment request due to a water line leak that was repaired on 1-4-17. Ms. Shue also presented a bill of repair from Marsh Excavation as proof of repair. The Authority reviewed the account.

 Mike Gwozdecki made a motion to adjust the bill for 315 Sandbank Road to 60,000 gallons of usage. The motion was seconded by Ed Kendall. Motion passed.

**REVIEW OF REGULAR MEETING MINUTES-DECEMBER 8, 2016**

Judy Russell made a motion to approve the Authority meeting minutes of December 8, 2016 as submitted. The motion was seconded by Ed Kendall. Motion passed.

**BILLS FOR APPROVAL-DECEMBER 2016**

Mike Gwozdecki made a motion to approve payment of the water and sewer bills for December 2016. The motion was seconded by Judy Russell. Motion passed.

**ENGINEER’S REPORT**

Nancy Adams reported the sludge hauling contract is up for re-newel. The contract expires with Advanced Disposal the end of January. The contract would be bid for a two year term with the ability to renew the contract for an additional two years so it would be a four year total term of the contract. This would be advertised as soon as possible and then hopefully open bids at next month’s meeting.

 Nancy Adams indicated they would post it on Penn Bid which is an on-line bidding system. They also review who bid on the last contract period and GHD would reach out to them to notify them that the contract is coming up for bid.

 Jim Collins asked Ms. Adams if the current contract that expires the end of the month was a two year contract. Ms. Adams stated it was a two year with the option of extending for an additional two years.

 Mike Gwozdecki made a motion to have GHD move forward with issuing the sludge hauling bid documents to have the contract up for bid. The motion was seconded by Ed Kendall. Motion passed.

**SOLICITOR’S REPORT**

Mark Allshouse reported he received a copy of the Brownawell bankruptcy plan. The plan has not been confirmed yet, but under the plan the total to be paid on the outstanding debt is $1995.50. The balance is $1535.00 with the interest rate of 6%.

 Mr. Allshouse stated the hearing for the bankruptcy plan is January 18th and should have an order by the next meeting to know if that is a fixed amount. It would be paid into the bankruptcy trustee on a monthly basis and that check would then be forward from the trustee to the Borough.

**OLD BUSINESS** None

**NEW BUSINESS**

 **Treasurer’s Report-**ED Kendall made a motion to approve the Treasurer’s Report for December 2016. The motion was seconded by Mike Gwozdecki. Motion passed.

 **Water and Sewer Connections-**Judy Russell made a motion to approve the water and sewer connection for 103 N. Baltimore Avenue with fees being paid. The motion was seconded by Mike Gwozdecki. Motion passed.

 There was no Borough Report.

 Wil Shirey stated the Authority has a personnel issue to discuss and the way he would like to do that is for the Borough Authority only to establish a position. Mark Allshouse reported if a further executive session is needed they would announce a seconded one. The Authority went into executive session at 6:58 p.m.

 Wil Shirey called the meeting back to order at 7:38 p.m.

 Mike Gwozdecki made a motion to recommend to Council to extend Seth Myers employment for another 6 months due to the fact that it was a new experience for the operator to have somebody completely unknowledgeable of the whole Authority and putting a 12 month possible stipulation onto the requirement that he passes both exams within 12 months. After discussion it has been noted that it was an unrealistic goal. If Seth Myers does not pass the test within 6 months, then terminate his employment and move forward looking for another individual that either has a license or doesn’t have a license. The motion was seconded by Judy Russell. Motion passed.

 Jim Collins stated Council would like to address the Authority in an executive session having to do with personnel issue.

 Wil Shirey called an executive session with the Authority and Council members at 7:41 p.m.

 Wil Shirey called the meeting back to order at 8:28 p.m.

**ADJOURN**

Ed Kendall made a motion to adjourn the January 12, 2017 Authority meeting. The motion was seconded by Kathy Landis. Motion passed.

Respectfully submitted,

Pat Fisher

Utility Billing Clerk