

**Mt. Holly Springs Borough Authority  
200 Harman Street  
Mt. Holly Springs, PA 17065**

**Regular Meeting Minutes  
February 8, 2018**

**CALL TO ORDER**

Chairman Mike Gwozdecki called the February 8, 2018 Borough Authority meeting to order at 6:33 p.m. Members stood and recited the pledge of allegiance to the flag.

**MEMBERS PRESENT**

Mike Gwozdecki, Judy Russell, Kathy Landis, Ed Kendall present at 6:35 p.m., GHD Representative Nancy Adams, Solicitor Mark Allshouse, and Jim Williams

**BOROUGH-** Borough Manager/Chief Tom Day and Council President Jim Collins

**MEMBERS ABSENT** Rachel Bear

**RECOGNITION OF VISITORS-** No visitors

**BILL ADJUSTMENT REQUESTS**

David Toner, owner of 1 & 3 W. Pine Street, Mt. Holly Springs submitted a bill adjustment request because of a leaking commode and was repaired on 1-9-18. The Authority reviewed the account screen.

Judy Russell made a motion to adjust the 4<sup>th</sup> quarter bill of 2017 to 16,000 gallons of usage. The motion was seconded by Kathy Landis. Motion passed.

Brian Weaver, owner of 301 Tichy Drive, Mt. Holly Springs submitted a bill adjustment request because of a leaking toilet. It was repaired by Jones Plumbing on 1-10-18. The Authority reviewed the account screen.

Judy Russell made a motion to adjust the 4<sup>th</sup> quarter bill of 2017 to 21,000 gallons of usage. The motion was seconded by Ed Kendall. Motion passed.

Emmanuel & Deanna Johnson-Shughart owners of 327 N. Baltimore Avenue, Mt. Holly Springs submitted a bill adjustment request because of a leaking toilet. The problem had been repaired. The Authority reviewed the account screen.

Ed Kendall made a motion to adjust the 4<sup>th</sup> quarter bill of 2017 to 26,000 gallons of usage. The motion was seconded by Judy Russell. Motion passed.

## **REVIEW OF REGULAR MEETING MINUTES-JANUARY 11, 2018**

Judy Russell made a motion to approve the minutes of January 11, 2018. The motion was seconded by Kathy Landis. Motion passed.

## **BILLS FOR APPROVAL-JANUARY 2018**

Judy Russell made a motion to approve payment of the January 2018 water and sewer bills. The motion was seconded by Ed Kendall. Motion passed.

## **ENGINEER'S REPORT**

**Bids for Standpipe Restoration**-Nancy Adams presented a handout of the bids for the restoration of the Standpipe. The low bid was from Worldwide Industries at a cost of \$39,700 and the high bid was \$173,500. GHD has talked to Doug DeClerck to let him know the bid results. He has worked with Worldwide and they are not the greatest but they are not the worst to work with. They tried to call Worldwide's representative to question their bid to make sure everything is included. Their paint line item is much lower than the other bids. They could have miscalculated the amount of paint they would need or they could have an alternative paint other than what was in the specs. There was an equal clause that Nancy had talked to Mark about.

Ms. Adams stated there are a couple of questions as to whether or not they should be awarded but as long as GHD talks to them and they can justify their costs and they are comfortable with that, Ms. Adams recommended moving forward with issuing Worldwide Industries the contract. Assuming they are awarded the project and they submit for an "alternative paint" and if they don't consider that an "equal product" then they would essentially have to do the job. They can't change their bid and they would have to do the job with a product GHD considers equal. They would have to submit another alternative or the bid could be dismissed.

Mark Allshouse stated the Board could approve the bid conditioned upon the Engineer's approval of the completed bid and approval of the paint product "or equal". Judy Russell asked if the Authority would have to take the lowest bid. Mr. Allshouse indicated generally yes unless there was a good reason such as past experiences or in a law suit with them. Mr. Allshouse stated the Authority is not locked into them and is a conditional award.

Ms. Adam stated after they get a return call from Worldwide explaining providing more some more description of their bid, and that was not acceptable, then they would go to the second lowest bid from Minoan.

Judy Russell made a motion of conditional approval to accept the bid of Worldwide Industries based on the Engineers approval of a complete bid and approved paint product and if it is not a complete bid and approved paint product then the bid would be awarded to Minoan Inc. The motion was seconded by Ed Kendall. Motion passed.

The bid will be awarded at next month's meeting.

## **SOLICITOR'S REPORT**

Mark Allshouse reported on Jimmy Nickel Sheriff Sale. It is being Sheriff Sale from his mortgage company and they hold the higher lien. The bidder would buy it out for the mortgage and the Authorities lien and we should be paid if it is sold at Sheriff Sale.

Mark Allshouse reported he had sent a letter dated January 15<sup>th</sup> to Philip Briganti, who is the attorney, giving him notice that Mr. Brownawell is past due on payment and they needed to start making payments or the Authority would move forward. If he does not make payments on his current bills, Mr. Allshouse would have to go through the bankruptcy court.

## **OLD BUSINESS**

Mike Gwozdecki asked Mr. Williams if he had done a material & tool inventory. Mr. Williams stated yes and he would give it to him on Monday. Mr. Day would receive a copy also.

## **NEW BUSINESS**

**Treasurer's Report**-Ed Kendall made a motion to approve the Treasurer's Report for January 2018. The motion was seconded by Kathy Landis. Motion passed.

**Past Due Billings**-Tom Day reported Pat sends out past due water, sewer and trash bills. The original water bill contains the amount owed and also the past due amount after bills were due. It cost the Authority approximately \$500 per quarter to do that and is there a reason telling customers what they were already told on the original bill. Mr. Day also stated because the bills are past due, they have to be put in a specially made envelope so no one can see that it is an overdue bill.

Kathy Landis made a motion to suspend the mailing of the 31 day past due bills. The motion was seconded by Judy Russell. Motion passed.

**Borough Report**-Tom Day reported Jim made him aware of the property at 303 Sandbank Road has a water break in their yard past the shut off. Mr. Day sent them a letter telling them they need to fix it. It is before their meter so the Authority is losing the water. They are dragging their heels in fixing it and it is surface water. Mr. Day gave them a date to have it fixed by or the Borough would repair it and bill them.

Jim Collins asked Mr. Williams how Steven was doing. Mr. Williams replied good. He is scheduled for 3 exam dates; one is April, one in May and one in June.

**ADJOURN**

Judy Russell made a motion to adjourn the February 8, 2018 Authority meeting. The motion was seconded by Ed Kendall. Motion passed. Meeting adjourned at 7:00 p.m.

Respectfully submitted,

Pat Fisher  
Utility Billing Clerk