



LYCOMING COUNTY WATER AND SEWER AUTHORITY
Board Meeting Minutes
April 6, 2016

MEMBERS PRESENT: Paul Wentzler, Robert Hippenstiel, Donald Konkle, Jr., James Carpenter, Charles Hall, Frank Forsha.

MEMBERS ABSENT: Michael Miller, Jan Ransdorf.

OTHERS PRESENT: Christopher Kenyon, McCormick Law Firm; Christine Weigle, LCWSA Executive Director; Sylvia Lukpetris, LCWSA Finance Director; Duane Martzall, LCWSA Compliance Manager; John Bickhart, LCWSA Engineering Services Manager; Dave Swisher, HRG; Joshua Billings, Lycoming County Planning; Rosemary Holmes, Montoursville Borough; Terry Roller, Guest.

I. CALL TO ORDER

Chair Paul Wentzler called the meeting to order at 6:04 p.m. and reported that there was an executive session prior to the meeting pertaining to legal issues.

II. MINUTES

Don Konkle made a motion to accept the minutes from the March 2, 2016 LCWSA Board meeting as presented. James Carpenter seconded the motion, which was unanimously approved.

Frank Forsha made a motion to accept the minutes from the March 16, 2016 Finance Committee as presented. Paul Wentzler seconded the motion, which was unanimously approved.

III. BILL APPROVAL/FINANCIAL STATEMENTS

A. CHECK REGISTER – MARCH

Sylvia Lukpetris presented the check register for the month of March 2016. Ms. Lukpetris commented and offered details on a few expenses.

Charles Hall made a motion to accept the check register report and approve the payment of the bills for March 2016 as presented. Don Konkle seconded the motion, which was unanimously approved.

B. FEBRUARY FINANCIALS - PRELIMINARY

Ms. Lukpetris presented preliminary Financial Statements for the month of February 2016.

Frank Forsha made a motion to accept the preliminary Financial Statements as presented for the month of February 2016 with the inclusion of the budget-to-actual graphs for the various funds. James Carpenter seconded the motion, which was unanimously approved.

IV. PUBLIC COMMENT

Joshua Billings, Lycoming County Environmental Planner, provided an update to the County comprehensive planning process and discussed the recent inclusion of high school students as a means of gathering input from a younger demographic.

V. ACTION ITEMS

A. Montoursville Regional Sewer System (MRSS)

1. 2014A Capital Additions – Requisition #13

Christine Weigle presented Requisition #13 for the 2014A Construction Projects to include an additional invoice from HRG. Requisition #13 was in the amount of \$19,492.47 for expenses related to the MRSS GIS projects.

Don Konkle made a motion to approve Requisition #13 as presented. Frank Forsha seconded the motion, which was unanimously approved.

B. LCWSA Regional Water System

1. PW #3 Final Design – HRG

James Carpenter made a motion to approve the HRG Engineering Services Proposal for Phase 3 Final Process Design and Coordination; Phase 4 Electrical and Controls Design; and Phase 5 Field Survey and Easement Exhibits in the estimated amount, not to exceed, \$23,000.00, as invoiced on a time and material basis. Don Konkle seconded the motion, which was unanimously approved.

2. PW #2 Legal Descriptions – Hawbaker Engineering

Frank Forsha made a motion to ratify the approval of the Hawbaker Engineering Professional Services Agreement for legal descriptions required for PW#2 with an estimated amount of \$1,250.00. Robert Hippenstiel seconded the motion, which was unanimously approved.

C. Electricity Supply Update

Following a briefing by Sylvia Lukpetris on electricity pricing and possible length of terms, Don Konkle made the motion to proceed with a 32-month term, beginning April 2017 and extending through December 2019, at the price of 0.0533 per kwh with Champion Electric Services, LLC contingent upon final legal review of the contract terms. Charles Hall seconded the motion, which was unanimously approved.

Charles Hall made a motion to adopt Resolution 2016-04 Authorizing Agent to designate the Executive Director to serve as the authorized representative to execute documents and agreements with Champion Electric Services, LLC. Don Konkle seconded the motion, which was unanimously approved.

D. Broadband Grant Update – GIS Phase I Implementation

Christine Weigle reported that the Pennsylvania Broadband Technical Assistance Program Grant secured for the Phase I Implementation of the GIS Project was increased to \$15,000 – the amount originally requested.

Robert Hippenstiel made a motion to approve the update to the Broadband Technical Assistance Program for the GIS Implementation Phase Project acknowledging the award amount of \$15,000.00. Frank Forsha seconded the motion, which was unanimously approved.

VI. STATUS REPORTS

A. Engineer

1. HRG, Inc. - David Swisher presented the HRG Engineer’s report for the month of March.

B. LCWSA Reports

1. Operations Report – Duane Martzall presented the Operations Report for the month of March.
2. Engineering Services Manager Report – John Bickhart presented the Engineering Services Manager Report for the month of March providing input on activities ongoing in Duboistown Borough and the current actions related to the transition plan for the Mifflin Manor sewer. The Board was informed that the first Mifflin Sewer customer billing occurred for the month of April.
3. Executive Director Report - Christine Weigle presented the Executive Director Report for the month of March.

Mrs. Weigle discussed the option to post the Board agenda on the website in advance of each meeting. The Board consensus was to move forward with making the agenda available in advance of the meeting - understanding that the process could be handled internally.

VII. RECESS/ADJOURN

Charles Hall made a motion to adjourn at 7:10 p.m. James Carpenter seconded the motion, which was unanimously approved.

Respectfully submitted,

Donald E. Konkle, Jr., Secretary
Christine Weigle, Assistant Secretary

DATE: _____