



LYCOMING COUNTY WATER AND SEWER AUTHORITY
Board Meeting Minutes
September 6, 2017

MEMBERS PRESENT: Paul Wentzler, Jan Ransdorf, James Carpenter, Michael Miller, Charles Hall, Victor Marquardt, Donald Konkle, Jr.

MEMBERS ABSENT: Frank Forsha

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; Erin Threet, P.E., HRG; Joshua Billings, Lycoming County Planning; Ralph Bitler, Beaver Lake Property Owner; Peter Hunter, Beaver Lake Property Owner; Carrie Gromley, Beaver Lake Property Owner; John Gromley, Beaver Lake Property Owner; Katelyn Hibbard, Williamsport Sun Gazette.

I. CALL TO ORDER

Chair Paul Wentzler called the meeting to order at 6:00 p.m. Chair Wentzler also reported that an Executive Session regarding legal and personnel matters was held prior to the meeting.

II. MINUTES

Michael Miller made a motion to accept the minutes from the August 2, 2017 LCWSA Board meeting as presented. Victor Marquardt seconded the motion, which was unanimously approved.

Michael Miller made a motion to accept the minutes from the August 16, 2017 LCWSA Board meeting as presented. Jan Ransdorf seconded the motion, which was unanimously approved.

III. ACCOUNTING/FINANCIAL

A. CHECK REGISTER – BILL APPROVAL

Sylvia Lukpetris presented the check register for the month of August 2017 and reported on a few expenses.

Charles Hall made a motion to accept the check register report and approve the payment of the bills for August 2017 as presented. Michael Miller seconded the motion, which was unanimously approved.

B. FINANCIALS

Sylvia Lukpetris presented the financial statements for the month of July 2017. Michael Miller made a motion to accept the Financial Statements as presented for the month of July 2017 which included the budget-to-actual graphs for the various funds. James Carpenter seconded the motion, which was unanimously approved.

IV. PUBLIC COMMENT

In response to the August letter from the Authority which explained sewer system costs and an impending rate increase, Ralph Bitler and Peter Hunter, both Beaver Lake property owners, voiced concerns on behalf of the residents and property owners. A number of questions were presented to the Board regarding operations, sewer system history, required connections, and a vacant lot sale. The Board acknowledged the concerns and questions; and offered to meet at or with the Beaver Lake Wilderness Club to further discuss the issues.

V. ACTION ITEMS

A. MONTOURSVILLE REGIONAL SEWER SYSTEM (MRSS)

1. 2016 Capital Additions – Requisition #11
Requisition #11 for the 2016 Capital Addition Projects was presented in the updated amount of \$10,983.90 for expenses related to the Asset Management/GIS and MRSS Treatment - SBR 1 & 2 Air Rack Supports projects.

Michael Miller made a motion to approve Requisition #11 as presented. Jan Ransdorf seconded the motion, which was unanimously approved.

B. REGIONAL WATER

1. Fairfield Road Storage Tank Project
 - i. Doli Change Order #1 - FINAL
Erin Threet presented Doli Change Order #1 which addresses the increase in contract prices associated with work change direction #1 and #2 and also reconciles the difference between the estimated bid quantities and the final quantities for the overall project. The net change is an increase in the amount of \$12,875.00. The change order is the first and the final change order associated with the Doli Contract 17-60-01 for waterline construction.

Jan Ransdorf made a motion to approve Doli Change Order #1 - Final as presented. Donald Konkle seconded the motion, which was unanimously approved.

- ii. Pay Applications
 1. Waterline Construction
Erin Threet presented Doli Construction Corporation Pay Application #1 for Contract 17-60-01 in the amount of \$398,390.00 noting that substantial completion had been issued for the contract and retainage in the amount of \$9,150 was being held for punchlist item. Mrs. Threet recommended approval of Payment Application #1.

Charles Hall made a motion to approve Pay Application #1 as presented. James Carpenter seconded the motion, which was unanimously approved.

2. Tank Construction

Erin Threet presented DN Tanks Inc. Pay Application #2 for Contract 17-60-02 in the amount of \$69,691.50 and recommended approval.

Charles Hall made a motion to approve Pay Application #2 as presented. Victor Marquardt seconded the motion, which was unanimously approved.

iii. H2O Program Grant – Payment Request #1

The Board was reminded that the Fairfield Tank project was being partially funded by an H2O Grant through the Commonwealth Financing Authority. The first payment request in the amount of \$468,081.50 was prepared and presented for submission to the funding agency for reimbursement of project costs.

Jan Ransdorf made a motion to approve the H2O Payment Request Form #1 as presented. Donald Konkle seconded the motion, which was unanimously approved.

2. Fairfield/PW2 Easement/ROW/Land Agreements

Charles Hall made a motion to approve the water line easements, rights of ways, wellhead protection easements, and land agreements as needed for various phases of the Regional Water System with the approval considered a combined transaction for the Water System. The parcels include: 12-352.2.194; 12-352.2-194F; 12-352.2-194; 12-351-188.01; 12-352-202; 12-001-501; 12-001-500; 12-352-202E; 12-351-108.16; 12-351-108.12; and 12-351-103.C.

Victor Marquardt seconded the motion, which was unanimously approved.

C. DUBOISTOWN – Customer Billing Amendment #1

Jan Ransdorf made a motion to approve the First Amendment to the Customer Sewer Billing Agreement between LCWSA and Duboistown Borough for three additional years. Michael Miller seconded the motion, which was unanimously approved.

D. SOUTH WILLIAMSPORT – Stormwater MOU

Donald Konkle made a motion to approve the Memorandum of Understanding (MOU) for stormwater assistance by LCWSA for the Borough of South Williamsport. Victor Marquardt seconded the motion, which was unanimously approved.

E. ADMINISTRATIVE

1. Resolution 2017-11 PMAA Reimbursable Employer Unemployment Comp
Sylvia Lukpetris explained the changes needed to join the Pennsylvania Municipal Authorities Association (PMAA) Unemployment Compensation program.

Donald Konkle made a motion to adopt Resolution 2017-11 to elect the reimbursable method for unemployment taxes effective January 1, 2018 and to

utilize the Unemployment Compensation Trust through PMAA for the management of unemployment compensation taxes. James Carpenter seconded the motion, which was unanimously approved.

2. Depository Banking RFP

Sylvia Lukpetris and Christine Weigle summarized the detailed process for RFPs for depository banking services and made the recommendation for First National Bank based on interest rates, fees, customer service and location.

Michael Miller made the motion to authorize staff to proceed with First National Bank to engage in depository banking and to include the solicitor on review of the necessary agreements and documents. Donald Konkle seconded the motion, which was unanimously approved.

F. PERSONNEL

Charles Hall made a motion to ratify the approval to hire Jeffery Walburn in the full time, hourly position of Operations Technician – Floating at the mid range of Level 2, Tier 3, in accordance with the offer letter and the Authority’s policies with an effective date of August 28, 2017. Donald Konkle seconded the motion, which was unanimously approved.

VI. STATUS REPORTS

A. ENGINEER

1. HRG, Inc. – Erin Threet presented the HRG Engineer’s report for August 2017.

B. LCWSA REPORTS

1. Operations Report – Duane Martzall presented the Operations Report for the month of August and answered a few questions.
2. Engineering Services Manager Report – John Bickhart presented the Engineering Services Manager Report for the month of August explaining the MS4 work required for Duboistown as it related to the permit renewal and the Chesapeake Bay Pollution Reduction Plan.
3. Executive Director Report - Christine Weigle presented the Executive Director Report for the month of August.

VII. RECESS/ADJOURN

Charles Hall made a motion to adjourn at 7:17 p.m. James Carpenter seconded the motion, which was unanimously approved.

Respectfully submitted,

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

DATE: _____