Newport Borough Municipal Authority

101 Mulberry Street

Newport, Pa 17074

April 28, 2022 Meeting Minutes

Chairman James Sharar called the meeting to order at 7:00 P.M.

**Present:**

James Sharar, Chairman

Timothy Seiber, Treasurer

Jacob Zentichko, Secretary

Pat Bowers, Recording Secretary

Shawn Downey, Larson Design Group (via zoom)

Adam Britcher, Hench Law Offices

Kevin Jacobs, Glace Engineering (OTMA)

Board Members Kayla Smith and Carl Roush were not present.

**Engineers Report -** Shawn Downey reported the board had their closing with Penn Vest on April 19, 2022 for the CSS Project # 2. James Sharar, Jacob Zentichko, Adam Britcher and Pat Bowers attended. Everything went well.

Now the board can move forward with the Notice to Proceed with the project.

**Timothy Seiber moved, seconded by Jacob Zentichko to authorize the Notice to Proceed to DOLI Construction, dated** **April 29, 2022. Motion carried unanimously.** Tim Seiber asked Shawn when he thought we would get out first request for payment. Possibly for mobilization? Shawn commented possibly in May. Tim asked Shawn if the projected budget attached to the memo his or Penn Vest. Shawn replied both at this point. This is how it is set up with Penn Vest.

**Approval of Minutes –** Timothy Seiber moved, seconded by Jacob Zentichko to approve the March 24, 2022 Regular and the April 13th 2022 Mid Month Meeting Minutes as drafted. Motion carried unanimously.

**Financial Report & Approval of Bills –** Orrstown O & M Account balance April 1, 2022 was $58,861.17. 4/7/22 Deposit 2021 Payroll Reimbursement from Newport Borough in the amount of $364.56. 4/13/22 Payment of Check #’s 2502 to 2505 totaling $13,433.00. 4/14/22 Payment of Check # 2484 to Wex Bank for March Vehicle Fuel in the amount of $247.27. 4/21/22 Deposit March 2022 Sewer User Fees in the amount of $48,897.93. Outstanding bills presented for payment in the amount of $18,202.09. Request approval to transfer $11,460 from the Orrstown O & M Account to the JVB Debt Service Account for the March 2022 transfer and approval to transfer $5,775 from the Orrstown O & M Account to the Orrstown General Fund Account for the March 2022 transfer. Balance after payment of invoices is $57,006.30. Attached to the Financial Report is a copy of the Balance Sheet to date and a copy of the 2022 Budget to March 31, 2022. The Water Reports attached to the Financial Report is 1). Copy of the Aging Report through March 31, 2022 2). Reconciliation Report for March 31, 2022 and 3). The Monthly Review Report for March 31, 2022. Orrstown General Fund Account balance April 1, 2022 was $4,896.71. 4/7/22 Deposit (Engineering Reimbursement from Newport Borough) in the amount of $1,923.75. 4/13/22 Check # 1378 to Kirby Kitner for work at 123 S 2nd Street in the amount of $2,790.00. Outstanding bills presented for payment in the amount of $8,582.19 will leave a negative balance of $4,551.73. Deposit of March Sewer Transfer of $5,775 will leave a balance of $1,223.27. Checks after approval will go out after the March Sewer Transfer is done.

* **Jacob Zentichko moved, seconded by Timothy Seiber to pay the outstanding bills presented for payment from the Orrstown O & M Account in the amount of $18,202.09 and pay the outstanding bills presented for payment from the Orrstown General Fund Account in the amount of $8,582.19 after the March 2022 transfer is completed. Motion carried unanimously.**
* **Timothy Seiber moved, seconded by Jacob Zentichko to authorize the transfer of $11,460 from the Orrstown O & M Account to the JVB Debt Service Account for March 2022 transfer and authorize the transfer of $5,775 from the Orrstown O & M Account to the Orrstown General Fund Account for the March 2022 transfer. Motion carried unanimously.**

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* **Jacob Zentichko moved, seconded by Timothy Seiber to accept the Water Reports for March 2022. Motion carried unanimously. Tim Seiber commented the auditor said that when doing the Water Authority Audit that Corey Fleisher and Donna Flurrie were removed from the record. Adam Britcher commented they were placed on the inactive report. They didn’t go to the tax sale. When they go to the judicial sale we won’t get anything. Tim Seiber moved, seconded by Jacob Zentichko to formally remove Corey Fleisher and Donna Flurrie from our records. Motion carried unanimously. Tim will tell the auditor to write them off. Timothy Seiber moved, seconded by Jacob Zenitchko to accept the Water Reports as they read. Motion carried unanimously.**
* **The board received an L B Water invoice in the amount of $3,630.90 for the balance due on the 12” pipe for the CSS Project # 2. Timothy Seiber moved, seconded by Jacob Zentichko to approve the payment of the invoice from L B Water in the amount of $3,630.90 for the 12” inch pipe for CSS Project # 2. Motion carried unanimously**
* **The board received an invoice in the amount of $580.00 for Lawn service from Tru Green. We can prepay for the service and save $17.40 to bring the invoice amount down to $562.60. Timothy Seiber moved, seconded by Jacob Zentichko to approve the prepayment of $562.60 to Tru Green for Lawn Service to save $17.40. Motion carried unanimously.**
* **Pat Bowers will go back through the CSS Project # 2 invoices to make sure we don’t miss something.**

**Update on Howe & Oliver Construction Capital Overage -** Tim Seiber talked with Frank Campbell about having a mini meeting. Supposedly everyone has agreed to meet but have to confirm the date and time of May 5th @ 6:30 P.M. He told Kevin Jacobs it would be nice to have the person questioning the invoices (Clarigester/Digester) to be present. If we can’t come up with a pretty quick agreement we should go ahead and get a 3rd party engineer to work this out. By the next meeting it is going to be solved or we go to a 3rd party. Anyone can make the request to a 3rd party; it says that in the agreement.

**Website Design –** Tim Seiber commented tell Penny and Kayla that we must set up a meeting by the next meeting or we are moving on the website design.

**ARPA Grant Submission to Perry County Commissioners** – Dead in the water. Won’t be getting anything.

**WWTP Operator Report** – The one tank has a lot of foam on it. The rain threw off the schedule. Chris is working on.

Kevin Jacobs arrived at 7:45 P.M.

Kevin Jacobs gave the Board a check for $103,573.33 from OTMA for the Construction Capital Overage. The clarigester, the flag pole and the landscaping was omitted form the check. Tim asked Kevin if there was a better than 50/50 chance that Diana McPherson (OTMA Chairman of the board) could talk for the group. Not sure if that will be the case.

Just an FYI, the Borough will be digging Shrub Street this coming week to get the storm out of the sewer.

Tim talked with Tom O’Connell from JVB regarding our excess money that we have in Reserve. They can offer short term CD’s. Tim would like to find someone with an hourly rate, not linked to anyone. We have enough money, we ought to get some advice as to what to do with this money. Adam Britcher suggested PFM (Public Financial Mgmt) in Harrisburg. Pat suggested possibly PLGIT would have someone that we could talk to. Tim will research.

Timothy Seiber moved, seconded by Jacob Zentichko to adjourn the meeting at 8:05 P.M. Motion carried unanimously.

Patricia Bowers

Recording Secretary