Newport Borough Municipal Authority

101 Mulberry Street

Newport, Pa 17074

January 27, 2022 Meeting Minutes

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

Present: James Sharar, Chairman

Carl Roush, Vice Chairman

Timothy Seiber, Treasurer

Jacob Zenticho, Secretary

Kayla Smith, Board Member

Pat Bowers, Recording Secretary

Chris Burkholder, Plant Operator

Adam Britcher, Hench Law Offices

Frank Campbell, HTMA

Billie Dudley, Borough Council VP

Penny Frownfelter, President of Council

**Public Comment:** Penny Frownfelter, newly elected Newport Borough Council President along with Billie Dudley Vice President of Newport Borough Council to let the board know that they have plans to have a comprehensive plan for the infrastructure of the Borough. They would like to coordinate all the grant activity. The new Mayor Rob Campbell will be working on coordinating things. Would like to see all the entities work together in getting grants etc.

**Approval of Minutes –** Carl Roush moved, seconded by Kayla Smith to approve the November 22, 2021 and the December 23, 2021 NBMA Meeting Minutes as drafted. Motion carried unanimously.

**Approval of Bills -** Orrstown General Fund Account balance January 1, 2022 was $122,012.16. 1/6/22 Check #2444 to Wex Bank for Vehicle fuel for December 2021 in the amount of $217.81. 1/25/22 Deposited December 2021 Sewer User Fees in the amount of $39,432.95. 1/25/22 Deposit of Medical Premium Reimbursements for 3rd Qtr 2021 in the amount of $261.81/ 1/25/22 Check # 2445 to Univar for Chemicals in the amount of $6,400.80. 1/27/22 End of year 2021 transfer to JVB Capital Fund in the amount of $97,012.16. 1/27/22 Outstanding bills presented for payment in the amount $27,293.12. Request approval to transfer $11,460.00 to the JVB Debt Service Account for December 2021 Transfer. Request approval to transfer $5,775.000 to the Orrstown General Fund Account for December 2021 Transfer. Balance after payment of invoices and transfers will be $13,548.03. Attached to the Financial Report is (1) Copy of Aging Report through December 31, 2021, (2) Reconciliation Report for December 31, 2021 and (3) Monthly Review Report for December 31, 2021. Orrstown General Fund Account balance January 1, 2022 was $13,960.51. Outstanding bills presented for payment of $1,873.50 will leave a balance of $12,087.01.

* Carl Roush moved, seconded by Jacob Zentichko to pay the outstanding invoices in the amount of $27,293.12 from the Orrstown O & M Account and to pay the outstanding invoices in the amount of $1,873.50 from the Orrstown General Fund Account. Motion carried unanimously.
* Kayla Smith moved, seconded by Carl Roush to approve the end of year transfer in the amount of $97,012.16 from the Orrstown O & M Account to the JVB Capital Account. Motion carried unanimously.
* Carl Roush moved, seconded by Jacob Zentichko to approve the transfer of $11,460.00 from the Orrstown O & M Account to the JVB Debt Service Account for the December 2021 Transfer and to approve the transfer of $5,775.00 from the Orrstown O & M Account to the Orrstown General Fund Account to the December 2021 Transfer. Motion carried unanimously.
* Carl Roush moved, seconded by Jacob Zentichko to accept the December 2021 Water Reports. Motion carried unanimously.

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* Timothy Seiber moved, seconded by Kayla Smith to ratify the payment of Check # 2446 (O & M Account) to Univar Solutions in the amount of $6,400.80 for chemicals. Motion carried unanimously.
* Carl Roush moved, seconded by Kayla Smith to pay the outstanding invoice from Kline’s, Invoice # 5258410, in the amount of $ 1,495.00 for 60 S 5th Street services (clog) from the Orrstown O & M Account. Motion carried unanimously.
* Invoice # 1668918 from L B Water for 1400 ft of 8” sewer line for the CSS Project # 2 was received in the amount of $15,300.00. Pipe has not been delivered yet. Carl Roush moved, seconded by Kayla Smith to pay the invoice from LB Water in the amount of $15,300.00 for 1400 feet of sewer line for the CSS Project as soon as it is delivered. Payment will be paid out of the JVB Capital Fund. Motion carried unanimously.
* Just an FYI, Pat confirmed Penn Vest on 1/10/22.
* Just an FYI, Sam.gov was updated for this year.
* (2) Invoices from Advanced Septic were presented for payment. Invoice # 37383 in the amount of $1,298.00 for repairs to 340 N 5th Street and Invoice # 37717 in the amount of $512.00 for 123 S 2nd Street clog. Carl Roush moved, seconded by Kayla Smith to pay the (2) invoices received from Advance Septic totaling $1,810.00 to be paid from the Orrstown General Fund Account. Motion carried unanimously. Tim Seiber commented we need to come up with a policy for sewer problems. We have to be so careful about the perception of doing things because the next person expects it.
* Received an invoice dated 1/20/22 from Kirby Kitner in the amount of $5,762.95 for 126 & 130 N 6th Street for laterals missed in the 6th Street Project. Lines were going to Locust Alley. Carl Roush moved, seconded by Kayla Smith to pay the outstanding invoice from Kirby Kitner in the amount of $5,762.95 to install laterals at 126 & 130 N 6th Street that were missed during the 6th Street Project. Motion carried unanimously.
* Received an invoice dated 1/20/22 from Kirby Kitner in the amount of $3,335.67 for Orrstown Drive thru connection to Third Street. Kirby will come back and do the pavement restoration in the spring. This was the last sanitary sewer on Dock Street. Carl Roush moved, seconded by Kayla Smith to pay the outstanding bill presented for payment in the amount of $3,335.67 for the Orrstown Drive connection to Third Street. Motion carried unanimously.

**Howe Township Municipal Authority** – Frank Campbell reported busy with getting the Chapter 94 paperwork together. OTMA is almost done and Shawn sent DMR’s to him.

**Website Update** – Kayla Smith asked if the board could get someone else to work on the website. Her schedule is too busy. Maybe get a quote from Bonnie Boden of Blue Denim Website Services. A lot has been already built. HTMA has a website. Penny Frownfelter commented she would like to see the Borough, Water and Sewer linked together. Kayla will research fees for hosting.

**ARPA Grant Submission to Perry County Commissioners** - The board has heard nothing from the Commissioners on the ARPA monies.

**Update to Howe & Oliver Construction Capital Overage & O & M Billing –** Tim Seiber reported the meeting with Kevin and Frank went pretty good. Will be taking the information back to their boards.Kevin did some research and OTMA actually paid their share of some of the earlier invoices. NBMA already paid out of pocket $637,620.32. OTMA share of 33.3% would be $208,972.58. HTMA share of 21.6% would be $137,725.99. Howe will meet on President’s Day and talk about. We should hear by next meeting from Howe and Oliver and go from there. All money will go into the Capital Fund. The O & M meeting with Oliver and Howe was a meeting to explain how the O & M bills are put together.

**Engineering Retainer Agreement** – Carl Roush moved, seconded by Kayla Smith to accept the 2022-2023 Engineering Retainer Agreement. Motion carried unanimously.

**TV Purchase for Meetings to Zoom** – Carl Roush moved, seconded by Kayla Smith to purchase a Vizzio 50” TV for $358.00 from Amazon. Motion carried unanimously. Kayla Smith moved, seconded by Carl Roush to purchase a wall mount for the TV not to exceed a cost of $75.00. Motion carried unanimously.

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**Approval to Purchase (4) barrels of Magnesium Hydroxide form Univar (estimated cost $1,650.00)** –Timothy Seiber moved, seconded by Kayla Smith to purchase (4) barrels of Magnesium Hydroxide at an estimated cost of $1,650.00 from Univar Solutions. Motion carried unanimously.

**WWTP Operator Report** – Chris Burkholder reported the Orrstown Drive Thru is done. Kirby will be back in the spring to do the pavement restoration.

**Solicitor Report –** Adam Britcher reported he is still working on 130 N 6th Street on getting the Authority reimbursed for the Flickinger bill to do their plumbing hookup. There were no sheriff sales in Newport.

**Engineering Report –** Shawn Downey reported the let date for the resurfacing work inside the Borough is currently January 26, 2023. Shawn reviewed the updated schedule for the CSS Project # 2. He will be putting the Advertisement for Bids for the CSS Project # 2 on Monday the 31st of January. Bid opening will be March 1, 2022 at 2:00 P.M. Shawn reported they are finalizing the Borough Storm Sewer replacement and they had some questions/clarifications for the Borough. They are as follows:

1. We are only installing new storm lines that are immediately adjacent to the combined sewer that the authority is separating. The Borough confirmed they only want spot repair done as noted on the CTTV Data Report that which is adjacent to the Sewer Project.
2. We assume we are replacing the storm sewers with the same size. We plan to use SDR-35 PVC Pipe, to maintain a similar pipe size and to be consistent with the sanitary sewer work. Shawn asked if there were any flooding issues. If there are, we need to look at the size of the lines. He needs confirmation to do so. The storm water will go down through the old line. Borough confirmed, since they are doing spot repairs the line to be installed will remain the same.
3. We assume the Borough wants a manhole installed at the top of Market Street at 6th Street. There is currently no manhole at the end of that line. Cost is $5,000 to $8,000. Shawn will be in advertising, can be pulled with an addendum.
4. All lateral connections that are assumed to be downspout connections from houses will be reconnected to the new storm line. Several areas are connected but not confirmed. But will be reconnected. Jacob asked that the floor drains be confirmed. Shawn commented Borough would have to confirm. Authority can die test for floor drains. They need to be plugged. There are 3 or 4 in the area. Chris and Billie will confirm. Regardless downspouts should be reconnected. The floor drains will be checked. Need to look at the ordinance for floor drains. This does not apply since only doing spot repair.
5. There is a storm sewer line and inlets along the South curb of Market Street near 4th Street. This storm line is not adjacent to the combined sewer line and we assume it will not be replaced. Penny Frownfelter will confirm with the borough engineer that it will not be replaced. Shawn confirmed we will not be digging that area then.
6. In the initial discussions, we only talked about 4th Street and Market Street, since they are Penn Dot roads that are being re-paved. Does the Borough want their line on 5th Street replaced as well? Borough wants 5th Street done. Borough confirmed they want 5th Street done, spot repair only.
7. Inlet Boxes – what are we doing replacing or reconnecting. We are doing nothing.

Timothy Seiber moved, seconded by Kayla Smith to authorize the advertisement for bids for the CSS Project # 2. Motion carried unanimously. Bid opening will be March 1, 2022 at 2:00 P.M.

Carl Roush moved, seconded by Kayla Smith to adjourn the meeting at 8:48 P.M. Motion carried unanimously.

Patricia Bowers

Recording Secretary