**N.O.M.A. Meeting Minutes for**

**January 23, 2018**

On the above date at 6:33 PM the New Oxford Municipal Authority met with Chairman John Spalding presiding. Authority Board members present were Treasurer Jim Eisenhart, Secretary Don Kline, and Personnel Guillermo Bosch. Also in attendance were Steve Hovis with Stock & Leader, Bill Hill from Wm. F. Hill & Assoc. Engineering, Adam Winters, NOMA Asst. Facilities Manager, and Amber Gearhart, Office Manager /Asst. Secretary. Vice Chairman Stan Wannop joined via telephone.

On a motion by Eisenhart, seconded by Bosch, the Board unanimously approved the minutes of the November 28, 2017 meeting.

On a motion by Bosch, seconded by Eisenhart, the Board ratified payment of the following expenditures: November 16th, 2017 thru January 15th, 2018 in the amount of $513,151.21.

**Old Business**

Hamilton Township – A general update was presented. Slide show presented showing the disconnection from the Berwick Township system and connection to NOMA sewer system.

Re-Appointment – Stan Wannop’s re-appointment to serve on the NOMA Board as Vice Chairman for an additional 5 years was approved by the Borough of New Oxford. The new term expires on December 31, 2022.

**New Business**

On a motion by Bosch, seconded by Wannop, the Board unanimously approved the following re-appointments:

* John Spalding, Chairman
* Stanley Wannop, Vice Chairman
* Donald Kline, Secretary
* Jim Eisenhart, Treasurer
* Guillermo Bosch, Personnel
* Adam Winters, Acting Facilities Manager
* Amber Gearhart, Office Manager/Asst. Secretary
* Tonia Shultz, Asst. Secretary
* Stock & Leader, Solicitor
* Wm. F. Hill & Assoc., Engineer
* GHD, Industrial Pretreatment Engineer
* Smith Elliott Kerns & Co., Accountant/Auditor

2018 Budget – The budget was approved at the last meeting. Adam will review the budget and note any items to be discussed.

2018 Employee Wages – On a motion by Bosch, seconded by Wannop, the Board unanimously approved the wages as presented, making them retroactive to January 1st, 2018.

**Manager’s Report**

Route 30 Boring has been completed. Force Main disconnected at Brethern Home and will be rerouted to Sheetz. This should be completed by end of the January 2018.

Sheetz project to be completed mid February 2018

NOMA has taken over Hamilton Township pump stations. Pump stations mechanical issues will be addressed as they arise.

Lab update regarding new methods, for ammonia distolation will need a new variance for the lab. For the variance, we will need to 2-3 weeks of samples so implementation will not be completed by April 2018 and will be delayed slightly.

**William F. Hill & Assoc. Report**

Dam Project – USDA has had plan and specifications for 200 days and still waiting on USDA and DEP approval. DEP may take up to 6 months to get comments back.

Route 30 Crossing – Slide show presented of boring done at Route 30.

Headworks Project – Approval to increase the project deadline another 90 days. Motion by Bosch, seconded by Jim, and unanimously approved.

Authorization engineer to take bids the Well project. Motion by Jim, seconded by Bosch, and unanimously approved.

**Solicitor’s Report**

Board has entered into a severance and general release agreement with Tom Beamer, former facilities manager. Motion by Bosch, seconded by Jim, and unanimously approved.

Board addressed letter sent by Wayne Conover regarding waiving the final inspection fee for his property. Board decided not to waive the inspection fee.

Resolution by Oxford Township – Applying for grant for the Brickyard failing sewer system. They would like NOMA to sign grant application stating that NOMA would be maintaining the system if the grant is approved. Research is to be done to find out what the deadline for application for the grant is so that our engineers can review the project and costs associated before proceeding. Motion by Bosch, seconded by Stan, and unanimously approved.

Update regarding delinquent water/sewer accounts - All delinquent accounts with a past due balance of $1000 or more have all been addressed and either liens been established or payment agreements have been entered into.

**Other Business**

Russ Montgomery, consultant, doing research into a possible natural gas grant. Moving forward we need an itemized bill regarding the work being performed.

With no further business to be brought before the Board at 7:34 PM, on a motion by Bosch, seconded by Kline, the Board unanimously approved to adjourn the meeting.

The next Board Meeting is March 27th, 2018 at 6:30 PM.

Respectfully Submitted,

Amber K. Gearhart

Asst. Secretary/Office Manager