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

**May 21, 2019**

On the above date at 6:26pm the New Oxford Municipal Authority met with Chairman John Spalding presiding. Authority Board members present were Vice Chairman Jim Eisenhart, Secretary Donald Kline, Treasurer Dave Moul, and Personnel John (JR) Deatrick. Also in attendance were Facilities Manager Adam Winters, Office Manager/Asst. Secretary Amber Gearhart, Randy Bailey from Wm. F. Hill & Associates, and Victoria Woods and Dave Jones from Stock and Leader.

First motion of the evening was brought forth by Eisenhart to accept the meeting minutes from both the March 26th and April 23rd meetings. The motion was seconded by Deatrick and unanimously approved by the Board.

The next motion was brought forth by Moul to ratify the payment of bills from March 16th to May 15th in the amount of $464,514.54. This was seconded by Kline and unanimously approved by the Board.

 **Old Business**

A general update was given on the progress on the USDA well project. The next construction meeting is set for May 28th at 10:00am.

**New Business**

The Wm. F. Hill’s office received notification from Met-Ed that a grounding ring and bollards would need to be installed around the transfer station/transformer at the Oxen Country Meadows Well site. C.E. Williams is working on a quote for installing 4 bollards and a grounding ring. They should have the quote submitted to the Authority by the end of the week.

Payment applications were submitted to the Authority by both PSI and Swam Electric for OCMW project construction. PSI submitted payment application #6/payment request #9 in the amount of $375,828.36 and Swam Electric submitted payment application #4/payment request #10 in the amount of $39, 742.30. Eisenhart brought forth a motion to approve payment of PSI payment application #6 and Swam Electric payment application #4. The motion was then seconded by Moul and unanimously approved by the Board.

PSI has requested a change order for a 30 day time extension to their contract for the OCMW project. The extension was requested due to a delay in the arrival of the booster pumps. Randy Bailey and Adam Winters feel that 3 additional weeks should be sufficient to complete PSI’s portion of the construction. They will be submitting the request to the USDA and see what the USDA will allow for extended time.

SEK submitted a letter to the Authority outlining the services and fees for performing third party administration in connection with the Authority’s retirement plan. The estimate for these outlined services is $1,750.00. A motion was brought forth by Moul to approve for SEK to proceed with the third party administration of the Authority’s retirement plan. The motion was seconded by Eisenhart and unanimously approved by the Board.

**Manager’s Report**

CNG Project has been completed. Both natural gas trucks are in use. Final grant paperwork is being completed. The new natural gas trucks replaced the Ford 150 and Chevy S10. Adam would like to put these two trucks up for sealed bid. A motion was brought forth by Deatrick to advertise the Ford F150 and Chevy S10 for sealed bid to be submitted to the Authority.

Plainville Farms inquired about reducing costs and possibly reverting back to the previous policy where they were billed according to their usage and not their capacity. The Authority discussed the options and decided to stay with the current agreement and no changes will be made.

Brickyard Road sewer upgrade was discussed. ERY, the company that owns the old brickyard property, has submitted for a grant to help mitigate the costs of construction.

 Rates were discussed were for the Dam Project. They compared the rates and length of the term for the USDA loan against the rates for a PNC Bank loan.

Poplar Road Project restoration has been completed.

Chapter 94 response was received back from DEP. DEP had a few comments on items that need to be addressed within the sewer plant and system. Adam is working collecting data, formulating a corrective action plan and preparing a response letter to DEP.

 SBC requirements were discussed for the OCMW project. All requirements have been completed except the well meter and monitoring installation. This should be completed next week.

Adam has been in contact with PMMA regarding new legislation that Dan Moul is proposing that would eliminate the use of EDU’s as a way of billing customers if you have multiple units and a single meter. Billing according to EDU’s is standard procedure in the industry.

A motion was brought forth by Deatrick to accept the manager’s report. This motion was seconded by Kline and unanimously approved by the Board.

**Engineer’s Report**

Dam Project was discussed. No change at this time. NOMA is still waiting for final approval from DEP and USDA. Schnabel recommended postponing this project until early 2020.

Poplar Road line extension was discussed earlier in the meeting. Detraila submitted the payment application #2 in the amount of $32,111.48 which would be their final payment. Original contract was for $137,526.00 with an additional change order for $34,007.98.

Water Treatment Plant loading dock was discussed. There has been no change in the crack in the loading dock and they continue to monitor it. The maintenance bond will expire on November 21st.

2 million gallon water storage tank was discussed and whether or not to renew the permit. The current permit will expire August 25th.

Headworks project for grit and grease unit has been completed. The maintenance bond on that project is for 2 years and will expire June 2020.

GIS Mapping has been updated with the Hamilton Township base map. It is complete as of this meeting.

Summerfield Development was discussed. There was a conference call on May 7th between the engineers and some suggestions for the new force main and pumping station were discussed. Plans will need to be submitted to the Authority for those items. A developer’s agreement will need to be submitted and finalized before construction begins.

Stone Haven Development was discussed next. Burkentine & Sons will be the developer. This development is still in the early stages.

A capital charge study to evaluate if the water and sewer tapping fees should be increased was discussed. The current rates of $2515.00 for water tapping fees and $4371.00 for sewer tapping fees were established in 2016. It was decided to move ahead with a capital charge study.

A motion was brought forth by Eisenhart to accept the engineer’s report. It was seconded by Deatrick and unanimously approved by the Board.

**Solicitor’s Report**

It has always been NOMA’s policy to have any excavation for installation of water and sewer infrastructure performed outside of the paved cart way, when feasible. Stock & Leader drew up a Resolution #2019-1 to that effect and it was added to NOMA’s official rules and regulations. A motion was brought for by Eisenhart to adopt Resolution #2019-1. The motion was seconded by Kline and unanimously adopted by the Board.

At 7:47pm a motion was brought forth by Eisenhart to continue this meeting to June 25th at 6:30pm. It was seconded by Moul and unanimously approved by the Board.