

MIDDLEBURG MUNICIPAL AUTHORITY
May 12, 2015
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MEMBERS PRESENT: Charles Zechman-Chairman, Dwayne Hackenberg-Vice Chairman, Scott Brouse, Doug Hassinger, Raymond Colestock, Tim Folk, Mike Rhodes(arrived late)

OTHERS PRESENT: Glenda Ruch-SEDA COG, Dave Walters-Engineer, Brian Lauver, Robert Slivinski-Solicitor, Dustin Zechman-Borough Foreman, Judy Varner, Virginia Zeiber-Borough Administrator

Meeting was called to order by Chairman Charles Zechman at 6:03 P.M.

Motion was made by Doug Hassinger to approve the agenda. Dwayne Hackenberg seconded and MOTION UNANIMOUSLY CARRIED.

Motion was made by Dwayne Hackenberg to approve the April minutes. Raymond Colestock seconded and MOTION UNANIMOUSLY CARRIED.

Glenda Ruch-SEDA COG-Snyder County is preparing to do the 2015 CDBG applications. With all the additional costs the Authority will be incurring with the new water source project, Glenda has discussed with Dave Walters-Engineer whether it would be beneficial for the Authority to apply for the grant funding again. The only downside to it is the Authority's income survey has expired. The Authority is eligible to apply for the funding but a new survey would have to show that at least 51% of those surveyed must be of low to moderate income levels.

The last survey done included Middleburg Borough and part of Franklin Township, which is served by the Authority's water system. The result of that survey was a 54.8% of low to moderate income. There have been some changes in how DCED wants the survey to be completed. One of the new things is that all families in the survey area must be notified that the survey is going to be done. It could be done in the form of an announcement in the newspaper or a mailing, including the date the survey will be done. There needs to be survey training and a survey coordinator appointed. Once the volunteers to help do the survey and a coordinator would be picked, Glenda would come out and do training. Only residential properties are surveyed.

DCED may come back and ask why the survey is being done. Glenda would then need to demonstrate any new demographic changes throughout the Borough and the part of Franklin Township involved in the survey. In the census 2010 survey for low to moderate persons for the Borough, it was 38.46% and Franklin Township was 36.15%. The survey needs to be done to show the Borough and Township are above 51%. The survey will be good for five years.

The HUD section eight income limits will be used in conjunction with the survey. If the Authority decides to do the survey, it will need to get the process moving. Typically, the

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Commissioners want to see there is fundability. They don't want to fund a project and submit it as part of the application without the survey being done. Glenda will be there to help those doing the survey. Bev and volunteers from the Authority and Reliance Hose did the last survey. There hasn't been much change in the survey other than one must now keep notes on the forms. Items, such as how many times the survey taker went back to a property, knew the residents were home but did not answer the door, are to be noted. It would not be a good thing to have DCED come and monitor the survey and then say the guidelines were not followed so the project is not eligible for grant funding.

Most likely, applications will be due in August or September but the funding would most likely not be available until 2016. If the Authority was approved for the funding, anything that was paid out by the Authority could be reimbursed, once the 2016 funds become available. The Authority has received to date in CDBG funding \$345,351 for the well project, with a balance remaining for construction of \$182,712. Glenda did not know what the remaining cost of the project is projected to be but it must be done by July 2016. DCED did extend the original contract, which is precedent setting, or the Authority would have wound up paying back a lot of money. The completion of this project has been delayed because of all the extras that DEP has laid on the Authority.

Bev asked Glenda if she was understanding correctly that things have changed in that persons serving on the Authority or working for the Borough could help do the survey. Glenda explained that anyone can help with the survey and those setting guidelines for the survey must realize those with an interest in the funding are the ones who helped get the survey completed. In the case of the fire company wanting fire equipment, the fireman could not be the ones to do the survey.

Scott Brouse asked when the survey would need to be done. Glenda is thinking sometime in July but that is not yet written in stone. Glenda explained the guidelines require that she take the number of households and pick at random which ones need to be surveyed. The last time the Authority did a survey, 100% were done.

There was question if the census survey shows 38.46% low to moderate income in 2010, how the Authority qualified. Glenda stated the census survey is done by phone and no income questions are asked, which makes it questionable, but the survey was done and proved the Authority did qualify. She thinks it would be a good shot in doing the survey because of the low income housing and elderly and other circumstances. If the ACS data would have already shown 51%, no survey would be needed for the Authority but that is not the case. In order to receive CDBG funding, an entity must show that funding will benefits 51% low to moderate income households.

Glenda stated that if she is given all the residential addresses, they can be imported into a program and it will randomly pick the appropriate number of addresses to survey. She cannot guarantee the Authority would receive the CDBG funding but after all the funding that was put towards the well project, she believes there is a good chance in getting funding for the final phase of the project. Bev is willing to be the Coordinator of the survey.

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Motion was made by Raymond Colestock to move ahead with the survey. Scott Brouse seconded and MOTION UNANIMOUSLY CARRIED.

Glenda informed everyone that even if the well project is to be completed by July 2016, the Authority should be able to apply for CDBG funds in 2016, if the survey shows they are eligible. If CDBG funding would not cover the total amount needed to complete the project, the Commissioners are going to want to see how the rest of the project will be funded. Dave believes the project will cost more than would be received in CDBG funding.

There was question of not being able to do a 100% survey. Glenda explained that it could be done. If the random survey did not show the percentage needed, a 100% survey could be done.

Briana Hendricks delinquency-Bev explained that she had talked to Josiah Hayes this afternoon and gave him a lecture on keeping things caught up. He says he will be in to pay by the end of the week.

LDG REPORT

Well Project-The well pump was installed on Friday so the SWIP testing is about ready to be started. The testing cannot be shut down for six months. Dustin asked if DEP could shut down the testing if we were in drought situation. Dave does not see that happening because the well is supposed to support the 95 gpm even in drought conditions. He would have our Representative on the situation if that were to occur, because the Authority is having to do all the testing per DEP's requirements.

Water Allocation Permit-LDG has put together a proposal for the design and permitting of the source water metering facilities. It would involve metering the one Bowersox Run, which is not presently metered and subtracting that meter reading from a master meter reading at the plant. A level sensor or some type of meter device on the bypass would be needed to show that we are meeting the bypass requirements. It needs to be installed within a five year period but it must be designed six months before the new Water Allocation Permit is issued.

Dave and Dustin will be meeting with LB Water tomorrow to discuss what type of meters to install. It will have to be a solar or battery powered meter and Dave is hoping a solar one with a battery back up can be used because of the absence of power at the intakes. A battery unit would require using up a lot of batteries. The cost that LDG has incurred is \$5000. The plans must be submitted to DEP, along with some design work. When the intake structures were built, there were provisions that one could potentially meter the bypass or construct a weir at the top of the spillway, which then could be metered from as well. Dave is leaning toward metering from the weirs at this point. The weir may need to be modified with some steel plates in the spillway so the metering would be more accurate.

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Dwayne Hackenberg motioned to go ahead with the design for metering the water sources. Doug Hassinger seconded and MOTION UNANIMOUSLY CARRIED.

Engineering costs incurred for the well project-Dave presented a breakdown on the extra items involved in the well project from September 14, 2014 to May 9, 2015. The total of those costs is \$13,524.17. A breakdown is included as part of the minutes. The total fee for completing final design is approximately \$62,000, which includes the well house, etc. DEP will not allow the permit application to be submitted until some of the SWIP testing is submitted. DEP has four months to review the permit application. LDG would like to be in a position that once the SWIP testing is over, they can get the water supply permit and go ahead with construction. If it is submitted in July, the permit would not be received until November so Larson would like to submit in June so things move along in a timely fashion. Raymond Colestock motioned to approve the design work by Larson in the amount of \$62,000. Dwayne Hackenberg seconded and MOTION UNANIMOUSLY CARRIED.

Future water supply-A meeting with DEP has been scheduled for May 28th at 10:00 A.M. in the Borough office to discuss the installation of a dam at Erb Run. They are bringing persons who deal with stream quality analysis. They are trying to get someone from the Fish Commission to attend and there may be someone from Fred Keller's office in attendance also.

GeoServices invoices-Dave is going to ask GeoServices to give an explanation as to why they have gone over the original price quotes for the invoices they have submitted, so no action was taken.

Management Agreement with the Borough-Bev stated that she put the Management Agreement on the agenda as a reminder that the Authority is to be working on a new agreement because the present agreement expires at the end of 2015. She suggested to the Authority that they may want to have a meeting to work on it. Ginny explained that between the Authority and Council, a list needs to be devised that shows what the Authority wants the Borough to do or not do. The Solicitors will then draw up an agreement.

The old agreement basically had the Borough doing virtually everything. Over the years, the Authority has become more involved. A new agreement would have to contain different wordage but the Authority would have to decide the specifics of what they would want in that agreement.

Mike Rhodes was concerned because he remembered when one of the vehicles was wrecked. The Council went and purchased a vehicle using some funds from the Authority's accounts before the Authority knew about it. Mike felt they paid too much for the vehicle and he would like to see proper communication in those types of circumstances.

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There was discussion about the 1997 Ford Dump which was purchased by the water account but the upkeep is funded by all three accounts. Ginny explained that it was purchased before things were done as they are now. Ginny explained that at that time, lots of things were funded by the water account because that was the account that had money to make purchases. The backhoe was purchased out of the water fund but is used by for water, sewer and borough work.

Dwayne said in the past it was discussed having more control since the Authority has taken a more active position and he believes the Authority should have more control over water and sewer matters. Ginny stated that is why things need to be changed in the agreement. Bev felt the way to go is a work session, but it would need to be advertised.

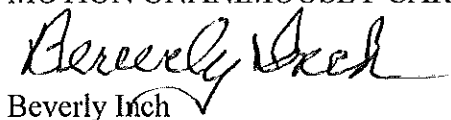
Replacement for Mike Rhodes on Authority-Mike had notified everyone at a prior meeting that he would most likely be moving to Monroe Township and would be resigning from the Authority. Solicitor Slivinski informed everyone that the qualifications for an Authority member are different than a Borough Council member. An Authority member must be a tax payer, a citizen or have a business in the municipality that he is representing.

Mike Rhodes is allowed to serve on the Authority until he sells his property. Bev checked and Mike's term on the Authority ends in December 2015. Solicitor Slivinski felt he could serve until the end of 2015 because even if he would sell in the next couple of months, he would still be paying taxes for the property. Mike is going to serve on the Authority until the end of the year.

Deed for Roy Laudermilch-Solicitor Slivinski is to be meeting with Roy Laudermilch this week to finalize the deed and payment for the well site land.

Building at well site-Dustin reported there is no plan to put a building at the well site because the electric from the pole has been installed, so it is not presently needed. As the project moves along, there eventually will need to be a well house of some type at the well site.

Motion was made by Dwayne Hackenberg to adjourn at 7:30 P.M. Tim Folk seconded and MOTION UNANIMOUSLY CARRIED.



Beverly Inch
Municipal Secretary