

PORT ROYAL MUNICIPAL AUTHORITY
MONTHLY MEETING MINUTES
December 17, 2024

MEMBERS PRESENT: Roger Burd, Donna Brothers, Steve Auker, Joshua Bryner and Dale Shields.

OTHERS PRESENT: Kimbra Jo Gray – Recording Secretary and Brian Book -- Engineer ^{cb3} Solutions, David Gaines – Solicitor Miller, Kisler & Campbell, Resident Greg Leister. Duane Hart – Wastewater Officer, was not in attendance.

Chairman of the Board, Roger Burd, opened the meeting with the Pledge of Allegiance at 7:00 p.m.

Greg Leister, a resident of 302 Ninth Street, attended the meeting. Donna Brothers' current term concludes at the end of this year. Greg has agreed to accept her position on the Board of Directors, pending acceptance of approval from the Port Royal Borough Council.

First on the Agenda:

The meeting began with discussion on the allocation of funding and project delays with the Port Royal Borough needing to guarantee 98% of the PennVEST loan and Milford Township only 2%. The closing for the loan is expected in March due to the bureaucratic processes.

The Juniata County Agricultural Society has been non-responsive to the letters that have been sent. A final warning will be issued. Concerns about the Ag Society's water usage and billing were raised, including potential leaks and the need for new meters. It was noted that there has been a recent change of officers for the Ag Society's board of directors.

Solicitor Gaines has been authorized to prepare a letter for the Ag Society outlining the Authority's position on the water usage and billing issues.

In another matter related to the Ag Society, there is a big issue with the addition of the elevator to get up to the suites at the top of the stands. There will be restrooms installed at that elevation. Commonwealth Codes is the reviewer of the land development plan that was submitted. In their review, it was stated that 38 gallons a minute will be needed with 55 to 60 psi. It is not possible for the Authority to guarantee them 55 psi. A booster pumping station would be necessary to make sure they have service at the top level. As of this date, the Authority has not received an application officially requesting water/sewer service for the project.

cb³ Solutions Progress Report:

DMR Reports/COA Fines – Wastewater Plant seems to be operating effectively.

Authority Rules & Regulations – There are still outstanding issues on how to assess the Juniata County Agricultural Society for usage. A preliminary letter has been drafted at Duane’s request.

State Grants – There is a contract C0000887310 for \$226,699 in place for I&I work on Milford Street. There is an open application for the grant for water in the amount of \$935,184.

DCED Local Share Grants 2024 requests

Main Street I&I Work - \$362,115

SR 333 & Milford Street Water Line Replacement \$970,866

Federal Grants – WWTP Project grant was awarded in the amount of \$486,000; the contact person is Alexander (Sasha) Simon at 215-814-5405.

Water/Mountain Tank Project – Darin and Thomas from DEP inspected the Project in anticipation of an Operation Permit. Unfortunately, additional documentation will be required and a second inspection prior to being able to place the tank in operation. This is related to the changes in part including the Artesian Well Pumps and the Chlorination System. Axis will need to survey, and drawings will need to be provided for the changes.

Consent Order & Agreement with PA DEP – adjustments will need to be made to the schedule associated with the PennVEST closing. DEP will need to be notified as it related to the UV implementation deadline.

SRBC Docket – Once the Tank is in operation, work can begin on removal from SRBC regulations.

1st Street Pump Station & WWTP Upgrades

Project Budget – No changes have been made.

Contractor Awards – Notice of Intent to Award the General Construction Contract to Sipple Development Corporation was sent out. Electrical Construction Bids have been advertised and anticipate review on January 9th.

Next Steps

1. cb³/CP Engineers Construction Phase Services -- \$65,000 – No action to date.
2. cb³/CP Engineers Administration – No action to date of BABE, MBE/WBE, and other paperwork in compliance with the Federal Procurement Requirements.
3. cb³/CP Engineers Financial Services – per David Gaines, we have clarity on the intent to have the Port Royal Borough guarantee 100% of the loan.

Wastewater Report:

Mountain

Well water line is complete except connection

Waiting on Axis Surveying site plan for DEP

Water

The report for DEP water connections has been started

Discussion was held regarding the upcoming construction and the need to have someone overseeing the work. Directors discussed various options for further consideration. The employee handbook is going to be reviewed again to clearly state the various responsibilities of personnel and expectations with the additional requirements of the upcoming projects.

MOTION was made by Steve Auker to approve November monthly bills, 2nd by Donna Brothers, approved by all, motion carried.

MOTION was made by Donna Brothers to adjourn the meeting at 8:54 pm, 2nd by Steve Auker, approved by all, motion carried.

A lengthy discussion continued concerning water usage and billing issues. There is a need to clarify EDU counts to ensure accurate billing and compliance with the updated Rules and Regulations. Until there are established counts for all customers on the system, billing issues will continue. Inaccurate EDU's also create challenges for estimating revenues and budgeting. Resolving these issues will ensure the financial stability of the Authority.

Collection for non-payment of accounts was another topic of discussion. After much debate, it was decided to have a local constable issue the Shut-Off notices for accounts going past the 60-day process. Donna Brothers will check on availability of local constables.

MOTION was made by Donna Brothers to have Shut-Off Notices delivered to customers with accounts going pasted the 60-day process by a local constable, 2nd by Steve Auker, approved by all, motion carried.

Solicitor Gaines' office is to be notified to amend the Rules and Regulations with the new information.

MOTION was made by Steve Auker to authorize Roger Burd to sign the amended Investment Management Agreement for the Juniata Valley Bank, 2nd by Donna Brothers.

MOTION to adjourn was made by Donna Brother at 9:09 pm, 2nd by Steve Auker, approved by all, motion carried.

The next meeting will be held on Tuesday, January 21, 2025, at 7 pm.

Respectively Submitted,

Kimbra Jo Gray
PRMA Secretary