

AGENDA

WEST PENNSBORO TOWNSHIP MUNICIPAL AUTHORITY

REGULAR MEETING

January 24, 2023

7:30 AM - Call to Order

Pledge of Allegiance

Public Participation

Approval of Minutes – December 20, 2022 Meeting

Old Business

- Delinquent Accounts Update

New Business

Engineer's Report

- WPTMA UV Replacement Project – Bid Acceptance
- GHD Amendment No.1 to Proposal for Engineering Services Related to UV Replacement Project
- GHD 2023 Rate Schedule

Supervisor of Operations

- Meeting on March 27, 2023 at 9:00 AM – Supervisors & Authority Board (Water Discussion)

Solicitor's Report

- Resolution 2023-01 – Amend Resolution 2003-07 (Sewer Rates & Flow Measurement)
- Resolution 2023-02 – Amend Portion of the Sewer System Rates, Rules, & Regulations

Next Scheduled Authority Meeting – March 28, 2023

Adjournment

Minutes of Meeting

West Pennsboro Township Municipal Authority

January 24, 2023

The West Pennsboro Township Municipal Authority met on Tuesday, January 24, 2023, 7:30 AM, at the West Pennsboro Township Municipal Building, 2150 Newville Road, Carlisle, Pennsylvania. The following Authority members were present: Chairman William L. Piper, Vice-Chairman John Bixler, and Secretary Jane F. Burke. D. Mark Lehman and James Snyder were absent.

Also present: Solicitor Mark Allshouse, Nancy Adams of GHD, Director of Operations Wayne E. Myers, and Administrative Assistant Myra Barrick.

CALL TO ORDER

Chairman William Piper called the meeting to order at 7:31 AM, followed by the Pledge of Allegiance.

PUBLIC PARTICIPATION – None

APPROVAL OF MINUTES

*With corrections of adding Phil Garland and Justin Doty as Public Participation and revisions of the minutes in the Engineer's Report referencing the force main along Route 641, the Board **approved** the minutes of the December 20, 2022, meeting of West Pennsboro Township Municipal Authority on a **Burke/Bixler motion**.*

OLD BUSINESS

Delinquent Accounts Update

Myra Barrick, Administrative Assistant, reviewed the Aging Report of delinquent accounts. Letters were sent to Travis Williams at 8 East Main Street, Ian Fanton at 20 Greason Road, and John Heidler at 61 Greason Road for delinquency of sewer fees. Ian Fanton has paid his amount in full. The other two customers have until February 17, 2023 to pay their balance, or a lien will be filed.

Edward Giemza at 80 Greason Road currently has a delinquent balance of \$10,033.51 with several liens already filed. Ms. Barrick reported we do not have any current contact information for him. The Board instructed Solicitor Allshouse to do a Lien Search on this property.

Ritner Highway- New Warehouses

Myra Barrick, Administrative Assistant, reported Exeter 3419 Ritner LLC / Newell Brands at 3419 Ritner Highway has paid their Quarterly Sewer Rental Fees of \$719.99.

Ms. Barrick also reported Allen Distribution at 3455 Ritner Highway has paid their Connection/Inspection Fee for \$50,606.00 and their Quarterly Sewer Rental Fees of \$360.00.

NEW BUSINESS - None

ENGINEER'S REPORT

Update to UV Replacement Project

Nancy Adams reported the opening of bids for the UV Replacement Project were held January 12, 2023. The low bidder was PSI Pumping Solutions for a bid of \$284,980.00. GHD issued the Notice to Award on January 13, 2023, and are waiting return of those documents. *On a Bixler / Burke motion, the Board **approved** issuing the contract to PSI Pumping Solutions, pending Engineer's satisfactory review of contractor's Award Documents.*

GHD Amendment No. 1 to Proposal for Engineering Services related to the UV Replacement Project

See attached GHD document, referencing Ultraviolet Disinfection System Upgrade Design – Project No. 12584449 for the design of the new UV Channel, electrical issues and construction observation. *On a **Burke/Bixler motion**, the Board **approved** to accept the Amendment.*

GHD 2023 Rate Schedule

*On a **Bixler/Burke motion**, the Board **approved** to accept the 2023 Rate Schedule for GHD.*

DIRECTOR OF OPERATIONS

Wayne Myers, Supervisor of Operations, reviewed his report. The West Pennsboro Township Municipal Authority and West Pennsboro Township Board of Supervisors have scheduled a joint meeting on Monday, March 27, 2023 at 9:00 AM for the purpose of discussing water options for a potential development.

Supervisors have approved Andy Thomas to start employment in February, 2023 as a part-time operator at our Wastewater Treatment Facility.

TCH Properties have purchased 2092 Newville Road and have requested sewer billing be put on hold until someone moves in. The Board **declined** his request.

SOLICITOR'S REPORT

Resolution 2023-01 – Amend Resolution 2003-07 (Sewer Rates and Other Charges)

*On a **Bixler/Burke motion**, the Board **approved** to accept Resolution 2023-01.*

Resolution 2023-02 – Amend Rate Resolution of 2/14/2003 & Rates, Rules & Regulations (Flow Measurement)

Rate Resolution dated 2/14/2003 and the Sewer System Rates, Rules and Regulations shall be amended to reflect an Equivalent Dwelling Unit (EDU) shall be equivalent to 250 gallons per day (GPD). *On a **Burke/Bixler motion**, the Board **approved** to accept Resolution 2023-02.*

BOARD CHAIRMAN REMARKS

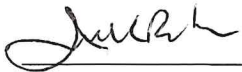
Chairman Piper asked Engineer Adams for an update on the Memorandum for the Water System Budget and Rates. She advised the next step for the Authority Board is to meet with the Supervisors. There is currently nothing new with the Lexington Development. We have only received a concept plan for this project.

EXECUTIVE SESSION – The Board went into executive session at 8:00 AM only to adjourn.

ADJOURNMENT

*On a **Burke/Bixler motion**, and there being no further business to come before the Board, the meeting was adjourned at 8:25 AM.*

The next Authority meeting is scheduled for March 28, 2023 at 7:30 AM.



John K. Bixler, Vice-Chairman

Absent

D. Mark Lehman

Absent

James A. Snyder



Jane F. Burke, Secretary



William L. Piper, Chairman



Memorandum

20 January 2023

To	West Pennsboro Township Municipal Authority		
Copy to	Wayne Myers		
From	Nancy Adams	Tel	717-585-6355
Subject	Engineer's Report for January 24, 2023 Authority Meeting	Project no.	12573828

Discussion Items:

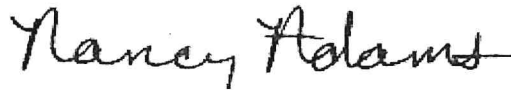
1. Update to UV Replacement Project
 - a. 1/12/23 – Bids due;
 - b. Low-bidder – PSI Solutions at \$284,980.00
 - i. Complete bid tabulation is attached
 - c. GHD issued the Notice of Intent to Award on January 13, 2023 and are awaiting return of those documents to proceed with issuing contract (NOITA Attached)
 - d. Recommend Board makes motion to approve issuing the contract to the low bidder, PSI Pumping Solutions, pending Engineer's satisfactory review of contractor's Award Documents.
 - e. Reminder of Project Schedule:
 - i. May-July 2023 – Estimated construction start, after submittals are reviewed and approved
 - ii. November 30, 2023 – Substantial completion
 - iii. December 11, 2023 – Final Completion
2. Amendment No. 1 to GHD Proposal for Professional Engineering Services related to the UV Replacement Project (Attached)
3. Amendment to Rules, Rates and Regulations and Rates Resolution to have consistent EDU flow definition across documents; flow being amended to 250 GPD/EDU in each document. Resolution for adoption approving this amendment is required. Solicitor Allshouse has prepared.
4. GHD 2023 Rates (Attached)

BID TABULATION
ULTRAVIOLET DISINFECTION REPLACEMENT
WEST PENNSBORO TOWNSHIP MUNICIPAL AUTHORITY
BID OPENING - January 12, 2023 12:00 NOON

Bidder	Total Base Bid
PSI Pumping Solutions	\$ 284,980.00
4-M Construction	\$ 343,512.00
Heisey Mechanical, Ltd	\$ 349,900.00
Eastern Environmental Contractors, Inc.	\$ 365,600.00
Johnston Construction Company	\$ 370,245.00
Derstine Company LLC	\$ 379,000.00
PACT TWO LLC	\$ 460,000.00
Conewago Enterprises, Inc.	\$ 468,208.00
Greenland Construction, Inc.	\$ 488,000.00

We hereby certify that the bid amounts shown herein are a true and correct tabulation of the unit prices of each of the bids received by West Pennsboro Township Municipal Authority until 12:00 noon, January 12, 2023, for the Ultraviolet Disinfection Replacement Project.

GHD



Nancy A. Adams

225 Grandview Avenue, Suite 403
Camp Hill, PA 17011
USA
www.ghd.com



NOTICE OF INTENT TO AWARD

Our ref: 12584449

13 January 2023

Kevin Kuhn, Estimator
PSI Pumping Solutions, Inc.
400 Main Street, Suite A
York Springs, PA 17372

**RE: West Pennsboro Township Municipal Authority
Ultraviolet Disinfection Replacement Project
NOTICE OF INTENT TO AWARD**

Dear Mr. Kuhn:

West Pennsboro Township Municipal Authority, hereinafter referred to as the Owner and represented by the undersigned, has considered the Total Bid submitted by you on January 12, 2023 and it appears that you are the low responsible Bidder for the Work. The Owner intends to award the Contract to you. The Contract Price is based on your Total Bid of Two Hundred Eighty-Four Thousand, Nine Hundred Eighty dollars and Zero cents (\$284,980.00).

You are required by the Instructions to Bidders to furnish the required Performance and Payment Bonds, on the forms provided, and Insurance Certificate(s) within (15) days after receipt of this Notice of Intent to Award. Insurance Certificate(s) shall name parties as indicated in the Supplemental Conditions as additional insured.

If you fail to furnish the Performance and Payment Bonds and Insurance Certificate(s) within (15) days after receipt of this Notice of Intent to Award, the Owner will be entitled to consider your rights arising out of the acceptance of your Bid by the Owner as abandoned, including forfeiture of the Bid Bond, and to award the Work or otherwise dispose thereof as the Owner may determine.

Please return three (3) accepted copies of this Notice of Intent to Award, three (3) original executed copies of the Performance and Payment Bonds, on the forms provided, and three (3) original copies of the Insurance Certificate(s) to the attention of the undersigned. The Award of this Contract will be made pending receipt of the above documents.

ACCEPTANCE OF NOTICE

Receipt of this NOTICE OF INTENT TO AWARD is hereby acknowledged

this 24th day of January, 2023.

By: _____

For: WPTMA

Title: _____

By: Nancy Adams

Kevin Kuhn
PSI Pumping Solutions, Inc.

Nancy A. Adams
GHD

NAA/dms

Encl.

**WEST PENNSBORO TOWNSHIP
MUNICIPAL AUTHORITY MEETING**

January 24, 2023

Please print and sign your name so that we may properly record your presence at the Authority Meeting this day January 24, 2023 at the West Pennsboro Township Municipal Building.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____



2023 Fee Schedule

Harrisburg, PA

Fees for engineering services rendered on a cost-plus basis are based on payroll costs plus an allowance for overhead and profit. Payroll costs are equal to direct salary charges plus payroll taxes and employee benefits. Expenses for subcontractors and other out-of-pocket expenses incurred in the performance of engineering assignments are billed at cost plus ten percent. Mileage is billed at the Federal IRS mileage reimbursement rate in effect at the time of the charge (currently \$0.655 per mile for 2023).

GHD Description	2023 Rates
PROFESSIONAL	
Senior Technical Director 1	\$ 200
Senior Technical Director 2	\$ 195
Senior Technical Director 3	\$ 190
Technical Director 1	\$ 180
Technical Director 2	\$ 160
Senior Professional 1	\$ 144
Senior Professional 2	\$ 134
Professional 1	\$ 119
Professional 2	\$ 108
Professional 3	\$ 100
Intern	\$ 81
TECHNICAL	
Lead Design Technician 1	\$ 185
Lead Design Technician 2	\$ 170
Lead Design Technician 3	\$ 160
Senior Design Technician 1	\$ 149
Senior Design Technician 2	\$ 135
Design Technician 1	\$ 128
Design Technician 2	\$ 119
Drafting/Design 1	\$ 115
Drafting/Design 2	\$ 112
Drafting/Design 3	\$ 108
Drafting/Design 4	\$ 100
Intern Drafting/Design	\$ 90
SITE BASED	
Senior Construction Manager	\$ 165
Construction Manager	\$ 151
Lead Site Engineer/Supervisor	\$ 137
Senior Site Engineer	\$ 125
Site Engineer	\$ 118
Lead Inspector	\$ 109
Senior Inspector	\$ 105
Inspector / Specialist 1	\$ 95
Inspector / Specialist 2	\$ 90
PROJECT SUPPORT	
Project Support Manager 1	\$ 180
Project Support Manager 2	\$ 165
Senior Project Support 1	\$ 138
Senior Project Support 2	\$ 123
Project Support 1	\$ 114
Project Support 2	\$ 102
Project Support 3	\$ 96
Project Support 4	\$ 89
Project Support 5	\$ 83
Project Support 6	\$ 78

Supervisor of Operation Report
January 24th 2023

1. Supervisors approved Operator Andy Thomas to work every other weekend at the plant.
2. Working with Nancy UV project Bids
3. 3455 account is up to date now
4. TCH properties 2092 Newville Road want us to put his bill on hold until someone moves in I told him I would ask the board
5. Still working with The Lexington Group 1525 Newville Road Project



Wayne E. Myers

Supervisor of Operations

A RESOLUTION AMENDING AND UPDATING PORTIONS OF RESOLUTION NO. 2003-07 ENTITLED "FIXING AND CHARGING SEWER RATES AND OTHER CHARGES FOR USE OF THE SEWAGE COLLECTION, TRANSPORTATION AND TREATMENT SYSTEM TO BE ACQUIRED, CONSTRUCTED, OWNED AND OPERATED BY THE AUTHORITY AND FOR COLLECTING, TRANSPORTING, TREATING AND DISPOSING OF WATES DISCHARGED THERETO, UPON OWNERS OF IMPROVED PROPERTY CONNECTED TO SUCH SEWAGE COLLECTION SYSTEM; PROVIDING FOR COLLECTIONS AND FOR FILING OF LIENS; REGULATING THE DISCHARGE OF SANITARY SEWAGE AND INDUSTRIAL WASTES INTO SUCH SEWAGE COLLECTION SYSTEM; ADOPTING CERTAIN RULES AND REGULATIONS WITH RESPECT TO CONNECTIONS MADE TO SAID SEWER SYSTEM AND USE OF SAID SEWER SYSTEM; THE PROVIDING FOR ADOPTION OF ADDITIONAL RULES AND REGULATIONS"

RESOLUTION NO. 2023-01

WHEREAS, in accordance with West Pennsboro Township Municipal Authority Rates, Rules and Regulations previously adopted, and the amendments and Resolutions thereto, the West Pennsboro Township Municipal Authority hereby amends the following portions of Resolution No. 2003-07 as it relates to sewer rates and other charges:

SECTION 2. SEWER RATES AND OTHER CHARGES shall be amended as follows:

A. Domestic Establishments

Each Domestic Establishment - \$840 per annum payable at the rate of \$70 per month billing period.

...

B. Non-Domestic Establishments

1. Each Owner of an Improved Property on which there is a Non-Domestic Establishment which shall be connected to the Sewer System shall pay sewer rates and other charges, except as hereinafter noted, of \$840 per annum per Equivalent Dwelling Unit, payable at a rate of \$70 per monthly billing period, determined on the basis of applicable Equivalent Dwelling Units, as set forth in the following schedule:

...

2. Notwithstanding the EDU values set forth in subsection 1 above, the Authority reserves the right, in its sole discretion, to use historical water consumption or wastewater flow data for Non-Domestic Establishments in lieu of

the EDU values set forth in the preceding chart wherever the volume of water or wastewater flow shall be metered by the Authority or otherwise, as follows:

<u>Flow Measurement</u>	<u>User Classification</u>
(1) Up to 250 gallons per day	1 EDU
(2) Each additional 250 gallons per day or fraction thereof	1 EDU

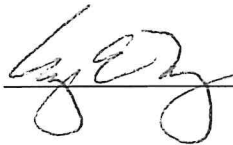
All other portions, provisions and amendments not to the contrary to West Pennsboro Township Municipal Authority Resolution 2003-07 shall remain in full force and effect.

NOW THEREFORE, be it RESOLVED that the above portions of Resolution No. 2003-07 as it relates to sewer rates and other charges of the West Pennsboro Township Municipal Authority are amended as set forth herein.

RESOLVED AND ADOPTED this 24th day of January, 2023.

ATTEST:

WEST PENNSBORO TOWNSHIP
MUNICIPAL AUTHORITY


_____

William L. Piper, Chairman

CERTIFICATE

I, the undersigned, Secretary of the West Pennsboro Township Municipal Authority (the "Authority"), certify that the foregoing is a true and correct copy of a Resolution which duly was adopted by affirmative vote of a majority of the members of the Board of Authority at a meeting duly held on January 24, 2023, at which meeting a quorum was present, after due notice to the members of the Authority and to the public and which was at all times open to the public; that said Resolution duly has been recorded in the minute book of the Authority; and that said Resolution is in full force and effect, without amendment, alteration or repeal, as of the date of this Certificate.

I further certify that this Authority met the public notice requirements of Act No. 84 of the General Assembly of the Commonwealth of Pennsylvania, approved July 3, 1986, by advertising the place, date and time of said meeting in a newspaper of general circulation, and by posting a notice of the place, date and time of said meeting at the meeting place of the Board of this Authority, and by giving notice to parties upon request as required under Section 9 of said Act.

IN WITNESS WHEREOF, I set my hand and affix the official seal of the Township, this 24th day of January, 2023.



Jane J Burke
Secretary

A RESOLUTION AMENDING PORTION OF THE SEWER SYSTEMS RATES, RULES & REGULATIONS OF THE WEST PENNSBORO TOWNSHIP MUNICIPAL AUTHORITY ADOPTED MARCH 17, 2004

RESOLUTION NO. 2023-02

WHEREAS, in accordance with West Pennsboro Township Municipal Authority Rates, Rules and Regulations previously adopted, and the amendments thereto, the West Pennsboro Township Municipal Authority hereby amends the following portions of the Rates, Rules & Regulations:

1. Sewer System Rates, Rules and Regulations, Article I, Section 1.1 Definitions, #14 Equivalent Dwelling Unit. This definition should be revised as follows:

14. Equivalent Dwelling Unit (EDU). A unit of measure representing the engineering design flow of domestic and/or industrial wastewater for a nonresidential establishment, equivalent to 250 gallons per day (GPD). Each connection is at least one (1) EDU. A property or building may utilize more than one EDU. The number of EDUs is determined by dividing the average daily water consumption by 250 gallons per day.

2. Rate Resolution dated 2/14/2003, table in Section 2.B.2. Table should be revised as follows:

Flow Measurement	User Classification
(1) Up to 250 gallons per day	1 EDU
(2) Each additional 250 gallons per day or fraction thereof	1 EDU

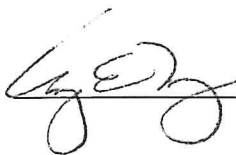
NOW THEREFORE, be it RESOLVED that the above sections of the Sewer Systems Rates, Rules & Regulations of the West Pennsboro Township Municipal Authority are amended as set forth herein.

All other provisions and amendments not to the contrary of the West Pennsboro Township Municipal Authority Rates, Rules and Regulations shall remain in full force and effect.

RESOLVED AND ADOPTED this 24th day of January, 2023.

ATTEST:

WEST PENNSBORO TOWNSHIP
MUNICIPAL AUTHORITY




William L. Piper, Chairman

CERTIFICATE

I, the undersigned, Secretary of the West Pennsboro Township Municipal Authority (the "Authority"), certify that the foregoing is a true and correct copy of a Resolution which duly was adopted by affirmative vote of a majority of the members of the Board of Authority at a meeting duly held on January 24th, 2023, at which meeting a quorum was present, after due notice to the members of the Authority and to the public and which was at all times open to the public; that said Resolution duly has been recorded in the minute book of the Authority; and that said Resolution is in full force and effect, without amendment, alteration or repeal, as of the date of this Certificate.

I further certify that this Authority met the public notice requirements of Act No. 84 of the General Assembly of the Commonwealth of Pennsylvania, approved July 3, 1986, by advertising the place, date and time of said meeting in a newspaper of general circulation, and by posting a notice of the place, date and time of said meeting at the meeting place of the Board of this Authority, and by giving notice to parties upon request as required under Section 9 of said Act.

IN WITNESS WHEREOF, I set my hand and affix the official seal of the Township, this 24th day of January 24th, 2023.



Jane J. Burke
Secretary