

NORTH HUNTINGDON TOWNSHIP MUNICIPAL AUTHORITY  
 WORK SESSION, MARCH 11, 2015, 5:30 P.M.  
 YOUGHIOGHENY WATER POLLUTION CONTROL PLANT  
 4222 TURNER VALLEY ROAD, NORTH HUNTINGDON, PA 15642

**Roll Call:**

Jeffrey Fisher	- Present	Michael Branthoover, General Manager	- Present
Todd M. Fry	- Absent	Charles J. Gilbert, System Supt.	- Present
Timothy J. Hondal	- Present	Christy J. Raspotnik, Finance Director	- Present
Joseph M. Korenic, Jr.	- Present	Christopher Sanner, Asst. System Supt.	- Present
William H. Miller	- Absent	Daniel J. Hewitt, Solicitor	- Present
		David A. Coldren, KLH Engineers	- Present

**Citizen's Input**

There were no citizens present.

**Guest Speakers**

Karen Beck from Optimus Risk presented a proposal for the Authority to put together a formal safety committee. Once the committee is formed, Karen Beck takes it from there. A safety manual will be created. She will manage claims from start to finish. An employee manual could also be put in place. The Board asked many questions and there was further discussion. The Board asked for additional information.

Tom Ofchinick of Bentley Contracting and his attorney, Adam Long discussed with the Board their plans to finish Contract 2014-1. The Board is going to talk further about it in Executive Session.

**Manager's Report**

Janelle Krusper's deadline is April 20 and they have a meeting with the magistrate on April 21. She has not contacted us.

There is nothing new to report regarding the septic system violation on Bridge Street. We haven't heard anything.

Mr. Voila on St. Nikolai Drive may attend the public meeting. He has made no payment arrangements.

The CDBG Laterals Phase VI will be advertised tomorrow. The bids will be opened on April 2 along with Penn's Woods Phase II. May 1 is the anticipated start date.

The costs have all been compiled all the costs associated with the Falcon Ridge Pump Station power surge. The total is \$9,317. The information has been sent to Travelers Insurance for reimbursement minus \$1,000 deductible.

The laborer advertisement went into the Trib on March 4, March 8 and will be in the Norwin Star this Wednesday, March 11, 2015. The cutoff date for receiving and accepting applications is March 20. As of today we've received 22 applications.

The assistant system superintendent will be placed on the PWEA website in April and also their email distribution list. Interviews will be held in May. Board interviews will be set up prior to the June 10<sup>th</sup> meeting with a start date of July 1.

Approval of the Hampton Inn with Irwin Associates, LP Commercial Agreement will be requested at the regular meeting. Their tap fee of \$165,000 was received today. Their application is being reviewed.

Adoption of Resolution #2 of 2015 will be requested for the destruction and shredding of old documents. This was last done in 2011.

A letter was received from the vice president of Circleville Fire Hall, Mr. Fry requesting the donation of our used furniture to the fire department. The Board asked for a letter from the president instead of the vice president.

The Authority has been researching payroll options with the elimination of Mainstreet. Quickbooks was reviewed along with ADP. ADP is about \$300 more a year but is worth the peace of mind. ADP takes the liability off the Authority and they do all the taxes. ADP also tracks all of our attendance and eliminates our current program.

The five-year agreement with had with Exelos is expiring. The new agreement will be for three years. They'll provide 24/7 software, hardware, peripherals, network and anti-virus for the office, plant and tv truck. The current price is \$2,300/month and the new proposal is \$2,624/month which is a 10% increase.

Penn's Woods Phase II was advertised. The bid opening will be April 2. The anticipated start date is May 1. Mr. Coldren checked today on the NPDES Permit and it is on its second review. There will be a pre-construction meeting with both contractors because they will overlap on Anderson and Niagara.

The Township signed the project agreement for the road restoration.

The Penn's Woods Phase II meeting for the residents will be held March 25 at 7:00 PM at the Townhouse.

**Solicitor's Report**

Everything was reviewed in Executive Session.

**Engineer's Report**

Authorization will be requested to advertise for an electrician labor services. It would be helpful to have an electrician to go to in an emergency.

**Financial Director's Report**

Authorization will be requested to purchase the QuickBooks Accounting software. The cost for a two-year license is \$570. It's a one-time fee, but they recommend updates every three years.

They have been working on the Fiscal Year 2016 Budget and the Five-Year Plan. Next month there will be a budget meeting after the regular meeting and the draft budget will be presented.

**System Superintendent's Report**

There was a force main break at Hartford Heights. There was no damage. Chuck would like Dave to do some research on the life expectancy of the pipes. They have been in the ground for about 30 years. The pipes are in good condition but they break from the vibration against the rocks. He suggested maybe replacing some force mains before they move into Sunset Valley.

**Assistant System Superintendent's Report**

Employee and safety manuals need to be developed. The Board discussed options and continued safety training.

**Adjournment**

The Work Session adjourned at 6:44 PM.

  
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William H. Miller, Secretary