

**Mount Holly Springs Borough Authority  
200 Harman Street  
Mt. Holly Springs, PA 17065**

**Regular Meeting Minutes  
October 12, 2017**

**CALL TO ORDER**

Chairman Wil Shirey called the October 12, 2017 Borough Authority meeting to order at 6:30 p.m. The Authority members stood and recited the Pledge of Allegiance to the flag.

**MEMBERS PRESENT**

Wil Shirey, Mike Gwozdecki, Judy Russell, Kathy Landis, GHD Representative Nancy Adams, Solicitor Mark Allshouse, and Jim Williams

**MEMBERS ABSENT** Ed Kendall

**RECOGNITION OF VISITORS** No visitors

**BILL ADJUSTMENT REQUESTS**

A bill adjustment request was submitted by Penny & Donald Nace, owners of 111 ½ E. Pine Street. They had a water leak in their main line and was repaired on 9/23/17. The Authority reviewed the account screen.

Mike Gwozdecki made a motion to adjust the bill for 111 ½ E. Pine Street to 10,000 gallons of usage. The motion was seconded by Judy Russell. Motion passed.

Darlene Bowers, POA for Tommy Lebo owner of 15 Orange Street submitted a letter asking for a discount on her son's bill because of a leaking toilet. The property had a bill adjustment last quarter. Mr. Gwozdecki stated it was the policy of the Authority to give an adjustment every 24 months and since there was an adjustment last quarter, Mr. Lebo was not entitled to one.

Mike Gwozdecki made a motion to deny the request for 15 Orange Street. The motion was seconded by Kathy Landis. Motion passed.

A bill adjustment request was submitted by Colby McCarren owner of 6 Trine Avenue because of a leaking toilet. It was repaired on 10-9-17. The Authority reviewed the account screen.

Mike Gwozdecki made a motion to adjust the 3<sup>rd</sup> quarter bill for 6 Trine Avenue to 17,000 gallons of usage. The motion was seconded by Kathy Landis. Motion passed.

## **REVIEW OF REGULAR MEETING MINUTES-SEPTEMBER 14, 2017**

Judy Russell made a motion to approve the meeting minutes of September 14, 2017. The motion was seconded by Mike Gwozdecki. Motion passed.

## **BILLS FOR APPROVAL-SEPTEMBER 2017**

Judy Russell made a motion to approve payment of the water and sewer bill for September 2017. The motion was seconded by Mike Gwozdecki. Motion passed.

**ENGINEER'S REPORT** No report

**SOLICITOR'S REPORT** No report

## **OLD BUSINESS**

### **2018 Water & Sewer Budget**

Judy Russell made a motion to adopt the 2018 Water and Sewer Budgets. The motion was seconded by Kathy Landis. Motion passed.

## **NEW BUSINESS**

### **Water Connection**

Judy Russell made a motion to approve the water connection application submitted by Musser Home Builders for 18 Barnitz Wood Drive. The motion was seconded by Mike Gwozdecki. Motion passed.

### **Sewer Connection**

Judy Russell made a motion to approve the sewer connection application submitted by Josh Keiffer for 450 S. Baltimore Avenue, Mt. Holly Springs. The motion was seconded by Mike Gwozdecki. Motion passed.

### **Treasurer's Report**

Mike Gwozdecki made a motion to approve the Treasurer's Report for September 2017. The motion was seconded by Kathy Landis. Motion passed.

### **Resolution 2017-01**

Wil Shirey stated Resolution 2017-01 was presented to the Authority based on a discussion last meeting having to do with the rates and the type of connection that needs to be paid for when applying for a sewer hookup. Nancy Adams indicated this is what was talked about last meeting. What was handed out at last meeting is what is in Exhibit A.

Nancy Adams stated the first change was had to do with the definition of an EDU and setting the gallons at 212 GPD which was previously 275 GPD. That is to be consistent with what the tapping fees applies to. The flows that are used in the tapping fee calculation are set by

regulations. Ms. Adams also indicated previously, the rates were written so that the collection part did not apply, which it should.

Mike Gwozdecki made a motion to adopt Resolution 2017-01. The motion was seconded by Judy Russell. Motion passed.

Mike Gwozdecki reported a meeting was held with Jim Williams, Jim Collins, Tom Day, and himself about the roles and responsibilities of Mr. Williams's position as Plant Operator and Supervisor and Tom as the Borough Manager. Tom is the boss of Jim Williams and all the employees at the Wastewater Treatment Plant. If there is a break or a service issue Jim and Tom would come together and make a decision. It would be Jim's responsibility to start on the problem and if he has any concerns he would consult with Tom. They would work together to solve problems.

Mike Gwozdecki stated just about all the fire hydrants have been painted yellow and Jim would be purchasing the paint for the color coding. Half of the flow testing has been completed.

Mike Gwozdecki reported Jim Williams would be parking the truck at the sewer plant and driving his own personal vehicle to and from the sewer plant and using it for company business. If there is inclement weather forecasted, Jim would take the truck home so he can plow himself out and get to where he needs to go.

Judy Russell stated since Wil is leaving the Authority, would Council approve a replacement at December's Council meeting. Jim Collins stated no. Mr. Collins indicated there would be a meeting the first Monday in January at the re-organization meeting or at the Council meeting.

Mr. Gwozdecki asked how he would go about submitting a name for consideration to be on the Authority. Mrs. Russell replied the name should be submitted to Jim Collins.

## **ADJOURN**

Judy Russell made a motion to adjourn the October 12, 2017 Borough Authority meeting. The motion was seconded by Kathy Landis. Motion passed.

Respectfully submitted,

Pat Fisher  
Utility Billing Clerk