

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

**Regular Meeting Minutes
January 11, 2018**

Mayor Scott Boise administered the Oath of Office to new member Rachel Bear. The Authority welcomed Ms. Bear.

CALL TO ORDER

Mike Gwozdecki called the January 11, 2018 Borough Authority meeting to order at 6:40 p.m. Members stood and recited the Pledge of Allegiance to the flag.

MEMBERS PRESENT

Mike Gwozdecki, Judy Russell, Ed Kendall, Rachel Bear, GHD Representative Nancy Adams, Solicitor Mark Allshouse, and Jim Williams

MEMBERS ABSENT Kathy Landis

NOMINATION OF OFFICERS FOR 2018

Judy Russell nominated Mike Gwozdecki as Authority Chairman. The nomination was seconded by Ed Kendall. Nomination passed.

Judy Russell nominated Ed Kendall as Authority Vice Chairman. The nomination was seconded by Rachel Bear. Nomination passed.

Rachel Bear nominated Judy Russell as Authority Secretary. The nomination was seconded by Ed Kendall. Nomination passed.

RECOGNITION OF VISITORS No visitors

REVIEW OF REGULAR MEETING MINUTES-DECEMBER 14, 2017

Judy Russell made a motion to approve the meeting minutes of December 14, 2017 as submitted. The motion was seconded by Ed Kendall. Motion passed.

BILLS FOR APPROVAL-DECEMBER 2017

Judy Russell made a motion to approve payment of the December 2017 water and sewer bills. The motion was seconded by Rachel Bear. Motion passed.

ENGINEER'S REPORT

Nancy Adams reported on the tank painting project. The bid documents are ready and they intend to advertise live on PennBid next Wednesday and would be advertised in the newspaper twice with instructions in the ad on how to get to PennBid. They would submit everything electronically.

Nancy Adams stated since there is a timeframe for which the project should be done so the tank does not have to be dewatered, there are two options for a date to accept bids. One would be to have bids due on the date of the next Authority meeting, which would be February 8th and that would allow a three week window for bidders and is a short amount of time. It could also allow the date to be extended by another week. In doing that, the Authority would have to conditionally accept the low bid pending the engineer's review of the bid. If the Authority extends the due date they would have more opportunity for additional bidders.

Ms. Adams indicated once bids are received, GHD would tabulate them and they can be present or they could send the bid tabulation to Pat should any of the bidders come in to review the tabulation to see who the low bidder was.

Ms. Adams indicated the Authority would incur costs for the inspection services which would be provided by Doug DeClerck who did the tank inspections. Mr. DeClerck would do six site visits for the duration of the project at a cost of \$975.00 per visit. It would be \$5850.00 for his services. Mr. Gwozdecki asked if the \$5000 was part of the \$50,000. Ms. Adams was not sure.

Mike Gwozdecki stated the Authority is supposed to take the low bid but with the bid request, do they have to have so many tank painting experiences. Ms. Adams replied they provide a qualification package along with their bid. There would also be a start and end date in the package.

Mark Allshouse indicated to the Authority they have the right to reject all bids should the bids come in too high. The Authority has an estimate from someone as to what he thinks it would cost but he can't say what the bids would come in at.

Mike Gwozdecki asked if they should go to the third week in February. Nancy Adams replied yes. Judy Russell stated there was a time frame in the fall where it could be done. Ms. Adams stated yes.

Mr. Allshouse stated there is nothing illegal if they can't get it done in March or April to modify the agreement for the same price to have it done at a different time. It would not have to be re-bid.

Nancy Adams indicated it would be on PennBid starting next Wednesday and advertise in the newspaper on the 18th & 24th. There will be a pre-bid meeting which Jim would be present for and Doug DeClerck. Bids would be due on February 8th in the afternoon and at the evening Authority meeting GHD would present it. Tanks should be painted between March 15-April 31.

SOLICITOR REPORT

Mark Allshouse reported he reviewed bid documents with Nancy.

Mark Allshouse reported the water agreement with South Middleton Township. There was a minor revision to the agreement by Mr. Brenneman to clarify and attach South Middleton's

current water rates to the agreement. It was acceptable to Mr. Allshouse but he sent it to Wil. Mr. Allshouse would take it to Council then it would be ready for signatures.

OLD BUSINESS

Mike Gwozdecki asked Tom if a tool inventory was done for the WWTP. Mike will ask Jim.

Judy Russell reported Jimmy Nickel's property is up for Sheriff Sale in March.

NEW BUSINESS

Treasure's Report-Ed Kendall made a motion to approve the Treasure's Report for December 2017. The motion was seconded by Rachel Bear. Motion passed.

Borough Report-Tom Day reported the water main break on Sandbank Road. They did a great job and it is a temporary patch until it warms up then the permanent patch would be done. The repair was done in house.

ADJOURN

Judy Russell made a motion to adjourn the January 11, 2018 Borough Authority meeting. The motion was seconded by Ed Kendall. Motion passed.

Respectfully submitted,

Pat Fisher
Utility Billing Clerk