

**MINUTES OF THE GETTYSBURG MUNICIPAL AUTHORITY
BOARD OF DIRECTORS MEETING**

APRIL 18, 2011

The duly advertised Meeting of the Board of Directors of the Gettysburg Municipal Authority ("GMA") was called to order at 6:00 p.m. at the GMA office, 601 E. Middle Street, Gettysburg, PA 17325, by Chairman Melvin D. Crouse. Present were Mr. Melvin Crouse, GMA Chairman; Dr. Tim Good, Vice Chairman; Mr. Bill Monahan, Treasurer; Mr. Ted Streeter, Secretary; Ms. Dorothy Puhl, Assistant Secretary/Treasurer; Mr. John R. White, Authority Solicitor; Mr. Mark Guise, Utilities Manager; Mr. Brian Funkhouser, P.E., of Buchart Horn, Inc., Authority Engineer; Ms. Ramona Overton, Financial Director; and Ms. Jesse Mains, Recording Secretary.

Citizens in attendance were Mr. Pat Naugle. Mr. Craig Whitmer and Mr. Kevin Stouffer were also in attendance representing Smith, Elliott and Kerns, GMA's auditor.

Water Agenda:

Public Comment:

Mr. Crouse called for Public Comment and none was given.

2010 Audit Report:

Mr. Stouffer reviewed and discussed the 2010 Financial Report with the Board. **Dr. Good moved, seconded by Ms. Puhl to accept and approve the Audit Report. The motion carried unanimously.**

Minutes:

Mr. Monahan moved, seconded by Mr. Streeter, to approve the Minutes of the Board's March 21, 2011 meeting. The motion passed unanimously.

Approval of Invoices:

Ms. Puhl moved, seconded by Mr. Monahan, that all invoices for the month be paid. The motion passed unanimously.

Cash Reserve Policy:

Following up from previous discussions, **Mr. Monahan moved, seconded by Ms. Puhl, to establish a new policy stating that "GMA, at all times, shall maintain a cash reserve balance equal to the sum of one (1) year's total debt service payments plus an amount equal to one-fourth (1/4) of the prior year's total expenses for operations and maintenance. Such required cash reserve balance requirement shall be applicable to and shall be maintained in both GMA's public sewer system accounts and also in GMA's public water system accounts." Dr. Good called for discussion, inquiring as to where the one-fourth (1/4) figure came from. Mr. Guise stated that number was provided by the finance department. The motion carried unanimously.**

West Middle Street:

Mr. Funkhouser stated that Pioneer Construction is progressing with the project, however, meeting the June, 2011 deadline is questionable. Mr. Guise stated that Pioneer Construction has increased their workforce and may possibly work five 10-hour workdays, instead of the four day week that they currently work. Mr. Funkhouser submitted Pioneer's Application for Payment No. 2, in the amount of \$91,231.76 and Application for Payment No. 3 in the amount of \$ 53,257.06. **Dr. Good moved, seconded by Mr. Monahan, to approve such Applications. The motion carried unanimously.** Mr. Funkhouser noted that the project's contract requires a current schedule of completion, which would enable GMA to hold payments if the schedule is not met.

S&A Hauser/Davis Well Update:

Mr. White provided the GMA – S&A/FLI First (1st) Amendment to Developer's Agreement to the

Board. Mr. Monahan moved, seconded by Mr. Streeter, to approve the agreement contingent upon S&A Homes and FLI signing the agreement first and GMA having S&A/FLI's financial security in hand. The motion carried unanimously.

With the agreement in place, Mr. Guise stated that he would like to proceed with the Land Development Plan and well design. Bucharth Horn has provided an estimate of \$40,000.00 for the electrical design and Sharrah Design Group has quoted approximately \$5,000.00 for permits, etc. GMA has \$600,000.00 reserved in the budget for this well development. Dr. Good moved, seconded by Mr. Monahan to approve the estimates from Bucharth Horn and Sharrah Design Group. The motion carried unanimously.

Gettysburg Crossing, LP Development:

Mr. Guise received correspondence from ATAPCO/Gettysburg Crossing, LLC stating that they are satisfied with the proposed final draft of the GMA-GCLP Public Water System Improvement Agreement.

Sewer Agenda:

Plant Upgrade/537 Study:

Mr. Funkhouser submitted Application for Payment No. 4 to Conewago Enterprises, Inc. in the amount of \$282,397.50, and Application for Payment No. 1 to Garden Spot Electric in the amount of \$127,170.00 in connection with the GMA Rock Creek WWTP Upgrade/Expansion Project. Dr. Good moved, seconded by Ms. Puhl, to approve both AFP No. 4 to Conewago Enterprises and AFP No. 1 to Garden Spot Electric. The motion carried unanimously. Mr. Funkhouser also reviewed Change Order No. 2 for Conewago Enterprises with an increase in the contract price of \$28,177.00 and additionally reviewed Change Order No. 2 for Garden Spot Electric with an increase in the contract amount of \$33,885.00. Dr. Good moved, seconded by Ms. Puhl to approve both Change Orders; No. 2 for Conewago Enterprises and No. 2 for Garden Spot Electric. The motion passed unanimously.

GMA/Borough of Gettysburg Service Agreement:

Mr. Guise stated that Ms. Florence Ford, the Gettysburg Borough Manager, has provided her comments regarding the draft Service Agreement between GMA and the Borough of Gettysburg, regarding financial arrangements, sharing of services and other related matters. The Agreement will now be reviewed by the Solicitors for both organizations.

Rt. 30 Extension/Lien Status:

Mr. White had no update to report.

Correspondence:

- AutoZone LDP Comments
- ACTA Bus Transfer Center Capacity
- Timber Sale Update
- CHAR Newsletter
- Land Conservancy Membership Renewal: Mr. Monahan moved, seconded by Mr. Streeter to renew GMA's current \$500.00 membership rate. The motion passed unanimously.

Executive Session:

The Board entered into Executive Session at 7:25 p.m. for real estate acquisition discussion and legal matters.

The regular meeting reconvened from Executive Session at 7:40 p.m., at which time Mr. Streeter moved, seconded by Mr. Monahan, to acquire an access easement for the Andrew Well across the property, located at and known as 180 Sachs Road, Gettysburg, Cumberland Township, Adams County, Pennsylvania, presently owned by The Luther Family Trust, but to be sold and conveyed unto John Maciolek, III and Lea Miller on May 6, 2011, and to authorize the GMA Board's Chairman and Secretary to sign an Agreement with Mr. Maciolek and Ms. Miller for such access easement acquisition. Mr. Guise and Mr. White explained that the purchase price for such access easement is \$17,000.00, and that, in addition to such purchase price, GMA would provide two (2) taps/connections and two (2) service lines to

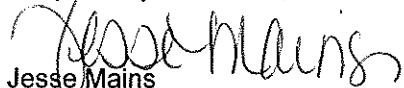
the curb stop at the Sachs Road right-of-way, and, eventually, two (2) edu's of GMA public water service capacity, and also construct a gravel access driveway within the access easement. They also reviewed the other points mentioned in Attorney Kim Patrono's April 15, 2011 letter on behalf of Mr. Maciolek and Ms. Miller. **The motion carried unanimously.**

Adjournment:

With no other business to come before the Board, **Mr. Monahan moved, seconded by Mr. Streeter, to adjourn the meeting at 7:42 p.m. The motion carried unanimously.**

The next regular GMA Board of Directors meeting will be held on Monday, May 16, 2011, commencing at 6:00 p.m. at the GMA Office.

Respectfully Submitted,



Jesse Mains
Recording Secretary