

The regular meeting of the Oak Grove Multi-Municipal Compost Processing Board was held on Monday, August 11, 2014 at 9:00 a.m. at the Schoonover Municipal Building with Mike Dwyer presiding.

Members present: Mike Dwyer, Steve Carey, Annette Atkinson and Rob Rohner. (Dick Vollmer and Alternate Lee Bower were absent). Also present; Alternates Cory Lyon and Stanley Whittaker, Consultant Pat Calpin and Recording Secretary Michele L. Clewell.

### **Approval of Minutes**

Rob Rohner stated that a correction to the July 14, 2014 minutes should be noted as the meeting took place at 9:00 a.m. and not 7:00 p.m. Steve Carey made a motion to approve the minutes as corrected. Mike Dwyer seconded the motion. Annette Atkinson abstained from voting as she was not at the July 14, 2014 meeting. 3 approved and 1 abstained

### **Bid Review/Award**

Mike Dwyer stated upon review of all the bids, Keystone Fence Northeast, Inc. was the lowest bidder at \$57,944.00 Rob Rohner stated that in the future there should be board action with regard to authorizing the bidding process. Mike Dwyer stated that this was previously done parallel when discussing putting this and the concrete out to bid. Mr. Rohner stated that prior minutes did not indicate that there was any action taken. Mike Dwyer and Steve Carey both stated that they recall a consensus of the board was to take action.

Steve Carey made a motion to award the fencing contract to Keystone Fence Northeast, Inc. in the amount of \$57,944.00. Mike Dwyer seconded the motion. Motion passed 4-0.

Mike Dwyer stated that he spoke to Berit Case and the fence came in higher than what the grant was for the excess could be used with the next grant.

### **Request for Proposals "RFP" Review/Award**

- a. Auditor – Rob Rohner made a motion to approve Kirk Summa & Company. Steve Carey seconded the motion. Motion passed 4-0
- b. Engineer – Rob Rohner made a motion to award to Boucher & James Inc. Annette Atkinson seconded the motion. Motion passed 4-0.
- c. Solicitor – The general consensus of the board is to re-advertise as only (1) RFP was received. Rob Rohner made a motion to re-advertise for the Solicitor RFP. Annette Atkinson seconded the motion. Motion passed 4-0.

### **Correspondence**

None

### **Treasurer's Report**

Payables – Annette Atkinson made a motion to approve the payroll reimbursement to Middle Smithfield Township in the amount of \$5,112.95. Steve Carey seconded the motion. Motion passed 4-0.

Annette Atkinson reported that everyone has signed the new signature cards at ESSA Bank & Trust.

Compost Board Borrowing – There was discussion regarding the requirement to obtain approval from DCED as the letter of credit would be over the \$125,000 limit. Rob Rohner stated that he contacted DCED and they verified his statement that DCED approval is required if the loan will be greater than \$125,000. Mike Dwyer stated that the application has not been submitted to the bank and that Annette Atkinson will formally apply to DCED. Rob Rohner also stated that a commitment letter from the bank will be required as part of the submittal to DCED.

### **Facility Improvements**

Mike Dwyer stated that an email was received from PennDOT and Middle Smithfield Township has ordered no parking signs for the Oak Grove site. Cory Lyon stated that there is a truck parking on the gravel although that is not part of the leased property.

The jersey barriers will be moved back toward the road.

Cory Lyon and Pat Calpin conducted a site walk and there will be (2) bins; one at the top and one at the bottom. The bottom of the site have been leveled out and ready to go.

Pat Calpin asked about the well. Cory Lyon stated that he is waiting for the fence to be installed before putting the well in.

Rob Rohner asked what the importance of proper site management is so that there is no chance of ground water contamination. Mike Dwyer asked Pat Calpin his opinion and Mr. Calpin asserted that is not a problem and is nothing to worry about.

Mike Dwyer made a motion to post the no parking signs at the Oak Grove site. Steve Carey seconded the motion. Motion passed 4-0.

Mike Dwyer also stated that specific wording for the facility signs should be determined. Pat Calpin stated that the PA DEP grants do require specific wording for the signs. Such as; the name of the participating municipalities, operating times and what is accepted at the site.

Steve Carey made a motion to purchase the facility signs. Rob Rohner seconded the motion. Motion passed 4-0. Pat Calpin stated that the guidelines are stated in the grant with regard to the amount of money that was approved to spend.

### **Old Business**

- a. Land Development – Mike Dwyer and Cory Lyon met with the MST Planning Commission and they recommended approval of the land development waiver under the MST Zoning Ordinance and is scheduled to go before the MST Board of Supervisors on August 12, 2014.

Steve Carey stated that their rule is the same as Lehman Township as noted in an email that Rob Rohner sent out to everyone last week explain that Middle Smithfield Township governs because 98% of the property remains in MST, therefore neither township needs to rule on the matter.

- b. Anti-Terror Insurance – Michele Clewell reported that Dick Lord of Sheeley Insurance is currently obtaining quotes and expects to have something finalized in the coming weeks.
- c. Insurance Policy for Oak Grove – Michele Clewell reported that the policy is to be sent by Sheeley Insurance. Mr. Lord is trying to refine the \$50,000 employee dishonesty portion of the insurance as it excludes the Treasurer and the organization. There was general discussion that the OGMMCPB does not have its own employees. Ms. Clewell stated that she will contact Dick Lord.
- d. Separate Bonds for Board Members – Michele Clewell reported that Dick Lord also recommends that the board members authorized to sign checks be bonded separately under OGMMCPB as no more than one Oblige is permitted on a bond.

Cory Lyon stated that a filter berm will be installed and that MST will do the work.

Rob Rohner asked if we have received the fully executed lease agreement back from PennDOT. Ms. Clewell stated that we have not. Stanley Whittaker asked if the board is going to wait until the agreement is in place before installing the fence. Mike Dwyer stated that he feels that the lease agreement is just a formality as they were already paid for the first years lease. Mr. Dwyer recommends moving forward with the fence.

### **Adjournment**

Mike Dwyer made a motion to adjourn the meeting at 9:34 a.m. Steve Carey seconded the motion. Motion passed 4-0.

Respectfully submitted,

Michele L. Clewell  
Recording Secretary  
August 11, 2014