

**DECEMBER 13, 2012**

The Jackson/East Taylor Sewer Authority held its regular monthly meeting on December 13, 2012 at 7:00 P.M. at the Authority Office. George E. Burkey opened the meeting with the flag salute. Members present were George E. Burkey, Robert Templeton, Mary Ann Hicks, Daniel Yahnert, and Donald Ochenrider Jr.

An Executive Session was held after the last regular meeting to discuss the transfer of funds.

An Executive Session was held before the regular meeting tonight on personnel matters.

G. Burkey added to the agenda employee compensation.

**PUBLIC COMMENT ON AGENDA ITEMS:** None

**CORRESPONDENCE:** None

Motion was made by Hicks, second by Ochenrider, to approve the minutes of the November 8, 2012 meeting as presented. Motion carried unanimously.

**FINANCIAL REPORT:** (As of November 30, 2012)

General Fund Balance:	\$68,531.95
Revenue Temporary Fund Balance:	178,228.16
Money Market Account Balance:	422,811.18
Pennvest Old Loan Balance:	8,175,462.72
Pennvest New Loan Balance:	2,537,844.75

Motion was made by Ochenrider, second by Templeton, to approve the Treasurer's Report as presented. Motion carried unanimously.

**SOLICITOR'S REPORT:**

Alex Svirsko Jr. stated that a workshop was held to discuss what can be done with the Trailer Parks regarding the inflow and infiltration. A manhole was looked at on Harmony Drive concerning infiltration and how it was repaired. Messina law firm asked for a copy of our Rules & Regulations, pressure test ordinances and inspection sheet for property on Keiper Lane, which Svirsko has already given to them. Leckey trailer park is being sold and would like to close by December 31, 2012 due to the tax consideration. Svirsko talked with two of their attorneys who want to know what needs to be done regarding the pressure test of the service lines. Svirsko does not want JETSA to be the hold up on the sale and stated that we could close without testing contingent to a large amount of money held in escrow. Svirsko wants to review the Rules and Regulations and clean-up some areas, and also needs to make some changes to the Employee Handbook regarding the anniversary date, Good Friday now a holiday and employee pay in 15 minute increments. Svirsko has one more lien to file.

**ACCOUNTANT'S REPORT:**

Dennis Kotzan went over the budget with the Board in regards to adding the non-compliance fee,

reducing the tap fee amount and stated that there is very little left for the Budget Reserves, and Capital Expenditures is only \$2,100.00 which makes the budget for 2013 very tight. Kotzan also recommended that in the future if any funds or physical property is transferred that it be approved in writing with two signatures on a preprinted form.

**ENGINEER'S REPORT:**

Dan Carbaugh, of Keller Engineers, is working on cost estimates for Leisure Village and has the new expansion drawings on Leisure Village. Carbaugh will have the estimates for next month meeting. Norac Labs can check the hydrogen sulfite levels and what type of combined spaces entries there are. Keller Engineers got the flow meters back and they are working properly. A new meter would cost about \$1,085.00 per unit which runs on a nine volt battery and information can be downloaded to the computer. The meter can be program to read at whatever intervoves you want.

**INSPECTOR'S REPORT:**

Tim Burkey stated that a new smoke blowing machine was purchased at L/B Waters which had the lowest price. Burkey has been researching flow meters and talked to Carbaugh who discussed the meters tonight. An inventory of all the back-up pumps has been completed along with prices on the pumps that would need back-ups. Burkey and Daughenbaugh met with Brian Decker from Exeter Supply regarding the manhole at the corner of Kenwood and Faight that is being eaten away by hydrogen sulfite. Decker ordered the product to repair the manhole, which has already arrived and will be repaired in warmer weather. The pump from Station #6 was taken to Ram Industrial for repair which will then be the backup pump for that station. The solicitor and two board members met at Station #7 to discuss the complaint in that area plus view the manhole in that location. Cernetich gave JETSA permission to stockpile shale on his property on Figg Street to complete the line extension. Templeton asked that something be put in writing which the Solicitor will prepare. Burkey asked about getting carpet prices for the meeting room, to help with the dust.

**OLD BUSINESS:**

Motion was made by Yahnert, second by Templeton, to approve the 2013 Budget as presented. Motion carried unanimously.

**NEW BUSINESS:**

Motion was made by Yahnert, second by Hicks, to approve payment of the current bills in the amount of \$15,530.93. Motion carried unanimously.

Motion was made by Hicks, second by Yahnert, to approve the time sheets for period ending 11/03/12, 11/24/12 & 12/08/12. Motion carried by four with G. Burkey abstaining.

Motion was made by Ochenrider, second by Templeton, to transfer \$15,000.00 from the General Fund to PLGIT and then from PLGIT back to the General Fund. Motion carried unanimously.

Motion was made by Templeton, second by Hicks, to send a letter to Jackson Township Supervisors recommending that G. Burkey be re-appointed to the sewer authority board for another five years. Motion carried by four with G. Burkey abstaining.

Motion was made by Burkey, second by Ochenrider, to set and advertise the re-organizational meeting for January 10, 2013 at 7:00 P.M. at our office. Motion carried unanimously.

Motion was made by Ochenrider, second by Hicks, to give the employees thirty-five cents an hour raise starting January 1, 2013. Motion carried unanimously. The employees thanked the Board Members.

G. Burkey opened the meeting for public comment on the following items. None was made

Motion was made by Yahnert, second by Templeton, that a new transfer policy be established that two signatures are required for any fund transfers or physical property transfers on a preprinted form. Motion carried unanimously.

Motion was made by Yahnert, second by Templeton, that two bill paid list be established each month showing the list of bills paid and a list of bills to be paid. Motion carried unanimously.

Motion was made by Templeton, second by Hicks, to rent two flow meters from Keller Engineers at a cost of \$50.00 each per month. Motion carried unanimously. Motion was then amended. Motion was made by Templeton, second by Hicks, to hire Keller Engineers to monitor the flow meters at a cost of \$50.00 each per month. Motion carried unanimously.

Motion was made by Templeton, second by Yahnert, to extend the First Energy Solutions OnDemand Energy for two years at 6.65 kilowatt. Motion carried unanimously.

**PUBLIC COMMENT:**

Bob Albright of Loy Lane is having his father-in-laws house torn down and wants to know if he can utilize that tap plus the tap across the street that was purchased for the two houses up Loy Lane. Svirsko explained that the taps are not transferable, but that he could run the line down the lane to us. Albright can use the one tap that is on the same side of the street by coming to us but cannot utilize the tap across the street for the other house on Loy Lane. Albright would like that in writing.

Motion to adjourn at 8:25 P.M. by Hicks. Second by Ochenrider. Motion carried unanimously.

Respectfully submitted,

Nancy M. Oleksa  
Administrative Assistant