

## **FEBRUARY 14, 2013**

The Jackson/East Taylor Sewer Authority held its regular monthly meeting on February 14, 2013 at 7:00 P.M. at Authority Office. George E. Burkey called the meeting to order with the flag salute. Members present were George E. Burkey, Robert Templeton, Mary Ann Hicks and Daniel Yahnert.

### **REGULAR MONTHLY MEETING:**

**PUBLIC COMMENT ON AGENDA ITEMS:** None was made.

**CORRESPONDENCE:** None.

Motion was made by Templeton, second by Hicks to approve the minutes of the January 10, 2013 meeting as presented. Motion carried unanimously.

### **FINANCIAL REPORT:** (As of January 31, 2013)

General Fund Balance:	\$77,449.38
Revenue Temporary Fund Balance:	173,239.34
Money Market Account Balance:	423,133.99
Pennvest Old Loan Balance:	8,087,522.01
Pennvest New Loan Balance:	2,514,753.07

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

### **SOLICITOR'S REPORT:**

Alex Svirsko stated that he will come out to the office to show VB how to check and make sure liens are satisfied. Burkey stated a lady wants to buy land with a lien and wonders if she pays \$1000 on it and then set up a payment plan on the balance. Svirsko advises against it because he said it happened before and it didn't work out. Svirsko said she can go to the bank and get a loan if need be.

**ACCOUNTANT'S REPORT:** Dennis Kotzan was absent.

### **ENGINEER'S REPORT:**

Dan Carbaugh of Keller Engineers stated that the flow meters at Leisure Village were taking a reading every minute during the heavy rain and warm weather we recently had. The flow was

14.5 gallons per minute in the lower manhole during rain and 12.4 gallons per minute in the upper manhole with the melting snow. Carbaugh states that is a 14.6 gallons per minute increase above average. It is definitely a lot of water. Burkey asked if the meters are good and Carbaugh stated that one malfunctioned on the last day and they are in process of getting a new one. Carbaugh suggested to move one upstream and keep one lower, but says to wait till the weather is better to get a better reading. TB mentioned that there are no steps in the manhole at leisure village. TB also stated that LB Water is going to let him know what kind of meters they use to compare them. Customer Diane Wentz who has property on Amos Street would like to have sewer and she came to the meeting to talk about it and Carbaugh took a look at it and told her the best option would be for her to move it up the road.

### **INSPECTOR'S REPORT:**

Tim Burkey stated the pump at Station 6 is in for repair. When everything was sucked out before new pump was put in they thought the float was sucked out too, it was nowhere around. When the new pump stopped working, they pulled it out and found the float had got sucked up to the pump and the wires wrapped all around the pump and it wouldn't run. It is going to cost about \$1670.00 to fix. Tim also stated they received new motor housings from Trombold for Grinder pumps. Tim stated about a customer on Warrior St. in Leisure Village called 4 times within a 4 week period stating that our line was clogged because his drains were not working. Customer stated he had a plumber out there and he told him his lines were clean. TB and BD went out checked the line with a camera and it was clean. TB and BD flushed our line with 4000 gallons of water the next day. Again the customer called and the line was flushed with 3000 gallons of water just to be sure. The customer called again on Feb. 11 saying the line was clogged and that Roto Rooter was there and said there had to be structural damage. Again our line was clear, so TB asked the customer if he wanted him to get the line open, and told him that he would get a bill. He agreed, so TB called GB and GB said get the line open we can't keep going out there. TB called Kamzik Septic and Craig brought out a small vac truck and we got the line open. Alex says to bill customer only if called more than two times. It was agreed to bill \$75/hour for the camera, \$35/hour for the truck, and to make sure and bill for BD and TB's time out there. TB prepared a bill to send to the customer and is going to be around \$500. Although the board thinks we will be lucky to get payment from him. Alex also brought up the question if the bill should be sent to McKool or the customer himself. Board agrees to send it to the customer, he is the one who owns the trailer.

Motion was made by Yahnert, second by Hicks to send bill to customer for the 4 calls. Two times going up and cleaning it out. Motion carried unanimously.

**OLD BUSINESS:**

Provisions about the Employee Handbook were discussed about changing the vacation policy to set it up as calendar year or anniversary year. Alex stated that Nancy told him she found a note laying around about changing the vacation policy. Templeton also wants to change that if you sign out at 4:10 it will go to 4:30, there is no need to be paid for 15 minutes. Alex says to check the minutes from August/September to see if this was to be for overtime or for anytime. Burkey brought up the issue to ban smoking and all tobacco in buildings. Not everyone agrees. Svirsko still needs time to look this over.

Motion made by Templeton, second by Yahnert to table the Employee Handbook until these provisions are checked on. Motion carried unanimously.

**NEW BUSINESS:**

Motion was made by Yahnert, second by Hicks to approve payment of the bills in the amount of \$23,633.93. Motion carried unanimously.

Motion was made by Hicks, second by Templeton to approve the time sheets for period ending 01/19/13 and 02/02/13 as presented. Motion carried by four with G. Burkey abstaining.

Motion was made by Templeton, second by Hicks to accept Hach Service Quote in the amount of \$643. Motion carried unanimously.

Burkey stated that they need to officially hire Veronica. Svirsko stated to make sure that it is noted on the condition the bond is approved.

Motion made by Hicks, second Templeton to hire Veronica Burket on the condition the bond insurance is approved. Motion carried unanimously.

Burkey mentioned about updating Quickbooks and to get payroll software for the computer here in the office. GB talked to Guy Ellenberger and he is checking on the prices and what would be needed to do this. GB says it is a good idea and is up to board to agree.

Motion made by Yahnert, second by Templeton to update Quickbooks, and get payroll program. Motion carried unanimously.

Burkey also said there are old checks from 1998 that need to be destroyed and Svirsko agrees. Svirsko stated to make sure and write down the check numbers that are destroyed.

Motion made by Hicks, second by Templeton to destroy old unused checks by way of shredding in our office, and to write down the check numbers of checks destroyed. Motion carried unanimously.

TB stated that there is a Ruralwater training coming up in April. The cost is \$245/person for the full session, and states that it is something good to go to, they learn a lot, and get a lot of questions answered.

Motion was made by Yahnert, second by Hicks to send 3 to the training. Motion carried unanimously.

**PUBLIC COMMENT:**

Mary Ann stated that she has received calls from customers asking why it takes two people to go to Lowe's for a screwdriver, and wondering why the truck was at garage sales in the area. TB told her they both go to Lowe's depending on what they are getting, especially if it is like 10 bags of concrete or something like that. And as far as the garage sale goes, TB stated that he purchased a mudbox for the truck/garage for \$10 which saved JETSA a lot of money.

Templeton said if you guys are going anywhere and only one person needs to go, just one person go.

Motion to adjourn at 8:05 by Yahnert. Second by Templeton. Motion carried unanimously.

Respectfully submitted,

Veronica L. Burket  
Administrative Assistant