

## MARCH 14, 2013

The Jackson/East Taylor Sewer Authority held its regular monthly meeting on March 14, 2013 at 7:00 P.M. at the 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. Donald Ochenrider was absent.

### **REGULAR MONTHLY MEETING:**

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

**CORRESPONDENCE:** None.

Motion was made by Hicks, second by Templeton to approve the minutes of the February 14, 2013 meeting as presented. Motion carried unanimously.

### **FINANCIAL REPORT:** (As of February 28, 2013)

General Fund Balance:	\$ 69,010.06
Revenue Temporary Fund Balance:	168,241.63
Money Market Account Balance:	423,295.65
Pennvest Old Loan Balance:	8,043,496.68
Pennvest New Loan Balance:	2,503,192.80

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

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

Attorney Alex Svirsko stated that he is going to look into the rules and regulations about what the amounts should be to consider a customer delinquent and when to place liens. Svirsko stated that VB asked him the steps for sending delinquent letters and posting customers. Svirsko said he told VB that a letter gets sent out to the customer telling them they're late. If customer still doesn't pay by the due date of bill then they get posted. If still not paying w/in 90 days then VB would get in touch with him to place liens. Svirsko stated that he will come up with something to follow about the steps to follow. DK suggested maybe to start a policy handbook.

Svirsko spoke with Mr. Woods at Chevron and was asking him about changing his offer, but Mr. Woods was certain the board was satisfied with it. Svirsko asked GB if he

ever got the notes he had faxed up about questions to the lease agreement, and GB said yes but it was very hard to read. He said next time email it. GB brought up the issue that the Bylaws did not have a signature page on them, and that they state that the sewer meetings are held at the township building. Svirsko says that our address is listed there so it is okay, and that he will look into the signature page for the bylaws. Svirsko stated that he also reviewed the Warrior Street bill that Tim made up and said all looked good.

The Employee Handbook revisions were brought up again, and Alex had the provisions to the vacation and overtime policy, which states that a regular employee will earn a week's paid vacation to be used by the end of that year, and then switch to calendar year and used by Dec. 31 of that year. The overtime policy was revised to say that employees shall be paid to the next half hour for overtime and straight time, which the board accepts. GB questioned if any extra time is given for holiday pay, which is a new issue that needs looked into. TB asked that if he works 7 hours in a day and gets called out at 9pm for an hour is that overtime or does he have to reach the 8 hours from the day first. It was discussed and said that yes you should reach the 8 hours first before getting any overtime.

Another issue brought up about the handbook was Comp time. For example ,saving hours from meeting nights and using them at other times on different days, but not all at once. The board wants a policy stating that it is ok if an employee wants to switch an hour here and there, and have the policy say how many hours you can carry over and when it has to be used up. Svirsko is to make up policies for these new questions brought up.

Alex was asked why didn't he ask Jackson township to change their ordinance from dye testing to hydrostatic or numatic and he said since East Taylor didn't comply, why would he go after the other one. MH said she thought East Taylor did comply and stated that she was going to the East Taylor meeting and Alex gave her a letter to take.

### **ACCOUNTANT'S REPORT:**

Dennis Kotzan stated that the 2012 Audit Report has been completed and there were no findings or management letter. Kotzan reviewed and explained the 2012 Audit Report with the board members regarding assets, depreciation, and cash flow. Money received in 2012 and monies paid out showed that JETSA basically broke even. DK stated that money is tight, and that MH and GB know that from sitting down and doing the budget

for the year. DK stated that there were no difficulties in performing the Audit and thanks JETSA for the opportunity to do this for them.

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

Dan Carbaugh with Keller Engineers stated that the Chapter 94 report was completed and sent to DEP. DC also stated that as soon as it's nice out they will put in the new meters. GB asked if he had any ideas about Leisure Village, and DC stated that maybe they could pipeburst the empty lots. And it would be a good idea for the lines to go to the ends of trailers not under for any new trailers.

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

Tim Burkey stated that there is a belly in the pipe at Jackson Fire Hall which is causing them to not get there side fixed. TB doesn't want to make the decision to go in and fix it without asking the board what they think. DY asked if it ever blocked up, and TB said it has never blocked up in 10 years. The issue is that it could get worse or it could stay the same. DY says tell them to go ahead and fix their line, we let it alone, and watch it. There has been no problem this long why stir it up. Dan Carbaugh's only concern is what caused it to get a belly and then if you do try to fix it who knows what will happen elsewhere. BT says same as DY. Board agrees to tell the Firehall to fix their line and we will just watch to see if anything happens.

TB stated that Ron Babik from NORAC labs got air samples from Station 6 and found no smell, but it's cold out so there won't be any. TB stated that they used the new camera at Leisure Village to find infiltration. TB spoke with McKool and he said he will repair them. TB said McKool works very well with them and if something needs repaired he doesn't hesitate to fix it. TB states that he checked on a plug for 6" pipe to block this line since there are no trailers there. DY says that if those lines are McKool's then he is a violator and he is responsible for airtesting and getting the lines into compliance. Then TB could plug the line from keeping water from coming in. Svirsko states he is going to find out if the pipes are ours or his. If they are ours then we fix it now, if they are his, he is responsible for getting fixed then we will block it.

TB also stated that he will be ordering parts soon for some pumps and the bill won't be cheap. TB said that they were called out twice for a problem on 297 Rose Branch St. The homeowner has an electrical issue, they keep tripping one leg. TB said when the owner was there he never had an issue, but thinks the renters are hooking something else up to it. The owner lives out of state, and TB doesn't think the renter has notified

him, so he would like to send a letter to him. The board agrees for TB to send a letter telling him he has 30 days to fix the issue. Svirsko stated that if it still is having problems after the 30 days to send him termination letter.

### **OLD BUSINESS:**

GB stated that there still needs to be revisions made to the handbook about comp time and the overtime issue for holidays.

Motion was made by Yahnert, second by Templeton to approve the Employee Handbook revisions that were made so far by Alex. Motion carried unanimously.

### **NEW BUSINESS:**

Motion was made by Templeton, second by Hicks to approve payment of the bills in the amount of \$12,226.46. Motion carried unanimously.

Motion was made by Hicks, second by Yahnert to approve the time sheets for period ending 02/16/13 and 03/02/13 as presented. Motion carried by four with G. Burkey abstaining.

GB brought up the issue that when someone abates a sewer bill, if there pressure test failed or any lines need fixed that there should still be a \$25 non-compliance fee charged. Whether it be the bank or the owner. Svirsko said that it would be a good idea to make a motion to approve that issue. GB wants to go through all other abatements and see if anyone else should be paying this \$25 fee.

Motion was made by Yahnert, second by Hicks to charge the non-compliance fee on all abated & other properties not pressure tested dated back to July 2012. Motion carried unanimously.

TB brought up an issue about an extended sewer line that is not pressure tested, and Svirsko said he will get with TB about that to see what needs to be done.

Motion was made by Yahnert, second by Templeton to approve the Chevron oil & gas lease. Motion carried unanimously.

Motion was made by Yahnert, second by Templeton for Alex to check over Bylaws and ratify them as they exist right now and to authorize G. Burkey & D. Ochenrider to sign. Motion carried unanimously

Motion was made by Hicks, second by Yahnert for Alex to start on an outline of comp time for the Employee Handbook. Motion carried unanimously.

**PUBLIC COMMENT:**

None.

Motion to adjourn at 9:00 p.m. by Hicks. Second by Yahnert. Motion carried unanimously.

Respectfully submitted,

Veronica L. Burket  
Administrative Assistant