

**MAY 8, 2008**

The Jackson/East Taylor Sewer Authority held its regular monthly meeting on May 8, 2008 at 7:00 P.M. at the Authority Office. George Burkey opened the meeting with the flag salute. Members present were George E. Burkey, Robert Templeton, Mary Ann Hicks, Wendell Gillen and Barry Casella.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:**

Casella read a letter from Jackson Township Supervisors dated May 2, 2008, stating that they are pleased that they could offer JETSA a grant of \$250,000.00 to help jump start the Cherrywood/Brazil Lane project and that the Supervisors are committed to the development of the infrastructure in Jackson Township.

Motion was made by Hicks, seconded by Templeton, to approve the minutes of the April 10<sup>th</sup> and April 24<sup>th</sup> 2008 meetings as presented. Motion carried unanimously.

**FINANCIAL REPORT:** (As of April 30, 2008)

General Fund Balance:	\$60,130.19
Revenue Temporary Fund Balance:	84,251.21
Certificates of Deposit:	239,440.28
Pennvest Loan Balance:	10,537,302.43

Motion was made by Gillen, seconded by Casella, to approve the financial report as presented. Motion carried unanimously.

**SOLICITOR'S REPORT:**

Attorney Alex Svirsko asked for an Executive Session to discuss acquisition of real estate. Svirsko drafted a letter for the Banks regarding the Bridge Financing and reviewed the amount with Dennis Kotzan. Svirsko gave a few more easements to Oleksa for signatures. Svirsko reviewed the Bank Resolution regarding the Direct Debit and stated that the resolution is alright but it mentions ATM Cards and Debit Cards which he does not feel that the Authority needs to get involved with. Svirsko feels that there should be three signatures on the direct debit resolution to be consistent with our bank signature cards. Svirsko needs more information before advising on the direct debit. A signature will be needed on the Eminent Domain Takings. Svirsko sent a letter to Bango regarding taking over the sewer line but has not heard anything.

**ACCOUNTANT'S REPORT:**

Dennis Kotzan stated that the 2007 Audit has been completed. Kotzan presented a management letter to the Board regarding an Anti Fraud Policy that the Board should try to adhere to certain internal duties. The Board members should get involved with the internal duties and maybe reconcile the books. The checks are being signed by two Board members now which is part of the internal control. Kotzan received a list of Banks from Bill Barbin that he uses for Bridge Loans. Some Banks require or would like to see that the Authority has money invested with them before giving any financial loan. Kotzan recommended that JETSA use the \$250,000.00 grant money received from Jackson Township and deposit the check into which ever bank we

choose for the Bridge Financing. For now, place the \$250,000.00 in the PLGIT money market account.

**ENGINEER'S REPORT:**

Dan Carbaugh of Keller Engineers stated that the Cherrywood/Brazil Lane contract is out for bids. Keller has had five contractors pick up the bids. A pre-bid conference will be held at Keller's Office on May 20<sup>th</sup> 2008 at 2:00 P.M. The bid opening is scheduled for May 29, 2008 at 3:00 P.M. at the Authority Office. Carbaugh has contacted Bruce Baker from Jackson Township regarding what they require in the road crossings. Baker explained to G. Burkey that if there is a problem at the road crossing, if the Authority pays for the materials the Township will do the work. JETSA can do an addendum to the Bid Specification depending on what we decide for the road crossings. Our options are to either fill with suitable material and maintain the stone at road level, or fill with suitable material and apply cold patch until the contractor does the final paving. However, the cold patch would cost an additional \$31,000.00. Carbaugh explained that with the stone in the road crossings they will settle more with the rain. The road crossings are mostly lateral cuts. The contractor may even look to see if it would be cheaper to bore the road than to cut. There are three Texas Eastern Gas lines that Keller Engineers will need to know the exact depth for the contractors before they start to dig. On May 15<sup>th</sup> 2008 at 7:00 A.M. our contractor will be digging to expose the gas lines and the gas company will have an inspector on site and Keller will have a surveyor on site also. Carbaugh will determine what slops are needed for the handicap accessible ramp from the pole building.

**INSPECTOR'S REPORT:**

Tim Burkey stated that our gas meter was dropped into a wet well. Premier Safety picked up the gas meter and is to analysis the damage to the meter. Premier needs our permission to repair if the cost does not exceed thirty percent of the replacement, so Burkey gave his permission. Burkey is hoping that the cost to repair is around \$510.00. If the cost is more, Premier will provide us with an estimate to repair or replace the meter. Burkey order the GPS Unit and a second battery from Caron East under the state contract in the amount of \$4,300.00. Burkey and Daughenbaugh restored some areas from winter and spring tap installations and received permission to use a resident's driveway to restore another tap area. Burkey and Daughenbaugh worked at Station #11 cleaning the check valves, used the camera to assist the Jackson Township Police, purchased Bioxide for Station #8, and sent a gasblaster back to Enchlor for repair. The new Diaphragm Pump purchased from Construction Equipment works exceptionally well. Burkey is still waiting for the tractor companies to get back to him on backhoe prices.

**OLD BUSINESS:** None

**NEW BUSINESS:**

Motion was made by Gillen, seconded by Casella, to approve payment of the current bills in the amount of \$19,028.84. Motion carried unanimously.

Motion was made by Hicks, seconded by Gillen, to approve the time sheets for the period ending April 18<sup>th</sup> and May 2<sup>nd</sup>, 2008. Motion carried four to one with G. Burkey abstaining.

Motion was made by Casella, seconded by Hicks, to table adopting the Direct Debit Resolution until the Solicitor can have more time to review it. Motion carried unanimously.

Motion was made by Templeton, seconded by Burkey, to have alternate bids for either the cold patch or stone at the road crossings. JETSA can accept or reject which ever bid we deem necessary. Motion carried unanimously.

Motion was made by Templeton, seconded by Gillen, to send a Thank You Letter to Jackson Township Supervisors for the \$250,000.00 grant that was given to JETSA for the Cherrywood/Brazil Lane Project. Motion carried unanimously.

Motion was made by Gillen, seconded by Hicks, to purchase two computers, appropriate software, hardware, and also purchase whatever is needed for the wireless Broad Band Installation for the internet. Motion carried unanimously.

Motion was made by Casella, seconded by Hicks, to authorize our Chairman to sign the necessary documents for the eminent domain proceedings. Motion carried unanimously.

Motion to adjourn at 8:10 P.M. by Casella. Seconded by Burkey. Motion carried unanimously.

Respectfully submitted,

Nancy M. Oleksa  
Administrative Assistant

