

# JACKSON TWP WATER AUTHORITY

(JTWA)

Monthly Meeting  
September 24, 2019  
7 pm

## **CALL TO ORDER**

WALTER DITCHCREEK, CHAIRMAN OPENED THE MEETING WITH A PRAYER AND THE PLEDGE OF ALLEGIANCE. Others board members in attendance were John Wallet, Secretary; Bill Grubb, Asst. Treasurer / Secretary and Robb Piper, Vice Chairman. Don Hrapchak, Treasurer was absent. Others in attendance were Stephanie Buncich EADS Group; Jim Deter, CPA; Debra Buksa, Secretary and Fred Meier, Foreman.

## **PUBLIC COMMENTS:**

NONE

## **APPROVAL OF THE MINUTES:**

*ON MOTION BY BILL, SECOND BY ROBB AND APPROVED BY ALL - THE MINUTES OF AUGUST 27, 2019 AS PRINTED.*

## **CPA REPORT:** (Jim Deter)

Jim supplied the 7-month Statement of Income. Bill inquired about the engineering cost on the income statement. Jim informed him that it was a catch-up from last year.

*ON MOTION BY ROBB, SECONDED BY BILL AND APPROVED BY ALL TO ACCEPT THE 7-MONTH STATEMENT OF INCOME.*

## **ENGINEER'S REPORT** (Stephanie Buncich)

Stephanie is still working with Penn DOT – an agreement is needed to be in by November. Walter moved to accept the engineer's report and all were in agreement.

## **SOLICITOR'S REPORT:** (CJ Webb)

The Solicitor was not represent.

## **FOREMAN'S REPORT:** (Fred Meier)

Pumping is up around 330,000-350,000 night at Beulah.

Pumping is up around 35,000 a day at George Wyse Pump station

Responded to 18 PA One calls.

Posted 24 customers for non-payment – shut 4 off for JTWA 1 back on.

We fixed several leaks:

Pike Road – line turned to mush replaced whole section.

Adams Ave – service saddle

Flagstone Dr -replace the whole line

We met with CPV regarding meters for bathrooms and a 2 foot meter pit riser.

## **OFFICE MANAGER'S REPORT:** (Debra Buksa)

### **Administrative**

Water collections for the billing period 7/25/19 to 8/25/19 to date \$62,615.97

Submitted monthly allocation reports.

Working on HAA5 public notice for Ebensburg line.

**Banking:** As of September 24, 2019

Depreciation: \$9,468.67

Revenue: \$63,326.03

Customer Deposit: \$576.54

(\$721.55 outstanding checks)

**Announcements:**

**PAYMENT OF AUGUST'S BILLS:**

***ON MOTION BY BILL SECONDED BY JOHN AND APPROVED BY ALL TO PAY AUGUST'S BILLS.***

**CORRESPONDENCE:**

- Selective Insurance – Workers' Compensation information 9/2019
- DEP – monitoring requirements email 9/3/19
- CPV Fairview – update on construction 9/2019
- PA Treasury – email Treasury's Policy Guidance 9/12/19
- ESRI – remittance information update – email 9/12/19
- PA dept of Labor and Industry – file format changes 8/28/19
- CBIZ – email Workers' Comp policy 9/3/19

**NEW BUSINESS:**

JTWA received 2 audit report quotes – Kotzan CPA & Associates and Wessel & Company. Jim explained that the Department of Economic and Community Development requires the audit to be submitted yearly by April and that JTWA has never had it prepared and submitted by this deadline.

***ON MOTION BY ROBB, SECONDED BY JOHN AND APPROVED BY ALL TO ACCEPT THE AUDIT QUOTE FROM KOTZAN CPA AND ASSOCIATES FOR A THREE-YEAR AUDIT ENGAGEMENT AT \$5,000.00 PER YEAR.***

**OLD BUSINESS:**

JTWA received 2 quotes for new computer – the Computer Shop and Network Consulting Services (Guy Ellenberger). Bill Grubb has offered to donate an old monitor for the old/spare computer.

***ON MOTION BY JOHN, SECONDED BY BILL AND APPROVED BY ALL TO PURCHASE 2 NEW COMPUTERS FOR THE OFFICE FROM GUY ELLENBERGER.***

**ADJOURNMENT:**

***ON MOTION BY BILL, SECONDED BY JOHN AND APPROVED BY ALL TO ADJOURN AT 7:32 PM.***