

JACKSON TWP WATER AUTHORITY

(JTWA)

Monthly Meeting

January 22, 2019

7 pm

Walter announce that an executive session was held prior to this month's meeting to discuss possible litigation. The executive session was convened from 6:30pm to 7 pm with no formal actions taking place.

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; Robb Piper, Vice Chairman and Don Hrapchak, Treasurer. Others in attendance were Pat Mulchay, EADS Group; Jim Deter, CPA; Fred Meier, Foreman and Debra Buksa, office secretary. Covering for the *Nanty Glo Journal* was Allie Garver. Township residents attending where: Jerry Dugan, Ogden St and Brodi Snyder, Bracken St.

PUBLIC COMMENTS:

Mr. Dugan addressed the Board first. He had questions regarding his water bill that he receives from Ebensburg Boro. (He is one of approximately 20 Jackson residents that receive and are billed by Ebensburg Borough) He had tried to get explanations for two separate charges on his bimonthly bill from Ebensburg and they directed him to JTWA. JTWA will do what they can to get some answers.

Mr. Snyder informed the Board that he had the water turned on approximately two months ago and has yet to receive a bill. He also feels he should not have to pay any late fees since he did not receive a bill. He was instructed to contact the post office regarding this matter.

APPROVAL OF THE MINUTES:

ON MOTION BY BILL, SECOND BY DON AND APPROVED BY ALL TO ACCEPT THE MINUTES OF DECEMBER 18, 2018 AND THE RE-ORGANIZATION JANUARY 3, 2019 AS PRINTED.

CPA REPORT: (Jim Deter)

Jim supplied the 11-month Statement of Income.

ON MOTION BY DON, SECOND BY ROBB AND APPROVED BY ALL TO ACCEPT THE 11-MONTH STATEMENT OF INCOME.

ENGINEER'S REPORT (Pat Mulchay)

Pat made a recommendation to accept the current 2019 budget with the changes:

increase of the tap-in fee to \$2,000.00 from \$1,500.00.

increase the capital expenditures by \$10,000 to \$50,000

ON MOTION BY ROBB, SECOND BY JOHN AND APPROVED BY ALL TO PASS THE 2019 BUDGET WITH THE TAP-IN FEES BEING RAISED TO \$2,000 AND THE CAPITAL EXPENDITURES ALSO INCREASED BY \$10,000 TO \$50,000.

SOLICITOR'S REPORT: (CJ Webb)

The Solicitor was not in attendance.

FOREMAN'S REPORT: (Fred Meier)

Fred read his report, a full copy is attached.

Fred was happy to report our purchased water is down by \$4,000.00 due to repairs, hoping that this trend will continue.

Attached are two quotes for motors and upgrades to the George Wyse pump house. These were discussed thoroughly with the Board asking Pat (engineer): What does he think? He feels that JTWA could run the pumps this way temporarily but would not recommend that process for a prolonged period. He feels that there is a more efficient way to run the pumps. The Board decided that they would prefer that the Engineers conduct some form of study before we start changing anything.

Fred had taken the GMC out to Tire Outlet. He was told that there was over \$4,000 worth of repairs needed before an inspection could be done. Fred thinks that PA will not allow a frame to be welded/ repaired.

Fred inquired about policy / procedure for outstanding debt in the trailer courts. John feels this would be best answered by our solicitor.

OFFICE MANAGER'S REPORT: (Debra Buksa)

The secretary's report was reviewed. Report is attached.

PAYMENT OF DECEMBER'S BILLS:

ON MOTION BY DON SECOND BY BILL AND APPROVED BY ALL TO PAY DECEMBER'S BILLS.

CORRESPONDENCE:

A complete list of correspondence is attached to minutes.

NEW BUSINESS:

ON MOTION BY JOHN, SECOND BY DON AND APPROVED BY ALL TO A ONE TIME WAIVE OF THE LATE FEE ASSESSED TO BRODI SNYDER'S ACCOUNT, CONTINGENT THAT HE BRINGS HIS BILL CURRENT BEFORE NEXT BILLING.

OLD BUSINESS:

Employee Policies – John read aloud the resolution adopting the new Employee Handbook drafted by JTWA's solicitor, CJ Webb.

ON MOTION BY DON, SECOND BY BILL AND APPROVED BY ALL TO SIGN AND DATE THE RESOLUTION ADOPTING THE NEW EMPLOYEE HANDBOOK.

Don asked if the Board realized that Elizabeth worked 4hrs per day 5 days a week. Robb pointed out that that was covered in the new handbook, part-time help is limited to no more than 1,000 hours per year.

Don suggested that JTWA raise the rates a little over a period of time instead of one big jump.

DON MADE A MOTION TO RAISE THE RATES BY \$0.50, MOTION DIED DUE TO LACK OF A SECOND.

Walter said the issue will be revisited after the 1st quarter of 2019 if need be.

ADJOURNMENT:

ON MOTION BY JOHN, SECOND BY DON AND APPROVED BY ALL TO ADJOURN AT 8:25 PM.