

# JACKSON TWP WATER AUTHORITY

(JTWA)

Monthly Meeting

October 23, 2018

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; Don Hrapchak, Treasurer and Asst. Treasurer / Secretary, Bill Grubb and Robb Piper, Vice Chairman. 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.

*Walter announced that there will be an executive session following the regular monthly meeting to discuss personnel policies.*

## **PUBLIC COMMENTS:**

None

## **APPROVAL OF THE MINUTES:**

*ON MOTION BY BILL, SECOND BY DON AND APPROVED BY ALL THE MINUTES OF SEPTEMBER 25, 2018.*

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

Jim had emailed the 8-month Statement of Income prior to the meeting for review.

*ON MOTION BY WALTER, SECOND BY BILL AND APPROVED BY ALL TO ACCEPT THE 8-MONTH STATEMENT OF INCOME*

## **ENGINEER'S REPORT** (Pat Mulchay)

Pat had a brief update. The grants that Stephanie had applied for through the Mariner Pipeline was denied. Most grants granted were for stormwater or mine drainage management.

## **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 request permission to purchase an application for his cell phone that would allow him to edit the GIS from his phone. The cost would be an annual fee of \$500.00 per phone. *ON MOTION BY DON SECOND BY JOHN AND APPROVED BY ALL TO PURCHASE THE APPLICATION FOR ONE PHONE AT \$500.00.*

Fred informed the Board that the GMC truck is in bad shape, not sure it will make it through the winter. With little value left in the truck, the Board feels it is best to run as long as we can.

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

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

## **PAYMENT OF September's BILLS:**

***ON MOTION BY DON SECOND BY ROBB AND APPROVED BY ALL TO PAY SEPTEMBER'S BILLS.***

**CORRESPONDENCE:**

A complete list of correspondence is attached to minutes.

**NEW BUSINESS:**

None

**OLD BUSINESS:**

Employee Policies – keep on old business- Bill, Robb and Walter will be reviewing and revising the Employee Handbook.

*The Board and employees entered into an executive session at 7:30 pm with the monthly meeting resuming at 8:15 pm with no formal actions taken.*

***ON MOTION BY ROBB, SECOND BY JOHN AND APPROVED BY ALL: EFFECTIVE JANUARY 1, 2019 JTWA WILL LIMIT PAYMENT COUNTER HOURS TO: 8AM TO 3PM DAILY.***

**ADJOURNMENT:**

***ADJOURN AT 8:20PM.***