

# JACKSON TWP WATER AUTHORITY

(JTWA)

Monthly Meeting

November 27, 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; Robb Piper, Vice Chairman; Don Hrapchak, Treasurer and Asst. Treasurer / Secretary, Bill Grubb and. Others in attendance were Stephanie Buncich, 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 possible litigation.*

## **PUBLIC COMMENTS:**

None

## **APPROVAL OF THE MINUTES:**

***ON MOTION BY BILL, SECOND BY DON AND APPROVED BY ALL THE MINUTES OF OCTOBER 23, 2018.***

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

Jim had emailed the 9-month Statement of Income prior to the meeting for review.

***ON MOTION BY DON, SECOND BY ROBB AND APPROVED BY ALL TO ACCEPT THE 9-MONTH STATEMENT OF INCOME.***

Jim was asked how the Quick Books was working out and if the office was using it for payroll. The office secretary will have cost for of the tax tables for the next meeting.

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

Nothing to report.

## **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.

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

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

The request for an electric utility review by APPI Energy was denied.

## **PAYMENT OF OCTOBER'S BILLS:**

***ON MOTION BY BILL SECOND BY ROBB AND APPROVED BY ALL TO PAY OCTOBER'S BILLS.***

**CORRESPONDENCE:**

A complete list of correspondence is attached to minutes.

**NEW BUSINESS:**

*Job Costs/ Taps* – Fred voiced his concern that the cost of installing a basic tap is well over the current rate of \$1,500. He pointed out several current job costs showing the average cost. Board members will review and discuss the topic at their next fiscal budget meeting.

**OLD BUSINESS:**

Employee Policies – the wording on pages 34-35 regarding holidays will need to be changed. If a holiday falls on a Saturday, Friday will be paid holiday and if a holiday falls on a Sunday, Monday will be the paid holiday.

**ON MOTION BY BILL, SECOND BY JOHN AND APPROVED BY ALL TO SIGN AND APPROVE THE USE OF JETPAY (ONLINE CREDIT CARD PAYMENTS) THROUGH SOMERSET TRUST WITH THE STIPULATION THAT THERE IS NOT COST INCURRED BY JTWA.**

*The Board and Fred entered into an executive session at 7:31 pm with the monthly meeting resuming at 7:48 pm with no formal actions taken.*

**ON MOTION BY DON, SECOND BY BILL AND APPROVED BY ALL WITH WALTER ABSTAINING TO ASK THE TOWNSHIP SUPERVISORS TO REAPPOINT WALTER DITCHCREEK TO ANOTHER 5 YEAR TERM.**

**ADJOURNMENT:**

**ON MOTION BY DON, SECOND BY BILL AND APPROVED BY ALL TO ADJOURN AT 7:50PM.**