

# **JACKSON TWP WATER AUTHORITY (JTWA)**

## **Monthly Meeting**

**December 22, 2020 @ 7 pm**

### **CALL TO ORDER:**

WALTER DITCHCREEK, CHAIRMAN, OPENED THE MEETING WITH A PRAYER AND THE PLEDGE OF ALLEGIANCE. Other board members in attendance were John Wallet, Secretary; Bill Grubb, Asst. Treasurer/Secretary; and Robb Piper, Vice Chairman. Others in attendance were Stephanie Buncich, EADS Group; Jim Deter, CPA; Fred Meier, Foreman and Melanie Bender, Office Manager. Covering for the Nanty Glo Journal was Allie Byers.

Absent: Don Hrapchak, Treasurer.

### **PUBLIC COMMENTS:**

None

### **APPROVAL OF THE MINUTES:**

**ON MOTION BY ROBB, SECOND BY BILL AND APPROVED BY ALL TO ACCEPT THE MINUTES OF DECEMBER 17, 2020 AS PRINTED.**

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

None

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

Stephanie supplied JTWA with a copy of the 2021 Budget (See Attached).

Robb made a recommendation to make the following changes to the budget:

- Add in the Financing Costs to reflect the loan (Industrial Park/Estimate) \$33,000.00.
- Remove the \$1,500.000 "Sealing parking lot" allotment from Capital Expenditures Proposed to the Operating Expenses/Building Repairs budget.
- Add \$2,000.00 Technology Upgrades to the 2020 Capital Expenditures Completed total.

**ON MOTION BY ROBB, SECOND BY BILL AND APPROVED BY ALL TO PASS THE 2021 BUDGET WITH THE TOTAL OPERATING REVENUE AT \$793,250.00, TOTAL OPERATING EXPENSES AT \$619,600.00, THE TOTAL FINANCING COSTS AT \$209,365.00, ENDING WITH A DEFICIENT OF (-\$35,715.00); THE TOTAL CAPITAL EXPENDITURES COMPLETED TOTALS ARE \$36,000.00 AND THE CAPITAL EXPENDITURES PROPOSED TOTALS ARE \$209,500.00.**

**SOLICITOR’S REPORT:** (CJ Webb)

The Solicitor was not in attendance.

**FOREMAN’S REPORT:** (Fred Meier)

Fred gave his report.

- Pumping at George Wyse is 35,000 a night
- Pumping at Beulah Rd is around 330,000
- Postings for the month
- Read meters
- Waters Samples for the month
- Found 3 leaks: Two were on the customer’s side of the houses, which have been repaired. One was on a 2” line on Mockingbird Lane, which has also been repaired.
- Working on sewer project on Pike Rd, Loraine, and Fords Corner Road.
- A service line (that they didn’t know existed) was broken on Pike Rd by the sewer contractor. It was replaced to tap.
- Talked to Dennis Dixon and informed him we would put a new tap in once the sewer contractor was done in the spring.
- Court hearing on customer stealing water. The court has set up an account and the customer is making payments to the court. Money should be paid in full by the end of February.

Fred told the board that overall, things are working out well with the sewer contractors. They are contacting JTWA before they do anything.

**OFFICE MANAGER’S REPORT:** (Melanie Bender)

The Office Manager’s report was read by Melanie.

**Administrative:**

Water collections for the billing period 11/24/2021 to 12/22/2021 were \$52,917.95.

**Banking:**

As of November 22, 2020:	Depreciation:	\$12,862.30
	Revenue:	\$75,896.79
	Customer Deposit:	\$371.86
	Outstanding checks	\$60.00
	Bank Balance	\$105,091.02

## **PAYMENT OF BILLS:**

- **ON MOTION BY BILL, SECOND BY JOHN AND APPROVED BY ALL TO PAY NOVEMBER'S BILLS.**
- **ON MOTION BY ROBB, SECOND BY WALTER AND APPROVED BY ALL TO PAY DECEMBER'S BILLS.**

## **CORRESPONDENCE:**

Attached

## **NEW BUSINESS:**

- Bill had prepared a document comparing the buyout versus continued employment with Worklink for Melanie Bender and Sheri Rummel. (See Attached)

### **ON MOTION BY BILL, SECOND BY ROBB AND APPROVED BY ALL TO BUYOUT MELANIE AND SHERI'S WORKLINK CONTRACT BEGINNING DECEMBER 28, 2020.**

- Robb asked if Melanie and Sheri signed their job description forms, in which Melanie confirmed that they both did sign them. (See Attached)
- Robb inquired about Melanie and Sheri completing their bonding process. Melanie explained that we have the signed bonds in hand and Carol Myers from Ebensburg Insurance Group is picking up the signed applications and \$240.00 payment on 12/23/2020.
- Bill said that he made a mistake on Sheri's hourly wages when she was initially hired through WorkLink. The contract states that she is going to be paid \$12.00 an hour instead of the intended \$15.00 per hour. Bill felt Sheri's hourly rate should be increased to \$15.00 per hour and that she should be compensated for the difference in wages from her first day, 11/17/2020 through today, 12/22/2020.

### **ON MOTION BY JOHN, SECOND BY ROBB AND APPROVED BY ALL TO INCREASE SHERI RUMMEL'S HOURLY WAGES FROM \$12.00 PER HOUR TO \$15.00 PER HOUR BEGINNING 12/23/2020 AND THAT SHE WILL BE COMPENSATED \$336.00 FOR THE DIFFERENCE FROM HER START DATE OF 11/17/2020 THROUGH TODAY, 12/22/2020.**

- Robb asked the board if they were going to hold their Reorganization Meeting before the new year. Bill suggested that they hold the meeting the first week of 2021. All agreed to meet at the JTWA office for the meeting on Tuesday, January 5, 2021 at 6:00 PM. Bill asked Melanie to place an ad for this meeting in the Nanty Glo Journal.

### **NEW BUSINESS CONTINUED:**

- Robb requested to hold a workshop as soon as possible to review the upgrades planned for the Supervisor's Industrial Park and our new water extension grant. After the workshop, he wants to review the multiple EDU list. Stephanie (EADS) said that she would set up the meeting.

### **OLD BUSINESS:**

- Fred brought it to the board's attention that Paul and Sherry Taylor of 1576 Swiggle Mountain Road, have a delinquent account with a current balance of \$4,116.26. They have chosen not to tap into our system and are being charged monthly beginning 03/28/2018. Even though we notify them monthly, the Taylor's have made zero payments on their account.

**ON MOTION BY ROBB, SECOND BY BILL TO HAVE CJ WEBB FILE A LIEN ON THE PROPERTY OF PAUL & SHERRY TAYLOR, 1576 SWIGGLE MOUNTAIN ROAD, JOHNSTOWN, PA 15909;  
A 3-1 VOTE WITH JOHN OPPOSING.**

- Fred informed the board that on 12/10/2020 Tri-County Camera & Alarm Services sent us a bill for \$9,110.00 (the bill was passed around to the board members). He is concerned because all of our camera/monitoring features that should be working, are not. One concern Fred has is that when the leaves are off of the trees (winter), the cameras work better, however problems arise when the leaves grow back onto the trees, causing a block in reception. The monitor in the office only shows 2 live camera feeds at this time. Fred texted Ken Kuback from Tri-County Camera and asked if he would come to the JTWA office to show him the monitor and to figure out why the other cameras are not working. Bill requested that we reach out to CJ Webb and inform him of what was going on with this situation.

### **ADJOURNMENT:**

**ON MOTION BY BILL, SECOND BY JOHN AND APPROVED BY ALL TO ADJOURN AT 8:23 PM.**