

# JACKSON TWP WATER AUTHORITY (JTWA)

## Monthly Meeting

March 23, 2021 at 6:00 pm

### **CALL TO ORDER:**

ROBB PIPER, CHAIRMAN, OPENED THE MEETING WITH THE PLEDGE OF ALLEGIANCE AND PRAYER. Other board members in attendance were Walter Ditchcreek, Vice Chairman, John Wallet, Secretary; Terri Modic, Treasurer. Absent board member was Don Hrapchak, Asst. Treasurer/Secretary. Others in attendance were Pat Mulcahy and Gus Yahner, EADS Group; CJ Webb, Solicitor; Fred Meier, Foreman; Melanie Bender, Office Manager. Covering for the Nanty Glo Journal was Allie Byers.

**PUBLIC COMMENTS:** None.

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

ON MOTION BY JOHN, SECOND BY WALTER AND APPROVED BY ALL TO ACCEPT THE MINUTES OF FEBRUARY 23, 2021 AS PRINTED.

### **CHAIRMAN'S REPORT:** (Robb Piper)

- On March 16<sup>th</sup>, Fred and Melanie met with Robb, John and Walter at the office at 1:00pm for their "Employee Handbook Training."
- As of March 31, 2021, Melanie qualifies to become a member of the authority's health, vision and dental plan.

### **ENGINEER'S REPORT:** (Pat Mulcahy)

- The 06/05/2020 Rate Schedule was altered to include a \$200 lock device fee.
- Robb inquired about the CARES Act money that has become available for infrastructure/projects and asked Pat to have more information for the April meeting.
- John asked Pat about the timeline for the business park water line extension project and Pat stated that it should be ready to bid late 2021-early 2022.

**SOLICITOR'S REPORT:** (CJ Webb) CJ had nothing to report at this time.

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

- Fred read his report (See Attached).

### **OFFICE MANAGER'S REPORT:** (Melanie Bender)

The Office Manager's report was read by Melanie (See Attached).

- Melanie changed the April billing criteria to a dollar amount past due versus number of days late to determine which customers get posted with a Water Termination Notice.

**PAYMENT OF BILLS:**

**ON MOTION BY WALTER, SECOND BY TERRI AND APPROVED BY ALL TO PAY MARCH'S BILLS.**

**CORRESPONDENCE:** See Attached.

*At 6:14 pm, members of the board, including CJ went into Executive Session regarding a potential litigation with personnel.*

*At 7:01pm, members of the board came back into session.*

**NEW BUSINESS:**

- The LOCATION of the JTWA's board meetings have been changed to the Vinco Senior Center, 200 Adams Ave, Mineral Point starting today through August 2021. Melanie advertised this change in the Nanty Glo Journal and has posted signs on the office front door and window. Robb thanked John and the Jackson Township Supervisors for hosting these board meetings at the Vinco Senior Center.

**ON MOTION BY JOHN, SECOND BY WALTER AND APPROVED BY ALL TO RESUME SHUT-OFFS EFFECTIVE IMMEDIATELY.**

**ON MOTION BY TERRI, SECOND BY JOHN AND APPROVED BY ALL TO ACCEPT THE RETENTION OF RECORDS RESOLUTION.**

**ON MOTION BY ROBB, SECOND BY JOHN AND APPROVED BY ALL TO ACCEPT THE ALTERED RATE SCHEDULE RESOLUTION THAT INCLUDES A \$200 LOCK DEVICE FEE.**

**ON MOTION BY JOHN, SECOND BY TERRI AND APPROVED BY ALL TO ACCEPT MELANIE BENDER AS JTWA'S "RIGHT TO KNOW" OFFICER.**

**OLD BUSINESS:**

**ON MOTION BY TERRI, SECOND BY JOHN AND APPROVED BY ALL TO ACCEPT THE EADES ENGINEERING SERVICE CONTRACT.**

**ADJOURNMENT:**

**ON MOTION BY JOHN, SECOND BY WALTER AND APPROVED BY ALL TO ADJOURN AT 7:48 PM**