

# JACKSON TWP WATER AUTHORITY (JTWA)

## Monthly Meeting

June 22, 2021 at 6:00 pm

### **CALL TO ORDER:** 6:00pm

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 and Secretary; Terri Modic, Treasurer and Don Hrapchak, Asst. Treasurer/Secretary. Others in attendance were Pat Mulcahy, EADS Group; Fred Meier, Foreman; Melanie Bender, Office Manager; Allie Byers, Nanty Glo Journal and Carol Myers from Ebensburg Insurance.

### **PUBLIC COMMENTS:** None.

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

**ON MOTION BY JOHN, SECOND BY WALTER AND APPROVED BY ALL TO ACCEPT THE MINUTES OF MAY 25, 2021 AS PRINTED.**

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

- Robb stated that Guiseppe (Joe) Bernard started as our full-time summer intern on June 14, 2021 and has been training with Fred.

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

- Pat discussed his fence project report. He reached out to seven companies, but three were not accepting any new jobs. Pat is still waiting to hear back from the other four businesses. Pat mentioned that if we reduce the size of the fence to 40'x60', we could save on cost. Pat will reach out to one more outfit in Gallitzin.
- Pat reported that the Industrial Park design is approximately two weeks away from being ready.
- The Mile Hill Road tank can be raised to 89' then we would have to upgrade the pump stations at a later time.

### **SOLICITOR'S REPORT:** (CJ Webb) None.

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

- Fred read his report (See Attached).

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

- May bills were sent out with a message on them that the CCR Report & Public Notices were available to view on our website.
- Training is going well with Kristin. Next week she will be doing the billing with Melanie's guidance for the first time. She is doing well with customer payments, deposits and customer service training.

- Guisepe (Joe) Bernard started 06/14/2021 as our summer intern. Melanie read over the employee handbook with him and he signed all of the required paperwork including his job description form.
- JTWA was contacted by Dennis Harney from the DEP Outreach Program to see if JTWA would be interested in allowing them to do a water audit at no cost to us. JTWA was signed up to participate before COVID.

**PAYMENT OF BILLS:**

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

**CORRESPONDENCE:** See Attached.

**NEW BUSINESS:**

- Carol Myers from Ebensburg Insurance Agency reviewed our current coverage, did a small presentation of new services she could offer us (the services that we currently have with another agency) and then asked the board to consider Ebensburg Insurance as our broker so she could obtain 3 bids for us.

**ON MOTION BY TERRI, SECOND BY JOHN AND APPROVED BY ALL EXCEPT DON HRAPCHAK TO ALLOW CAROL MYERS TO OBTAIN 3 BIDS, INCLUDING SELECTIVE INSURANCE, AND TO LOOK INTO MORE THOROUGH COVERAGE FOR JTWA.**

- Fred proposed that when a Jackson Twp. property sells, he would like to put a new meter pit out at the road at the new owner's expense. Fred estimated that the cost would be as little as \$1200.00. John pointed out that issues may arise, increasing the cost. It was suggested that the purchaser would need a cost estimate of \$1,200.00 to \$2,000.00.

**ON MOTION BY JOHN, SECOND BY TERRI AND APPROVED BY ALL TO PARTICIPATE IN THE DEP WATER AUDIT AT NO COST TO US.**

**OLD BUSINESS:**

**ON MOTION BY DON, SECOND BY WALTER AND APPROVED BY ALL TO ACCEPT GUISEPPE BERNARD AS A SUMMER 2021 INTERN AT \$12.00 PER HOUR.**

**ON MOTION BY JOHN, SECOND BY ROBB AND APPROVED BY ALL TO RAISE MILE HILL TANK TO THE PROPOSED 89' AND UPDATE THE PUMP STATIONS AT A LATER DATE.**

**ADJOURNMENT:**

**ON MOTION BY DON, SECOND BY TERRI AND APPROVED BY ALL TO ADJOURN AT 6:55 PM**