

Newmanstown Water Authority January 31, 2022

The regular monthly meeting, which also included the 2022 reorganization meeting, of the Newmanstown Water Authority was held on Monday, January 31, 2022 at 7:00 pm at the Newmanstown Water Authority's office. The meeting was opened with the pledge of allegiance to the flag of the United States of America.

In attendance were:

John Kantner

Steve Hickernell

Robin Bomgardner

Susan Harper

Charles Duffy

William Zimmerman

Leonard Ontkos

Scott Sweigart

David Bright

Tim Engler

In attendance by phone:

Carl Kreiner

2022 REORGANIZATION MEETING HELD JANUARY 31, 2022

The floor was open for nomination of officers for 2022.

1. Upon motion by John Kantner, seconded by Leonard Ontkos, Susan Harper was nominated to serve as temporary Chairman and chair this meeting of the Newmanstown Water Authority until a Chairman is duly elected. A vote on the motion was called. The motion was unanimously approved.
2. Chairman – upon motion by Susan Harper, seconded by Charles Duffy, John Kantner was nominated as Chairman of the Authority to serve until such time as his successor is duly elected. Leonard Ontkos moved that the nomination for the office of Chairman be closed. A vote on the motion was called. The motion was unanimously approved by all those voting. The Chairman then takes over the voting process and continues the reorganization meeting.
3. Floor was opened for Vice-Chairman, William Zimmerman made a motion to nominate Steve Hickernell, seconded by Scott Sweigart. All aye, so approved.
4. Floor was opened for Treasurer, Steve Hickernell made a motion to nominate Leonard Ontkos, seconded by William Zimmerman. All aye, so approved.
5. Floor was opened for Secretary, Leonard Ontkos made a motion to nominate Susan Harper, seconded by Scott Sweigart. All aye, so approved.
6. Floor was opened for Assistant Secretary-Treasurer, Scott Sweigart made a motion to nominate Charles Duffy, seconded by Steve Hickernell. All aye, so approved.
7. A motion was made by Scott Sweigart and seconded by Steve Hickernell to retain Spotts, Stevens, McCoy as the engineering firm for the Authority. All aye, so approved.
8. A motion was made by Steve Hickernell and seconded by Robin Bomgardner to retain Steiner and Sandoe as the solicitor for the Authority. All aye, so approved.
9. The current accounting/audit firm for the Authority is Garcia, Garman & Shea. There is one more year remaining in the contract with this firm. It was suggested that we look at other firms in the fall to compare services and rates. All agreed to this.

The regular monthly meeting began. There were no visitors.

A motion was made to approve the November 2021 meeting minutes by Steve. Seconded by Charlie. All aye. Minutes approved.

Susan gave board members a paper to confirm their personal information that is on file with the Authority. Each board member was given the "Statement of Financial Interests Form" for the Ethics Act, to sign and keep on file by the Authority. Copies of W-2's and 1099 forms were distributed to those employees that had eligible wages for 2021. Susan reported that payroll tax deductions for 2022 remain the same, the only change is the mileage rate that went from 56 cents to 58.5 cents. Taxes will be taken from meeting attendance wages for those who desire taxes to be taken, anyone receiving wages for 2022 above \$600, and did not have taxes deducted for meeting wages will receive a 1099. An update was given on the Rapid Response Services. To date we acquired all emergency information from customers. In the event of an emergency, a map will be created for the affected area for the emergency message to be sent out. Tech support at Rapid Response said they will help us if this is ever necessary. Discussion was held on the 800 number that the Authority has for customers (800-590-1245). This number was acquired years ago before the Authority had an office. Currently we have the number of 610-589-1754 and when no one is in the office, the calls are forwarded to the secretary's cell phone. There were no calls received on the 800 number for the entire year of 2021. A motion was made by Scott and seconded by Lenny to drop the 800 number. All aye, so approved.

Steve reported the gallons of water consumed in the month of November was 3,414,462 gallons. The average chlorine residual was 1.09%, and coliform was absent. The readings were taken on 11/03/21. Water consumed in the month of December was 3,511,491 gallons. The average chlorine residual was 1.11%, and coliform was absent. The readings were taken on 12/01/21. Steve reported two false chlorine alarms on well #4. Inspection is due in February and this issue will be addressed. Also reported that work is progressing on the 310-312 W. Park Street construction site and water markings were completed.

Dave contacted Jamie Wolgemuth concerning grant monies from Lebanon County for infrastructure projects with the joint project for Newmanstown, Richland and Womelsdorf/Robesonia on the Sheridan Road in mind. He was told these monies are being used for other purposes. John stated he will be attending the next Millcreek Township meeting in February to discuss these monies.

The Penn Dot 419 project was discussed and Dave stated that he will be working on the paperwork and contacts on this project.

Sampling location plans were submitted to DEP. All is ok, it was stated that the PA Drinking Water site needs to be updated with the ID numbers. Steve will make contact and take care of this.

Dave submitted a letter to the board on the update on the 322 W. Main Street project. Discussion was held on the existing water lines and possible relocation of the lines, along with DEP permits required. Also discussed there was no "will serve" letter asked from the County on the 310-312 W. Park Street project. Suggested that contact be made to Julie Cheany on the Lebanon County Planning Department to make certain these letters are requested for future projects.

John presented reports for the year 2021. The Water Withdrawal Report, Water Loss Report, Billing Report, 2021 Expense Report and a comparison between 2020 and 2021 expenses. These were perused and discussed by the board.

Tim Engler from Steiner and Sandoe was introduced to the board and welcomed to the meeting. Tim will attend meetings on an as needed basis.

Tim presented Resolution 2022-01 that is setting forth the schedule of fees to be charged to customers on the Authority. A change will be made to the wording on the fee to read meters for water finals. Tim will correct the wording and return the resolution. After discussion, a motion was made by Scott and seconded by Steve to approve this resolution after this correction is made. All aye, so approved.

Tim was asked by the board as to the retention time for records. He reported that there are specific files that are to be retained for five years, but the retention of files is seven years. Discussion was held concerning certification for getting rid of files and Tim will look into this. After clarification concerning certification and retain time for specific files, a resolution will be drawn up on this matter.

OLD BUSINESS

Krall Landscaping to complete the remaining work in Spring.

No news on the Cold Summit Project.

Sub-surface investigation along West Main Street as part of Penn Dot's project (discussed earlier).

Correspondence and work continue on new housing projects at 310-312 W. Park Street and 322 W. Main Street (discussed earlier).

NEW BUSINESS

A motion was made by Steve and seconded by Lenny for Dave to prepare and submit the 2021 reports to various organizations. All aye, so approved.

A rate comparison for water rates from the surrounding communities was presented and discussed.

Compensation for Authority employees was discussed. Rates for operators and employees in surrounding communities was presented. A motion was made by Charlie and seconded by Bill to increase the Authority Operator's pay rate to \$23 an hour. Aye votes-7, Opposed-1, Abstain-1. A motion was made by Steve and seconded by Robin to increase the Authority employees pay rate by 5% to \$18.84 an hour. Aye votes-8, Opposed-1.

The project list for 2022 was presented. Board members are to review this list and make any additions at the February meeting.

Bank balances for start of year 2021 and year 2022 were presented for comparison.

The treasurer's report for the month of November 2021 was read.

Charlie made a motion to accept the treasurer's report for November as read and seconded by Steve. All aye. Treasurer's report approved.

The treasurer's report for the month of December 2021 was read.

Steve made a motion to accept the treasurer's report for December as read and seconded by Bill. All aye. Treasurer's report approved.

The bills for January 2022 were reviewed. A motion was made by Carl and seconded by Robin to approve the bills, all aye, so approved.

Carl made a motion to adjourn and Lenny seconded it. Meeting was adjourned at 8:45 p.m.

The next meeting will be Monday, February 28, 2022 at 7 p.m.

Respectfully submitted,
Susan Harper, Secretary