Myerstown, PA 17067

November 11, 2021

Chairman Steven Hammer called the regular monthly meeting to order at 7:00 p.m., prevailing time. The meeting was held in the Conference Room of the Myerstown Water Treatment Facility situated at 601 Stracks Dam Road, Myerstown, PA, 17067.

ROLL CALL:

Present were: Chairman Steven Hammer; Treasurer Bryan Rittle; Secretary Brian Ziegler; Asst. Treas. Justin Kale(absent); Vice Chairman Patrick Angley; Engineer Farley F. Fry; Solicitor Kenneth Sandoe; Operations Manager Chris Strause; and Assistant Secretary Terry Miller.

MINUTES:

Motion by Mr. Angley: Second by Mr. Ziegler: To approve the minutes of the October 28, 2021 meeting as distributed. Motion passed unanimously.

CITIZEN’S COMMENTS:

None

COMMUNICATIONS:

1. Eberly hardship letter
2. Ephrata National Bank request for audit letter
3. PMAA Virtual Conference letter
4. PMAA Region 4 Fall Meeting letter
5. Keystone Hook & Ladder Fund Drive letter
6. Unemployment Solvency Fee Request letter

INVOICES:

Motion by Mr. Rittle: Second by Mr. Angley: To approve payment of the invoices as presented and attached. Motion passed unanimously.

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FINANCIAL REPORT:

Was reviewed. Mr. Strause explained category 470.010, Retirement. Our accountant was accidently putting the employee’s personal contribution into this category. It will be corrected by next month.

OPERATIONS REPORT FOR NOVEMBER 2021:

1. Cycle #3’s meters were read for the month of November 2021.

2. 63 PA One Calls were responded to in October 2021.

3. Two water leaks have been repaired since last meeting. 1st was 11-1-21 in the intersection of Richland Avenue and Cherry Street, that was a 6” main break. 2nd was 11-6-21 in front of the 323 W. Main Avenue, that was an 8” main Break. We have a service line leak at 120 S. Court that will be probably be a service line replacement. That will be done next week.

4. The PennDOT Permit for the Richland Avenue water leak has been completed and submitted.

5. Swonger Construction has started the installation of the new doors at the water plant.

6. I mailed the Release, Hold Harmless and Indemnification Agreement to the Elco S.D. They had called and asked some questions, but I haven’t seen a signed copy as of today.

7. I contacted Derstine about resuming the Filter Media Replacement Project. I haven’t heard back from them as of today.

8. I called in FCT (Nate Stauffer) to do a system leak survey of the old portion of the system. He is the one that found the service leak on S. Court.

9. We really need to look on whether or not the Authority took ownership of the lines in Stoneridge. I just had a situation where they had a contractor come in and try and find the line, they want to tap the new fire service into. The line was 8’ deep, and they found valves that were covered up. They filled in these areas years ago and that is why they are that deep. They did the same thing at another location and the fire hydrant is almost covered. The line that was dug up and is 8’ deep runs under the building and comes out to the fire hydrant that is almost covered. If the Authority ever has to fix or relocate the line under the building you will need another loan. This needs to be addressed sooner than later.

A discussion was held on Stoneridge. Mr. Sandoe will do a search for a Deed of Dedication.

OFFICE REPORT FOR NOVEMBER 2021:

1. There were 0 new connection fees paid since last meeting.
2. There was 1 bad check last month.
3. We posted 12 properties this month.
4. Shutoff notices were sent to no properties this month. (Since last meeting)
5. Ephrata Bank still puts the interest into the Clearing Fund again and took fees out of the same fund. They then transferred the fees to the general account.
6. I ran into an issue with finals getting notified by Invoice Cloud causing some customers to pay the final instead of the title company. To fix this, I’ll have to go into Invoice Cloud and delete any e-mails that they are sending the customer.
7. Due to a final reading, we discovered that 415 S. Cherry St. is actually 21 E. Center Ave. on tax rolls and the Borough property files. The record was corrected and the Borough notified of the change.
8. Attached is a copy of the most recent Auditor’s Report that I do monthly

CASH POSITION:

Was reviewed. There was a question about why the Edward Jones bonds and CDs are losing money. Mr. Goodhue is coming to the next meeting and will be asked about this.

SOLICITOR’S REPORT:

Mr. Sandoe had a call from the School District about the Hold Harmless Agreement. He was unable to take the call and will contact them tomorrow to see what they wanted.

ENGINEER’S REPORT:

Was reviewed.

OLD BUSINESS:

The Filter Media Project was reviewed in the Operations Report.

The Transmission Main Replacement Project was discussed in the Engineer’s report.

Motion by Mr. Rittle; Second by Mr. Angley: To approve the 2020 Audited Financial Statement. Motion passed unanimously.

The 2022 Preliminary Budget was reviewed. It will be approved at the December meeting.

NEW BUSINESS:

None

ADJOURNMENT:

No further business to come before the meeting, the meeting was adjourned at 8:02 P.M., prevailing time.

Respectfully submitted,

Terry M. Miller

Asst. Sec.

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