Myerstown, PA 17067

 December 9, 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; Vice Chairman Patrick Angley; Engineer Farley F. Fry (absent); Solicitor Kenneth Sandoe; Operations Manager Chris Strause; and Assistant Secretary Terry Miller.

MINUTES:

 Motion by Mr. Ziegler: Second by Mr. Angley: To approve the minutes of the November 11, 2021 meeting as distributed. Motion passed unanimously.

Mr. Kale abstained from the vote, due to his absence from the November 11, 2021 meeting.

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 Justin Kale

CITIZEN’S COMMENTS:

Steve Goodhue of Edward Jones Financial Investments gave a presentation on the future investment of reserve funds. The board had several questions on terms and interest rates. In answer to a question Mr. Goodhue said CDs give a better rate for short term than bonds. The board decided to get a list together of funds they want to move from the reserve bank accounts to short term CDs at Edward Jones by the January 2022 meeting. Mr. Hammer said that we need to project our cash needs for upcoming projects over the next several years so that he has an idea of our investment needs.

COMMUNICATIONS:

1. Hanover Engineering Fee Schedule
2. IRS bill for Covid reimbursement revocation

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:

None due to illness of accountant

OPERATIONS REPORT FOR DECEMBER 2021:

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

2. 48 PA One Calls were responded to in November 2021.

3. Three services were replaced since last meeting. 120 S. Court, 220 & 222 W. Carpenter Avenue. 120 S. Court was a Polyethylene pipe that was leaking and was replaced with copper. 220 & 222 were old iron pipe that were also replaced with copper.

4. I extended the PennDOT Permit for the Richland Avenue 6” service replacement to the old Quaker Alloy site. We currently have 4 open PennDOT Permits that need final restoration.

5. SLH Excavating completed 6 patch restorations within the Borough and Jackson Township.

6. Derstine has stated that they will be in after the holidays to complete the final two filters.

7. FCT has finished the leak survey of the system and only found 1 leak at 120 S. Court Street. I did not have him survey the booster station pressure zones since through the daily metering at those sites we can tell when issues arise.

8. Maintenance was performed on all three generators. The radiator on the WWSB is leaking, and will probably need to be replaced, NLSB will need new batteries. The water plant generator had a 4-hour load bank test performed as well.

9. Mr. Sandoe completed the Deed search on Stoneridge. The 60-year search only revealed that the Authority took Deed of Dedication on the new line installed, and was signed March 2012.

 Mr. Strause will send a letter to Stoneridge notifying them that the water mains to their properties and on their properties are theirs and meters are our only responsibility with the exception of a new line installed in March of 2012.

OFFICE REPORT FOR DECEMBER 2021:

1. There were 0 new connection fees paid since last meeting.
2. There were 0 bad checks last month.
3. We posted 30 properties this month.
4. Shutoff notices were sent to 67 properties this month.
5. Attached is a copy of the most recent Auditor’s Report that I do monthly.

CASH POSITION:

 Was reviewed. It was discussed that we contact Ephrata National Bank and ask for more interest or we may possibly move money from several accounts.

SOLICITOR’S REPORT:

 A discussion was held on a letter from Jeff Steckbeck, Engineer for the ELCO School District about a Hold Harmless Agreement that was not signed; a letter was instead returned stating that the wells were disconnected and pictures of same were enclosed. Mr. Sandoe stated that the original agreement has a global indemnification agreement that covers this, so requiring the Hold Harmless Agreement is not necessary and would be overkill. The Authority agreed that the original agreement would then be sufficient.

ENGINEER’S REPORT:

No Engineer was present but a report was sent from him for our review. A discussion was held on the Dunkin Donuts water line extension request. We will invite their engineer to a future meeting to discuss options and proposals. In the meantime, Mr. Strause will contact Engineer Fry about drawing up a plan with our proposal.

OLD BUSINESS:

The Filter Media Project was discussed in the Operations Report

Mr. Hammer and Mr. Strause met on December 8, 2021 to discuss the Transmission Main Project.

Motion by Mr. Angley; Second by Mr. Ziegler: To approve a 2% rate increase effective with bills going out January 1, 2022. Motion passed unanimously.

Motion by Mr. Kale; Second by Mr. Rittle: To approve the 2022 Budget. Motion passed unanimously.

NEW BUSINESS:

 Mr. Strause gave a presentation on updating the Rules & Regulations. He said that the Authority needs to add a provision that requires anyone applying for a Fire Service to be an existing water service customer. There are also numerous old and outdated rules and regulations that must be removed or brought up to date. Fire detector checks should no longer be in the Rules & Regulations as we could be held liable if there is a fire. We should eliminate any reference to detector checks and leave it up to the installer of the system.

Motion by Mr. Kale; Second by Mr. Rittle: To have Hanover Engineering examine the Rules & Regulations and revise and update them, at a cost not to exceed $5000.00. Motion passed unanimously.

 It was recommended by Mr. Strause that the Authority close the Rolling Hills Escrow Account. The development has one more stage to construct, but it could be several years until it is started.

Motion by Mr. Rittle; Second by Mr. Angley: To close out the Rolling Hills Escrow Account and return the money to the developer. Motion passed unanimously.

 Engineer Fry sent along a request that Solicitor Sandoe should check on a Deed of Dedication for the approximately 60 feet of water line along Route 501 at Wenger’s of Myerstown and that the easement was also recorded. Mr. Sandoe will confirm this.

 A discussion was held on Water Authority Board Member compensation. Mr. Sandoe said that would be up to the Borough. Mr. Strause said that the Authority should go to the Borough with their request if they feel they need more compensation. Mr. Sandoe said the Authority can grant raises to officers of the Authority but they will only take effect upon appointment to their next term. Mr. Sandoe said he can contact the Borough Solicitor about the compensation increase, but the Authority decided against the request at this time and will not pursue the matter further.

Motion by Mr. Ziegler; Second by Mr. Kale: To approve Requisition 12-2021 for $1695.00 to Hanover Engineering for the Transmission Main Project. Motion passed unanimously.

The Authority went into Executive Session at 8:28 P. M.

The Authority returned from Executive Session at 8:54 P. M.

The Authority granted the following new rates for employees in 2022:

C. Strause- $41.35

S. Hickernell- $27.29

C. Walborn- $27.29

T. Miller- $18.97

S. Richard- $17.22

Motion by Mr. Rittle; Second by Mr. Kale: To accept these new salaries for the employees. Motion passed unanimously.

Mr. Hammer would like to meet with the 3 operators as soon as possible. Mr. Strause said they will get together next week. They will be discussing cross-training.

ADJOURNMENT:

No further business to come before the meeting, the meeting was adjourned at 9:02 P.M., prevailing time.

 Respectfully submitted,

 Terry M. Miller

 Asst. Sec.