Myerstown, PA 17067

 December 14, 2023

 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; Solicitor Kenneth Sandoe; and Operations Manager Chris Strause.

MINUTES:

 Motion by Mr. Angley: Second by Mr. Rittle: To approve the minutes of the November 9, 2023 meeting as distributed. Motion passed unanimously.

Mr. Kale abstained from the vote, due to his absence from the November 9, 2023 meeting.

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 Justin Kale

CITIZEN’S COMMENTS:

None

COMMUNICATIONS:

1. Mike Davis Complaint letter
2. Michael Zehring Complaint letter
3. U.S. District Court Class Action Settlement letter concerning PFAS
4. PA Coalition for Oral Health fluoride grant letter
5. PMAA call for presentations letter
6. Goodwill Fire Company donation request letter
7. Hanover Engineering Professional Fee Schedule 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.

OPERATIONS REPORT FOR DECEMBER 2023:

1. Cycle #1’s meters were read for the month December 2023.

2. 62 Pa One Calls were responded to in November 2023.

3. New Water Plant Crack Monitoring data was sent to Hanover Engineering for the month of December.

4. The renewal of the NPDES Permit has been started. I have to sample the backwash tank three weeks in a row, the first two weeks have been collected.

5. High Service Pump #3 had a new inverter duty motor installed 12-8-2023. The first brand new motor that lasted approximately one week, was sent back for warranty work but, I have not heard anything since it was taken out in October

6. I did receive the construction permit for the new turbidity meters. I have been in contact with Heim and GES on trying to coordinate the installation and SCADA setup, for the beginning of the new year.

7. The auditors started the 2023 audit on Tuesday, December 12, 2023.

8. I have not heard anything from either Verizon or the Lebanon County Assessment Office since last meeting.

10. Three of the four generators were serviced on December 4, 2023. The well 5 generator will need to be added to the contract. I will contact Penn Power. Everything was good.

11. Water Service Professionals completed the Filter #3 inspection. They will be sending a quote to remove anthracite from all three filters.

OFFICE REPORT FOR DECEMBER 2023:

1. There were 0 new connection fees paid since last meeting.
2. There was 1 bad check and 2 bad debits last month. There is 1 outstanding bad check from a disabled Arborgate resident that we are still trying to collect since October 25th. I sent a letter to him again requesting payment this week.
3. We posted 23 properties this month.
4. Shutoff notices were sent to 64 properties this month.
5. Tija Gross of 33 E. Main Ave. has made 2 payments so far of her three. All were made timely.
6. Zook Properties LLC has changed management companies 3 times so far in the last 2 months. Not sure what’s going on there.
7. Attached is a copy of the most recent Auditor’s Report that I do monthly.

CASH POSITION:

 Was reviewed.

SOLICITOR’S REPORT:

Solicitor Sandoe had nothing to report.

ENGINEER’S REPORT:

Was reviewed.

OLD BUSINESS:

The Cyber Security Insurance application from Arthur Hall Insurance was discussed.

Motion by Mr. Ziegler; Second by Mr. Kale: To approve the 2024 preliminary budget. Motion passed unanimously.

NEW BUSINESS:

Motion by Mr. Rittle; Second by Mr. Kale: To approve Requisition 34-2023 for $4968.75 to Hanover Engineering for the Transmission Main replacement. Motion passed unanimously.

Motion by Mr. Ziegler; Second by Mr. Angley: To require 651 W. Lincoln Ave. to set up an Escrow Account in the amount of $5000.00. Motion passed unanimously.

A quote from 120Water for the Lead and Copper Inventory software was reviewed. No action was taken at this time.

Motion by Mr. Rittle; Second by Mr.Kale: To send $250.00 donations to the Goodwill, Keystone, and Kutztown Fire Companies and the Goodwill Fire Police. Motion passed unanimously.

Motion by Mr. Rittle; Second by Mr. Angley: To increase the minimum water bills by 14.6% and the additional thousand rate to $7.25 effective with the bills that go out February 1, 2024. Motion passed unanimously.

Motion by Mr. Angley; Second by Mr. Rittle: To approve a payment plan of 3 monthly payments for 470 W. Washington Ave. Motion passed unanimously.

A discussion on investments from Edward Jones was held and short term reinvestments were preferred.

EXECUTIVE SESSION

The Authority went into Executive Session from 9:32 P. M. to 9:40 P.M.

The following percentages were approved for employee raises for 2024:

C. Walborn, S. Hickernell, T. Miller, and S. Richard were granted 3.3% and C. Strause was approved for 6.0%.

ADJOURNMENT:

No further business to come before the meeting, the meeting was adjourned at 9:42 P.M., prevailing time.

 Respectfully submitted,

 Brian Ziegler

 Secretary

Transcribed by Terry Miller

Admin. Sec.

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