

Williamstown Borough Authority Meeting Minutes

February 7th, 2024

Williamstown Borough Authority met January 3rd, 2024 at 7:00 p.m. in Council Chambers. Board Members present were Chairman Stephen Denkovich, Vice Chairman Jack Schaeffer Jr, Mark Challenger Jr., Dale Edinger, Solicitor Joe Kerwin, Secretary Rikki Kasper, Absent was Operations Manager Shane Zellers and Lee Moss. Dane Williard and Bob Lynn (Hanover Engineering) was present.

The meeting was called to order at 7:00pm. The Pledge of Allegiance to the Flag was recited. The minutes from the January 3rd, 2024 meeting were reviewed and approved as written.

Citizens: Bob Lynn was present and was asked to speak at the end of the meeting. The Authority received an invoice from Hanover Engineering that dated 16 months in the past, and several other dates since then. Vice Chairman Schaeffer held off on paying the invoice until it was questioned and answered as to why we were not charged during the time of the work performed. Bob Lynn explained that they were holding off on billing until the project was complete, and the project was never completed so they billed the invoice. Vice Chair Schaeffer requested that invoices be billed in the time frame that they are completed and not held off in the future.

Grant Updates- One piece of equipment was received – the line detector. The Authority received two more invoices for equipment. Payment will be submitted to the County when equipment arrives.

Solicitor- Received \$921 for lien at 241 E Market Street from years ago. We have not received anymore payments from Gonder. Solicitor Kerwin spoke with Johns regarding the catholic church subdivision. The Authority will work with him to figure out how to do the lines.

Manager's Report- Reviewed.

On the motion of Schaeffer, seconded by Challenger, the Authority will purchase a metering pump for approximately \$1,100, two KOP Kits for approx. \$221 each and a diaphragm dipper for approx. \$708.

On the motion of Schaeffer, seconded by Challenger, the Authority will move to replace the two smaller doors at the Sewer plant for approximately \$2900 and \$2400. There are three more doors to do.

Correspondence:

- The bank reconciliations for the month of December were reviewed by Schaeffer.
- Delinquent notices were sent out today.
- PLGIT money was moved. *On the motion of Schaeffer and Edinger, \$25,000 more will be moved from Water and \$100,000 more will be moved from sewer.*
- Cindy Rivera back up into house was discussed. *On the motion of Edinger, seconded by Schaeffer, the Authority will reimburse her for her expenses such as the hotel bill and the plumbing cost.*
- Lykens Authority sent a Thank You letter to the Williamstown Authority for the help during their crisis.

- Vice Chair Schaeffer would like to extend the jetter to the Township and Borough in any times of need.

New Business:

- *On the motion of Edinger seconded by Schaeffer, the Authority Board members will be on Payroll, effective March 2024.*
- *On the motion of Schaeffer and Edinger, the Authority will begin charging a \$15.00 Water/Sewer Certification fee.*

Delinquent Report- Reviewed.

Bills & Payroll: *Motion by: Dale Edinger, to approve timesheets. 2nd by Jack Schaeffer Jr. -Motion Carried.*

Motion by: Mark Challenger, to pay bills. 2nd by Jack Schaeffer -Motion Carried.

Adjournment- *The meeting adjourned at 7:35 PM on the motion of Jack Schaeffer and Dale Edinger.*

NEXT MEETING WEDNESDAY, March 6th, 2024

"This institution is an equal opportunity provider and employer."