

# **Williamstown Borough Authority Meeting Minutes**

## **February 5, 2014**

Williamstown Borough Authority met Wednesday, February 5, 2014 at 7:00 p.m. in Council Chambers. Council Members present were Chairman Gregory Showers, Vice Chairman Charles Croft, Sr., Matthew Miller, Dave Neidlinger, Tim Kessinger, Mark Challenger Jr., Secretary Lynne Daniel, Interim Manager John Bender, Uni-Tek Representative Pat Ward.

The meeting was called to order at 7:00PM. The Pledge to the Flag was recited.

The minutes were reviewed and were approved as corrected.

Authority member Mark Challenger, Jr. requested an Executive Session for personnel and legal issues. Greg Showers called the session at 7:05 pm. The regular meeting reconvened at 7:30 pm.

John Bender presented different position descriptions and advertising options for the opening at the water/sewer plant. It was decided to go with the "Operator" position and after the public notice is revised the position will be advertised. Dave Neidlinger made a motion to advertise for an operator, Tim Kessinger 2nd, all in favor.

The water rate increase was discussed and it was decided instead of sending a mass mailing out, the increase will be advertised in the 2nd Quarter billing and become effective in the 3rd Quarter billing (July). The increase will also be advertised in the papers. Tim Kessinger made a motion to approve, Dave Novinger 2nd, all in favor.

Joe Kerwin reported no updates in the timbering situation. Joe also presented the Borough Councils recommendation to reduce the Authority Board from 7 to 5. The board is currently at 6 with the recent resignation of Dennis Raho and the second would be through attrition or voluntary resignation. The Authority will create a resolution to adopt this change. Charles Croft, Sr. made a motion to proceed, Tim Kessinger 2nd, all in favor.

Uni-Tek Engineer, Pat Ward, presented his report on the Magnesium Hydroxide Delivery project. He was also questioned on John Bender working in excess of 40 hours weekly. It was decided John's time will be limited to 40 hours. In addition Pat said a breakdown of John's time will be made available to the Authority.

John Bender presented his Manager's Report. John reported on the issues with the Scada Program, the requirements needed per the USDA Audit and his implementation of a daily

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incident report to keep Authority members aware of occurrences. John made a request for \$2900.00 for the water tank and \$1405.00 for the toxic gas meter. Tim Kessinger made a motion to approve, Charles Croft, Sr. 2nd, all in favor.

It was related to the Authority that 98 "Discontinuance Notices" were mailed to residents with delinquent bills.

At this time Gregory Showers resigned his position on the board and handed the gavel over to Vice Chairman, Charles Croft Sr.

Tim Kessinger made a motion to approve payroll and pay the bills, Mark Challenger, Jr. 2nd, all in favor.

Tim Kessinger made a motion to adjourn at 9:15, Matt Miller 2nd, all in favor.

**NEXT MEETING WEDNESDAY, APRIL 2, 2014**

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