

Williamstown Borough Authority Meeting Minutes

July 16, 2014

Williamstown Borough Authority met Wednesday, July 16th, 2014 at 7:00 p.m. in Council Chambers. Council Members present were Chairman Charles Croft, Sr., Dave Neidlinger, Mark Challenger Jr., Matt Miller, Secretary Lynne Daniel, Interim Manager John Bender, Uni-Tec Representative Pat Ward. Tim Kessinger and Solicitor Joe Kerwin were absent.

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

The minutes were reviewed and were approved as written.

Applications for the open operator position were reviewed by Charles Croft, Sr., Mark Challenger Jr., and David Neidlinger. Six applicants were pulled for interviews and Charles Croft Sr., Mark Challenger, Jr., and David Neidlinger will conduct the interviews on Monday, July 21st and Wednesday, July 23rd. Secretary, Lynne Daniel will contact interested applicants and set up interview times.

The CFA Small Project Grant has been postponed until September, 2014 (Ray Street Project).

The property owner at 711 Julian had been given 6 months to hook up to the sewer, the deadline will expire in August. A motion was made by Matt Miller to pursue legal measures to enforce the hook-up if the deadline is not met; Dave Neidlinger 2nd, all in favor.

A meeting with Susquehanna Bank to go over our financial accounts has been set up for Monday, July 21st at 1:00 pm.

It was decided in the 4th Quarter newsletter/billing, property owners will be informed of their responsibility to make water/sewer payments directly to the Authority and not via their tenants.

Solicitor Joe Kerwin provided his report to the Authority in his absence. Joe will prepare a resolution authorizing the Authority to make bulk water sales with the provision that the rate can be annually adjusted. Matt Miller made a motion to approve the resolution, Mark Challenger 2nd, all in favor.

Uni-Tec Pat Ward presented his Engineer's Report. Pat informed the Authority Steps 1 through 4 of the Water System Upgrade Project is complete and next would be the Feasibility Study. Pat suggested John Bender stay on as Interim Manager to provide assistance with this. Without John's help it would cost \$35,000; with his assistance \$18,000. Pat stressed he believes a manager is needed and John's experience is valuable not only with the feasibility study but with the upcoming Ray Street Project. Pat also stressed the importance of upgrading the water system now and not wait until we are in a crisis situation. Charles Croft, Sr. expressed his concern of the water department's financial situation. Pat also informed the Authority on the importance of increasing our water rates to enable the water department to become more financially viable; at the point the water department is presently they may not be eligible for outside funding.

Pat finished the design for the Ray Street Project and provided the Authority with the bill for Engineering Services. A request was made to request payment for those services through the County Gaming Grant which we were awarded for the Ray Street Project. A motion was made by David Neidlinger to authorize the reimbursement from the county to Uni-Tec for engineering costs involved to date, Mark Challenger, Jr., 2nd, all in favor. Pat informed the Authority a permit for the Ray Street Project was applied for through PennDot and requested authorization to advertise for the project. Mark Challenger, Jr. made a motion to authorize advertising the Ray Street Project contingent on receiving the PennDot permit, Dave Neidlinger 2nd, all in favor.

Interim Manager John Bender reviewed the required reporting that will need to be done once his service is complete at the water/sewer plants which include electronic DMR, SDWA reports, Chapter 94, Act 220, SARA Title III, CCR, WO&E reports. John also stated according to USDA requirements any new hires will require data on file as far as ethnicity, race and gender.

John recommended we pay NECO for their services but hold 5% until the seal in one of the booster pumps is replaced and testing with both booster pumps operating.

John briefed the Authority on the DEP filter plant performance evaluation at the water plant and recommended replacements, upgrades and procedures. John also completed the Water Obstruction & Encroachment Report for 2014 and after signing is ready for submittal to PADEP.

John reported our NPDES permit ran out in April of 2013 and our new permit will have a UV % transmissivity reporting requirement. Equipment cost for an on-line analyzer will be between \$12,000 and \$20,000 and a portable photometer would cost between \$2,500.00 and \$5,000.00 but would be more labor intensive.

John requested authorization to purchase two new surge suppression modules at a cost of \$1200. Because of the loss of the same in the main heavy duty disconnect panel. Mark Challenger, Jr. made a motion to purchase, Matt Miller 2nd, all in favor.

Raises for both the water and sewer operators were discussed and a motion to increase Charles Croft, Jr. to \$20.00 an hour was made by Dave Neidlinger, Matt Miller 2nd, all in favor. It was decided no increase would be given to Roy Miller until he passes his disinfection test and gets the water license. It was also decided the Authority does not pay certification fees; it is the responsibility of the operators.

Delinquent accounts were reviewed. A motion was made by Dave Neidlinger to pay the bills, Mark Challenger, Jr. 2nd, all in favor. A motion was made to adjourn at 8:45pm by Matt Miller, Mark Challenger, Jr. 2nd, all in favor.

NEXT MEETING WEDNESDAY, AUGUST 6, 2014

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