Myerstown, PA 17067

June 13, 2024

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. Treasurer Samuel Moyer; Vice Chairman Patrick Angley; Engineer Farley F. Fry; Solicitor Kenneth Sandoe(absent); and Operations Manager Chris Strause.

MINUTES:

Motion by Mr. Angley; Second by Mr. Ziegler: To approve the minutes of the May 9, 2024 meeting as distributed. Motion passed unanimously.

Mr. Hammer abstained from the vote, due to his absence from the May 9, 2024 meeting.

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Steven Hammer

CITIZEN’S COMMENTS

None.

COMMUNICATIONS:

1. EPA Cybersecurity letter
2. Hanover Engineering letter to Tech Cast about remediation

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 JUNE 2024:

1. Cycle #1’s meters were read for the month June 2024.

2. 40 Pa One Calls were responded to in May 2024.

3. The service was replaced at 226 W. Carpenter.

4. The blow-off at 600 S. Locust Street was replaced.

5. A.H. Moyer used their vac truck and repaired and or replaced 8 curb boxes that we could not get on to replace or turn off water for non-payment.

6. The Heim Group will be installing inline electric monitoring devise to monitor the incoming electric at the water treatment plant.

OFFICE REPORT FOR JUNE 2024:

1. There were 0 new connection fees paid since last meeting.
2. There was 1 bad debit last month. A customer claimed a payment she made was fraudulent and PayPal rejected it without checking with us. The customer later realized it wasn’t fraud and repaid us. We incurred no bank fees for this so the $50.00 fee to her was waived. We are now in dispute with Invoice Cloud over the rejected debit. They are threatening to hold all credit card payments to us unless we give authorization to withhold funds for bad debits.
3. Glenn Thomas paid his bad check plus fees.
4. We posted 21 properties this month.
5. Shutoff notices were sent to 70 properties this month.
6. Attached is a copy of the most recent Auditor’s Report that I do monthly.

CASH POSITION:

Was reviewed.

SOLICITOR’S REPORT:

No Solicitor present.

ENGINEER’S REPORT:

Was reviewed.

OLD BUSINESS:

The Transmission Main Project was discussed in the Engineer’s Report.

The Water Plant structural issues were discussed in the Engineer’s Report.

NEW BUSINESS:

Motion by Mr. Moyer; Second by Mr. Angley: To approve Requisition 41-2024 for $1202.50 to Hanover Engineering for the Transmission Main Project. Motion passed unanimously.

Motion by Mr. Rittle; Second by. Mr. Ziegler: To approve payment of $440.00 to Hanover Engineering from the Cornerstone Estates Escrow Account. Motion passed unanimously.

Motion by Mr. Angley; Second by. Mr. Rittle: To accept the quote from Toshiba for a new copier for $172.70 per month. Motion passed unanimously.

Motion by Mr. Rittle; Second by. Mr. Ziegler: To approve a quote to replace 7 windows at the water plant office from Swonger Construction for $5605.59. Motion passed unanimously.

Engineer Fry recommended that the Authority accept A. H. Moyer’s bid for the stormwater improvement project including using rip-rap.

Motion by Mr. Rittle; Second by Mr. Moyer: To approve the bid from A. H. Moyer for the Stormwater Drainage Improvement Project in the amount of $244,867.00. Motion passed unanimously.

Motion by Mr. Ziegler; Second by Mr. Angley: To approve the 2023 Audit Report, submitted by Garcia, Garman and Shea. Motion passed unanimously.

Motion by Mr. Moyer; Second by Mr. Angley: To purchase an additional 300 meters for $97,500.00 from Core & Main. Motion passed unanimously.

Motion by Mr. Rittle; Second by Mr. Angley: To approve purchase of a new operator lab computer from Smrtguys at a cost of $1693.00. Motion passed unanimously.

A discussion was held on the price of the Delaware River Basin Commission Permit Renewal fee.

A discussion was held on the optional changes available to the Empower Secure 2.0, 457b Plan. No action was taken.

Motion by Mr. Moyer; Second by Mr. Rittle: To allow M & T Bank/Wilmington Trust to have the ability to access the Authority’s General Account for the purpose of ACH transfers for the reimbursement of project expenses. Motion passed unanimously.

A discussion was held on advertising for an Administrative position and an experienced operator.

ADJOURNMENT:

No further business to come before the meeting, the meeting was adjourned at 9:20 P.M., prevailing time.

Respectfully submitted,

Brian Ziegler

Secretary

Transcribed by Terry Miller

Admin. Sec.

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