Myerstown, PA 17067

October 28, 2021

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 (Absent); Vice Chairman Patrick Angley; Engineer Farley F. Fry; Solicitor Kenneth Sandoe; Operations Manager Chris Strause; and Assistant Secretary Terry Miller (Absent).

MINUTES:

Motion by Mr. Angley: Second by Mr. Rittle: To approve the minutes of the September 9, 2021 meeting as distributed. Motion passed unanimously.

CITIZEN’S COMMENTS:

Mr. Rittle who is also Myerstown Borough Council President, informed the Authority that the Myerstown Borough Council has been approved for the CDBG Grant to repave South Railroad Street, from Center Avenue to the Borough line past the railroad tracks. The Authority has already approved and has refinanced their long-term debt in order to fund the project to replace all the mains and services located within the CDBG Grant Project.

COMMUNICATIONS:

1. Letter from Ephrata National Bank requesting the Authority’s 2020 Audited Financial Statements.
2. PMRS 3rd Quarter update and notice that they would prefer ACH Transfers instead of checks.
3. Letter from IRS stating the Authority owes $2,486.80 from 2016 for payroll taxes (form 940)

FINANCIAL REPORT:

The Authority reviewed the Financial Report.

INVOICES:

Motion by Mr. Angley: Second by Mr. Rittle: To approve payment of the invoices as presented and attached. Motion passed unanimously.

OPERATIONS REPORT FOR OCTOBER 2021:

1. Cycle #2’s meters were read for the month of October 2021.

2. 68 PA One Calls were responded to in September 2021.

3. The Well # 5 Generator was delivered to the water plant. I need to get the concrete pad poured next.

4. A new louver has been ordered for W. Washington Booster Station from APR Supply. The new louver will have two motors.

5. Country Cupola on N. Ramona, burned down in September and approached the Authority about a fire service. I worked with S & L Mechanical and a 6” fire service was installed. A pit was installed with a detector check since the line was over 100’.

6. Stoneridge was also trying to install a fire service. The only reason I know anything was from the Keystone Fire Company sending out a letter with their displeasure of what Stoneridge was doing. I was then contacted by Blue Water about the tap they were going to make for the fire service. At that point I shut down the job and explained we need plans and prints of what they were planning to do. The service was going to be over to be over 300’. This is a common practice for Stoneridge I would really like to find out who owns the lines at Stoneridge, because personally I would like to wash my hands of the entire place.

7. The Elco S. D. finally seems to have fixed all their leaks and are back to their normal estimated daily use of 15,000 gallons.

8. I will be contacting Derstine to start back on the Filter project now that are pumping is slowing down.

9. I haven’t heard any updates on the proposed Dunkin Donuts.

10. I contacted Kohl Bros. to give an updated price on Well #3. I really need to get this well done for next summer.

11. A new service was installed at 821 S. Railroad Street (TNT Sanitation).

Motion by Mr. Ziegler: Second by Mr. Angley: To have the maintenance/repair work completed on Well #3. Motion passed unanimously.

OFFICE REPORT FOR OCTOBER 2021:

1. There was 1 new connection fee paid since last meeting.

2. There were 2 bad checks last month.

3. We posted 12 properties this month.

4. Shutoff notices were sent to 52 properties this month.

5. Ephrata Bank put interest into the Clearing Fund again and took fees out of the same fund. They then transferred the fees to the general account.

6. Invoice Cloud finally corrected the fee withdrawal account and cleared up all the back money we owed.

7. Attached is a copy of the most recent Auditor’s Report that I do monthly.

CASH POSITION:

The Authority reviewed the Cash Position.

Mr. Strause suggested to the Authority, that after the November 15th Debt Service payment, to transfer from the General Account some of the excess monies to the reserve accounts, mainly the Reservoir Maintenance Account. Chairman Hammer discussed investing the funds from some of the reserve accounts. Mr. Strause was directed to contact Steven Goodhue with Edward Jones to see if he could attend the next Authority Meeting to provide some suggestions.

SOLICITOR’S REPORT:

Solicitor Sandoe presented to the Authority a Release, Hold Harmless and Indemnification Agreement for the Elco School District. The agreement is to make sure that the School District has disconnected their wells and to ensure that no cross-connection exists.

ENGINEER’S REPORT:

The Authority reviewed the Engineer’s Report.

Mr. Fry thanked the Authority for the flowers sent to his Father’s Funeral.

Mr. Fry suggested making some route changes to the transmission main. The new route would eliminate an air release vault which could save the authority approximately $40,000. Mr. Fry is going to put the new route on the plans and get a set to Mr. Strause for the authority to review.

OLD BUSINESS:

The Authority discussed the Filter Media Replacement Project. Mr. Strause said he is going to be contacting Derstine Inc., to start back with Filter #2 now that pumping is down with the Fall and Winter months.

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

NEW BUSINESS:

Motion by Mr. Angley; Second by Mr. Ziegler: To approve Requisitions 09-2021 for $1,972.15 and Requisition 10-2021 for $2,090.50, both to Hanover Engineering . Motion passed unanimously.

Motion by Mr. Angley; Second by Mr. Rittle: To approve Requisition 11-2021 for $27,432.00 to the Myerstown Water Authority for reimbursement of the cost of the Standby Generator at Well #5. Motion passed unanimously.

The Authority reviewed the 2020 Audited Financial Statements as presented. The Authority will take action to approve the financial statements at their November 11, 2021 meeting.

The Authority reviewed the proposed plan for a Hotel at 15 West Carpenter Avenue, from Mr. Charles Kline. The Authority also discussed the consumption history of the building from its previous use. The Authority instructed Mr. Strause to contact Mr. Kline and discuss the condition of the water lines already suppling the building and that his engineer should calculate what their planned daily consumption will be for the tapping fee calculation.

The Authority reviewed the 2022 Preliminary Budget, but made no decisions at this time.

The Authority reviewed the 2022 Health Insurance Renewal Rates with the Rate Stabilization Fund.

Motion by Mr. Rittle; Second by Mr. Angley: To apply all $4,835 of the Rate Stabilization Fund to the 2022 Health Insurance Renewal Rates. Motion passed unanimously.

The Authority reviewed the Federally Funded, Low Income Household Water Assistance Program (LIHWAP). The Authority decided to pass on this program at this time. The Authority has no problems with unpaid invoice at this time. Mr. Strause noted that only one customer is turned off for non-payment out of 3,012 metered customers.

The Authority reviewed the PMRS 2019 GASB 68 Report.

ADJOURNMENT:

No further business to come before the meeting, the meeting was adjourned at 9:05 P.M., prevailing time.

Respectfully submitted,

Chris Strause

Operations Manager