

**LYKENS BOROUGH AUTHORITY
MINUTES**

The Lykens Borough Authority held their regularly scheduled monthly meeting on Wednesday September 13, 2017 at 6:00 p.m., in the Lykens Municipal Building, 200 Main Street, Lykens. Chairman Robert Schreffler presided over the meeting. The Pledge of Allegiance was recited followed by roll call.

PRESENT:

Robert Schreffler
Paul Johns
Kerry Teter
David Ney
William Hart

ALSO PRESENT:

Joseph Kerwin, Solicitor
Judith Musick, Treasurer
Dan Schell, Supervisor of Operations
Bonnie Krepich, Citizen
Stanley Engle, Citizen
Jeanette M. Crabb, Recording Secretary

APPROVAL OF THE MINUTES:

Upon a motion by Kerry Teter and seconded by Vice Chairman William Hart the minutes from the August 9, 2017 monthly meeting were approved.

RECOGNITION OF CITIZENS: N/A

OFFICE & GENERAL BUSINESS:

A written report was submitted by the Secretary to all members.

Upon a motion by Paul Johns and seconded by Kerry Teter the advertising of the 2016 audit was accepted. All members received an electronic copy.

Upon a motion by Vice Chairman William Hart and seconded by Kerry Teter the Secretary's Report was accepted.

SOLICITOR'S REPORT:

Upon a motion by Paul Johns and seconded by Vice Chairman William Hart permission to have Max from Glace Associates apply for a grant for a new backhoe was given.

A discussion took place on Solicitor Kerwin looking into a line of credit through Mid Penn Bank. Solicitor Kerwin explained approval from the Borough will be needed. Solicitor Kerwin will talk to Mid Penn Bank and report back.

Upon a motion by Paul Johns and seconded by Kerry Teter the Solicitor's Report was accepted.

SUPERVISOR OF OPERATIONS REPORT FOR WATER & SEWER:

A written report was submitted by Supervisor of Operations, Dan Schell for water & sewer.

At this time Stanley Engle mentioned the fire house was having sewer issues on Sunday. Dan said the Authority ran their camera and Residential ran their camera as well as Kline's was there. Dan said we did all we can to help they may need a plumber to solve the issues.

Upon a motion by Kerry Teter and seconded by Paul Johns the Supervisor of Operations Report was accepted for water and sewer.

TREASURER'S REPORT FOR WATER AND SEWER:

A written report was submitted by Treasurer Judith Musick.

Ordinary and necessary expenditures that have been paid for the month of August are included on the Treasurer's report. Upon a motion by Paul Johns and seconded by Kerry Teter the Treasurer's reports were accepted with permission to pay.

From the Water Department:

1. GHD in the amount of \$146.75 for the Water Allocation Permit Renewal.
2. Glace in the amount of \$917.61 for WTP Water Filter Improvements.
3. Glace in the amount of \$1,181.49 for 2018 Grant Expenses for the Wiconisco Water Tank.

From the Sewer Department:

1. GHD in the amount of \$260.03 for work related to the Wiconisco Sewer Inceptor Lining Project.

Upon a motion by Paul Johns and seconded by Vice Chairman William Hart payment number #2 in the amount of \$68,094.00 was accepted as well as change order #3 for final payment to Insituform Technologies, Inc. in the amount of \$17,581.19.

All members received the 2018 MMO'S.

A budget workshop was set up for September 19, 2017 at 6:00 P.M. with Borough Council to discuss salaries.

A budget workshop was set up for September 25, 2017 beginning at 11:00 A.M.

AT THIS TIME AN EXECUTIVE SESSION TOOK PLACE FROM 6:50 P.M. TO 7:23 P.M.FOR PERSONNAL ISSUES.

At this time Solicitor Kerwin said there were a few suggestions made by the auditors and he feels it is important to start following the recommendations.

Upon a motion by Paul Johns and seconded by David Ney all checks prepared for payment to vendors by the Treasurer are to be reviewed by Member Kerry Teter before payment is made. Vice Chairman William Hart will be the alternate if Kerry Teter is not available.

Upon a motion by Paul Johns and seconded by Vice Chairman William Hart, Kerry Teter will work on implementing job descriptions as well as job performance standards for employees.

ADJOURNMENT:

There being no further business to come before the Board the meeting was adjourned at 7:37 PM. upon a motion by David Ney and seconded by Kerry Teter.

Jeanette M. Crabb,

Recording Secretary