

**LYKENS BOROUGH AUTHORITY
MINUTES**

The Lykens Borough Authority held their regularly scheduled monthly meeting on Wednesday November 8, 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
Kerry Teter
David Ney
William Hart
Sean Flynn

ALSO PRESENT:

Joseph Kerwin, Solicitor
Judith Musick, Treasurer
Dan Schell, Supervisor of Operations
Tim Leshner, WWTP Operator
Gary Bopp, Council President
Dale Musick, 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 October 11, 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 Vice Chairman William Hart the 2018 Water & Sewer Budgets were tentatively adopted with permission to advertise given. The Budgets will be formally adopted at the December meeting. The Budget will include an increase in the Wiconisco Pumping Station Fee from \$6.83 to \$10.39 per quarter per customer. The quarterly water base rate fee will remain at \$57.00 a quarter and \$6.40 per 1,000 gallons of water used. The sewer quarterly base rate will remain \$127.00 as well as the rate of \$5.00 per 1,000 gallons used over 25,000 gallons.

Upon a motion by David Ney and seconded by Paul Johns the 2018 fee schedule was adopted with no changes.

Upon a motion by Kerry Teter and seconded by Paul Johns permission was given to advertise the monthly Authority meetings for the 2nd Wednesday of each month beginning at 6:00 P.M. for 2018.

Agenda's will be prepared to reorganize prior to the monthly meeting in January.

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

SOLICITOR'S REPORT:

Solicitor Kerwin asked for an update on how many units are rented at the Home Leasing properties.

Upon a motion by David Ney and seconded by Paul Johns 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.

Dan reported there are a few sewer concerns at the Hotel location that are being looked into.

A written report was submitted by Manager of Sewer, Timothy Leshner.

Kerry Teter suggested a once a month safety check be conducted with the new employees.

All members agreed any employee hired after September 1, 2017 will be responsible for paying their tuition for training, however mileage will be reimbursed when using their own vehicles. The employee will be paid their normal daily wages while at training. After completion of five (5) years of service with the Lykens Borough Authority an employee may submit their expenses for training and receive reimbursement.

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 October are included on the Treasurer's report. Upon a motion by Vice Chairman William Hart and seconded by David Ney the Treasurer's reports were accepted with permission to pay:

From the Water Department:

1. GHD in the amount of \$19.25 for the Water Allocation Permit renewal.

From the Sewer Department:

1. GHD in the amount of \$82.50 for work related to the Wiconisco Sewer Inceptor Lining Project.

AT THIS TIME AN EXECUTIVE SESSION TOOK PLACE FOR PERSONNEL MATTERS.
FROM 7:05 PM THROUGH 7:21 PM.

Upon a motion by Kerry Teter and seconded by Vice Chairman William Hart permission was given to place the backhoe out for bids.

Upon a motion by Paul Johns and seconded by Kerry Teter, Timothy Leshner is to attend the Authority meetings and be paid comp time. Kerry said we all need to work together. Dave suggested Tim make a report for sewer and Dan make a report for water.

Kerry asked how does the board wish to have employee appraisals completed? The board agreed that Bob and Kerry will conduct Dan's and Kerry will conduct the other employee's along with Dan.

ADJOURNMENT:

There being no further business to come before the Board the meeting was adjourned at 7:28 P.M. upon a motion by Kerry Teter and seconded by Vice Chairman William Hart.

Jeanette M. Crabb,

Recording Secretary