

LYKENS BOROUGH AUTHORITY MINUTES

The Lykens Borough Authority held their regularly scheduled monthly meeting as well as a Reorganization meeting on Wednesday January 10, 2018 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
Dan Schell, Supervisor of Operations
Tim Leshner, WWTP Operator
Gary Bopp, Council President
Bonnie Krepich, Citizen
Stanley Engle, Citizen
Jeanette M. Crabb, Recording Secretary

At this time nomination for Chairman took place.

Kerry Teter nominated Robert Schreffler.

Upon a motion by Kerry Teter and seconded by Dave Ney, Robert Schreffler was appointed Chairman.

Nominations for Vice Chairman took place.

Dave Ney nominated Kerry Teter.

Upon a motion by Dave Ney and seconded by William Hart, Kerry Teter was appointed as Vice Chairman.

Nominations took place for Secretary of the Board.

Dave Ney nominated William Hart.

Upon a motion by Dave Ney and seconded by Kerry Teter, William Hart was appointed as Secretary to the Board.

Upon a motion by Sean Flynn and seconded by Kerry Teter, Joseph Kerwin was appointed as Solicitor.

Upon a motion by Kerry Teter and seconded by William Hart, MaherDuessel was appointed as Auditor. (2017 in the amount of \$7,700., 2018 in the amount of \$7,840., and 2019 in the amount of \$7,980.)

Upon a motion by Kerry Teter and seconded by Dave Ney, Jeanette M. Crabb was appointed as Recording Secretary to the Board.

Upon a motion by Kerry Teter and seconded by William Hart, Debbie Ketner was appointed as Treasurer.

The following appointments were made at Council's Reorganization meeting.

Sean Flynn was appointed for an annual term to run from January 1, 2018 through January 1, 2019.

Kerry Teter was appointed to a five (5) year term to run January 1, 2018 through January 1, 2023.

This concluded the Reorganization meeting and the regular meeting followed.

APPROVAL OF THE MINUTES:

Upon a motion by Kerry Teter and seconded by Dave Ney the minutes from the December 13, 2017 monthly meeting were approved.

RECOGNITION OF CITIZENS: N/A

OFFICE & GENERAL BUSINESS:

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

All members were given the 2018 bidding thresholds.

Upon a motion by William Hart and seconded by Vice Chairman Kerry Teter, the updated Water Rules & Regulations were adopted.

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

SOLICITOR'S REPORT:

There was nothing to report at this time.

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

SUPERVISOR OF OPERATIONS REPORT FOR WATER

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

Upon a motion by Vice Chairman Kerry Teter and seconded by William Hart, permission was given to advertise for bids for the Water Filtration Upgrades, the bid documents and bidding process will be handled with Glace Associates via Penn Bid.

Dave Ney asked if the forks were sold with the old back hoe. Dan explained they were not since they are shot. Dave will get a set quoted for the new backhoe.

An Operation's Supervisor report was submitted by Dan Schell.

A discussion took place on how to handle customers that have freeze ups resulting in meter and parts needing replaced. The Board agreed the first time a customer will be charged for parts only however the second time there will be a charge for parts as well as a \$25.00 charge for labor.

Upon a motion by Dave Ney and seconded by Sean Flynn the following items were approved.

1. Two (2) trucks the water & sewer are to be lettered with 3M Premium Reflective by Ed Engle at a cost of \$300.00 each truck.
2. Brian Cole is to be paid at a rate of \$15.00 an hour for helping at the recent water leak as well as the employees are to be given a choice of OT or comp time.
3. A cutting edge is to be purchased for the sewer truck.
4. Tim is to order two (2) safety harnesses at a cost of no more than \$300.00 each.
5. Lights for working at night are to be ordered.
6. Small tools that are needed are to be ordered.
7. Dan is to get prices for having the ferric tank and lime silo taken down so the Board can decide on moving forward with the permitting.

Upon a motion by Vice Chairman Kerry Teter and seconded by William Hart the Supervisor of Operations Report and the Water Report was accepted.

MANAGER'S REPORT FOR SEWER:

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

At this time a discussion took place on the incident regarding Cody Snyder with the tanker truck at the sewer plant. Tim is to find out by next meeting if Cody has a CDL permit.

Tim asked who are the employees to contact with their issues or concerns. The Board said the Chairman is to be contacted followed by the Vice Chairman.

Upon a motion by Vice Chairman Kerry Teter and seconded by William Hart the Manager's report for Sewer was accepted.

TREASURER'S REPORT FOR WATER AND SEWER:

A written report was submitted by our book keeper while the Treasurer's position is vacant.

Ordinary and necessary expenditures that have been paid for the month of December are included on the report. Upon a motion by Vice Chairman Kerry Teter and seconded by William Hart the reports were accepted with permission to pay the following bills:

From the Water Department:

1. L. Samuel Deegan in the amount of \$400.00 and this amount is to be an ordinary monthly expense.
2. Glace Associates in the amount of \$817.00 for work related to the Water Filter Replacement Project.
3. Glace Associates in the amount of \$232.00 for work related to Phase I of the Local Share Grant for the Water Filter Replacement Project.

From the Sewer Department:

1. L. Samuel Deegan in the amount of \$400.00 and this amount is to be an ordinary monthly expense.

Upon a motion by Sean Flynn and seconded by William Hart, Dan Schell and Kyle Romberger are to be paid from their home department (water) and Tim Leshner and Cody Snyder are to be paid from their home department (sewer) no matter which department they work from during the working day. The only exception to not being paid from their home department will be snow plowing for the Borough in which the hours will be charged and paid by the Borough.

ADJOURNMENT:

There being no further business to come before the Board the meeting was adjourned at 7:20 P.M. upon a motion by Vice Chairman Kerry Teter and seconded by William Hart.

Jeanette M. Crabb,

Recording Secretary