

LYKENS BOROUGH AUTHORITY  
MINUTES

The Lykens Borough Authority held their regularly scheduled monthly meeting on Wednesday December 12, 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:

Kerry Teter  
William Hart  
Robert Schreffler  
David Ney  
Kerry E. Teter

ALSO PRESENT:

Joseph Kerwin, Solicitor  
Tim Leshner, Supervisor of Water & Sewer  
Gary Bopp, Council President  
Terry Sherman, Council Member  
Bonnie Krepich, Citizen  
Debbie Ketner, Treasurer  
Jeanette M. Crabb, Recording Secretary

At this time Chairman Robert Schreffler welcomed new member Kerry E. Teter to the board to serve as the Representative for Wiconisco Township.

**APPROVAL OF THE MINUTES:**

Upon a motion by Vice Chairman Kerry Teter and seconded by William Hart the minutes from the November 14, 2018 monthly meeting were approved.

**RECOGNITION OF CITIZENS: NA**

**OFFICE & GENERAL BUSINESS:**

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

Upon a motion by Vice Chairman Kerry Teter and seconded by William Hart the 2019 Water & Sewer Budgets were adopted. The Budget includes a \$1.25 a quarter increase to the water base

rate and a \$2.50 per quarter sewer base rate increase. The new rates will be \$58.25 per quarter for water and \$129.50 per quarter for sewer. On the vote Dave Ney voted no.

Chairman Robert Schreffler asked for a roll call vote on the budget passing.

Kerry Teter – yes

William Hart – yes

Robert Schreffler – yes

David Ney – No

Kerry E. Teter – undecided

The Pa Department of Labor & Industry published the Authority and Municipal bidding thresholds for 2019 as follows:

1. Purchases and contracts below \$11,100 require **NO** formal bidding or written/telephonic quotations.
2. Purchases and contracts between \$11,100 and \$20,600 **REQUIRE** three written/telephonic quotations.
3. Purchases and contracts over \$20,600 **REQUIRE** formal bidding.

Upon a motion by Vice Chairman Kerry Teter and seconded by William Hart the 2019 fee scheduled was accepted with no changes.

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

### **SOLICITOR'S REPORT:**

Solicitor Kerwin reported he has contacted Steve Sands from the Valley Light House to discuss purchasing or leasing the lower area of his lot for the Authority and Borough to place a pole building. Solicitor Kerwin advised that Steve has a board he will need to discuss the idea with and decide if they want to lease or sell. Solicitor Kerwin will wait to hear back from Steve.

Supervisor of Operations, Tim Leshner advised the board that when he spoke with Steve, he seemed very interested in leasing possibly in exchange for the Authority making sure the lot is mowed and the snow is plowed. The Borough already keeps the lot plowed in case we need the parking area to move cars during snow events. Tim further advised Steve was worried about losing parking space but once he realized the area the Authority and Borough were interested in, he realized they do not use that particular area of the lot.

Member David Ney asked about the lot being in the flood plain and who decides what can and can not be done in the flood plain.

Solicitor Kerwin explained the Borough has a say in set backs but the county sets the flood plain regulations. Solicitor Kerwin further advised there will be requirements necessary to meet however were in the planning stages at this point.

Council President, Gary Bopp asked what is plan “B”? Supervisor of Operations, Tim Leshar advised we would be back to the original plan of building the pole building at the sewer plant area.

Upon a motion by Vice Chairman Kerry Teter and seconded by William Hart Resolution #01-2018 setting the 2019 Water & Sewer Rates was accepted.

Upon a motion by William Hart and seconded by David Ney the Solicitor's Report was accepted.

### **SUPERVISOR OF OPERATIONS FOR WATER & SEWER REPORT:**

A written report was submitted by Supervisor of Operations, Tim Leshar.

A short discussion took place in regards to the sale of the Lime Silo Tank. Solicitor Kerwin would like the buyer to provide a copy of their liability insurance and sign a release form prior to removal of the Lime Silo Tank.

Upon a motion by David Ney and seconded by William Hart a policy is to be added to the Water Rules and Regulations to include verbiage for leaks on a customer’s service line. A customer will be required to have a leak repaired within five (5) business days as well as have a course of action plan with in 48 hours of the leak being detected and notify the Authority of their plan.

Vice Chairman Kerry Teter advised we need to discuss meter pits at some point as well.

Tim asked to attend the PRWA Conference in March. The board were all in favor of Tim attending the conference.

Vice Chairman Kerry Teter asked if there are any checks and balances in place to make sure reports are submitted on time to keep from receiving a violation with DEP? Supervisor of Operations, Tim Leshar advised he will start.

Supervisor of Operations, Tim Leshar presented a list of 2019 projects as well as a 3-5-year plan of projected projects.

Member David Ney said he would like the list to stay current and not be forgotten about.

Upon a motion by William Hart and seconded by Vice Chairman Kerry Teter the Supervisor of Operations for Water and Sewer Reports were accepted.

### **TREASURER’S REPORT FOR WATER AND SEWER:**

A written report was submitted by Treasurer Debbie Ketner.

Ordinary and necessary expenditures that have been paid for the month of November are included on the Treasurer’s report.

Upon a motion by David Ney and seconded by William Hart the Treasurer's reports were accepted with permission to pay the following bills:

Upon a motion by Vice Chairman Kerry Teter and seconded by William Hart permission was given to send to the county for direct payment of \$100,000.00 from the CDB Grant to JP Environmental, LLC for work completed on Phase II of the Water Treatment Plant Filter Improvement Project.

**Water:**

1. JP Environmental, LLC in the amount of \$5,195.00 for work completed on Phase II of the Water Treatment Plant Filter Improvement Project.
2. Glace Associates in the amount of \$359.11 for Engineering Services provided for Phase I of the Water Treatment Plant Filter Improvement Project.
3. Glace Associates in the amount of \$2,342.79 for Engineering Services provided for Phase II of the Water Treatment Plant Filter Improvement Project.
4. Glace Associates in the amount of \$1,350.00 for Engineering Services and preparations for the Center Street Water Line Replacement Project and the Grant presentation.
5. Solicitor Kerwin in the amount of \$2,600.00 for legal services provided over and above the retainer fee.

**Sewer:**

1. Solicitor Kerwin in the amount of \$2,600.00 for legal services provided over and above the retainer fee.

**ADJOURNMENT:**

There being no further business to come before the Board the meeting was adjourned at 6:51 P.M. upon a motion by Vice Chairman Kerry Teter and seconded by William Hart.

Jeanette M. Crabb,

Authority Office/Recording Secretary