

**LYKENS BOROUGH AUTHORITY
MINUTES**

The Lykens Borough Authority held their regularly scheduled monthly meeting on Wednesday June 13, 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:

William Hart
Robert Schreffler
Dave Ney
Kerry Teter

ALSO PRESENT:

Joseph Kerwin, Solicitor
Nathan Pandal, Borough-Public Works
Gary Bopp, Council President
Jeanette M. Crabb, Recording Secretary

APPROVAL OF THE MINUTES:

Upon a motion by Vice Chairman Kerry Teter and seconded by William Hart the minutes from the April 11, 2018 monthly meeting were approved.

There was no meeting held in May.

RECOGNITION OF CITIZENS:

At this time Gary Bopp, Council President addressed the Board. Gary encouraged everyone to attend the Borough Council meeting on Monday 6-18 to be a part of the discussion in regards to the proposed Edward Street Bridge Replacement. Engineer Max Stoner will be present for questions and answers.

OFFICE & GENERAL BUSINESS:

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

Upon a motion by Dave Ney and seconded by Kerry Teter permission was given to advertise the July monthly meeting to be held on July 18th instead of July 11th due to the Recording Secretary will be on vacation.

The Recording Secretary reported that during the 2017 financial audit the auditors noticed a pump for the sewer plant was approved in June of 2017 however an invoice could not be located. After further investigating the situation it was discovered that the pump in fact was received in November of 2017 and installed. Bowen, Calhoun Associates was contacted and they said they had not been paid for the pump. Payment has been made to them from the Sewer Department in the amount of \$11,088.70.

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

SOLICITOR'S REPORT:

Solicitor Kerwin reported that placing liens on properties with outstanding balances is very effective and we will continue with this practice.

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

OPERATORS REPORT FOR WATER:

A written report for May and June was submitted by Operator, Dan Schell.

A discussion took place on how to handle a property owner that does not respond to several door tags requesting entry to make repairs to the water meter or fix the wires connected to the meter. Solicitor Kerwin said if we have faulty equipment that needs repaired we can give a third notice of 10 days then follow through with a water shut off until the equipment is repaired.

Upon a motion by William Hart and seconded by Vice Chairman Kerry Teter the Operators Report for Water was accepted.

MANAGER'S REPORT FOR SEWER:

A written report was submitted by Manager, Tim Leshner for May and June. Chairman Robert Schreffler read the reports since Tim was on vacation this week.

Chairman Robert Schreffler reported there was a few issues on Sunday with a sensor at the WWTP and W&W Residential was contacted to make repairs, a bill will be coming shortly.

Upon a motion by Vice Chairman Kerry Teter and seconded by William Hart permission to purchase parts for the sewer camera through Cues in the amount of \$957.01 was given.

Upon a motion by Vice Chairman Kerry Teter and seconded by William Hart permission was given to rent equipment through Best line and proceed with the Arch Street Waterline Replacement Project. The project is expected to start the week of July 9th. Solicitor Kerwin will draw up the easements for Lykens Borough and Wiconisco Township to sign and Sean Flynn will obtain a letter from Wiconisco Township for the paving of the affected areas only.

Upon a motion by William Hart and seconded by Vice Chairman Kerry Teter the Manager's Report for Sewer was 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 April and May are included on the Treasurer's report.

Upon a motion by William Hart and seconded by Vice Chairman Kerry Teter the following bills that were paid during the month of April and May are here by ratified:

Water:

1. Glace Associates in the amount of \$1,735.38 for their work related to the 2016 Local Share Grant for the Water Treatment Plant Filter Improvement Project Phase 1.
2. Glace associates in the amount of \$613.33 for their work on the project close out with DCED and CDBG in regards to the Lykens Reservoir Repairs.
3. Moyer Instruments in the amount of \$1,444.20 for repairs to the filter at the WTP.
4. MLK in the amount of \$4,202.00 for parts to repair the filter at the WTP.
5. Plasterer in the amount of \$3,272.00 for the Authority's share of the Street Sweeper that was purchased and split between the Authority and the Borough.

Sewer:

1. Insituform in the amount of \$3,111.90 for their work on the Sewer Inceptor Lining Project. This amount is the overage from the 2016 CDBG of \$200,000.00.
2. Glace Associates in the amount of \$1,583.75 for their work related to the Wiconisco Creek Sewer Interceptor Lining Project associated with the 2016 CDBG.
3. Plasterer in the amount of \$3,272.00 for the Authority's share of the Street Sweeper that was purchased and split between the Authority and the Borough.

Upon a motion by Dave Ney and seconded by Vice Chairman Kerry Teter the Treasurer's reports were accepted with permission to pay the following bills:

Water:

1. Glace Associates in the amount of \$1,873.98 for Engineering Services provided for the Water Treatment Plant Filter Improvements.

2. The spare brushes arrived for the street sweeper on June 5th in the amount of \$655.20 to be split with the Borough and the Authority, \$327.60 will be split between water and sewer.

Sewer:

1. Glace Associates in the amount of \$1,047.25 for their work in regards to the Wiconisco Creek Sewer Interceptor Lining Project.

At this time 6:36 p.m. an executive session took place for personnel issues.

The Authority Board was all in agreement that they do not wish to allow the Borough to store vehicles at the sewer plant area.

Upon a motion by Vice Chairman Kerry Teter and seconded by William Hart, Tim Leshner will be Team Leader for water & sewer moving forward.

ADJOURNMENT:

There being no further business to come before the Board the meeting was adjourned at 7:02 PM. upon a motion by Vice Chairman Kerry Teter and seconded by William Hart.

Jeanette M. Crabb

Authority Recording Secretary