

**LYKENS BOROUGH AUTHORITY  
MINUTES**

The Lykens Borough Authority held their regularly scheduled monthly meeting on Wednesday November 14, 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  
Paul Johns (was not present however he was on speaker phone via Dave Neys' cell phone)

**ALSO PRESENT:**

Joseph Kerwin, Solicitor  
Tim Leshner, Supervisor of Water & Sewer  
Gary Bopp, Council President  
Terry Sherman, Council Member  
Bonnie Krepich, Citizen  
Kerry E.Teter., Wiconisco Resident  
Debbie Ketner, Treasurer  
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 October 10, 2018 monthly meeting were approved.

**RECOGNITION OF CITIZENS: NA**

At this time an executive session took place from 6:02 P.M. until 6:18 P.M. for financial matters.

**OFFICE & GENERAL BUSINESS:**

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

Upon a motion by Dave Ney and seconded by William Hart, Kerry E.Teter will be recommended to Council to be placed on the Authority Board as the representative for Wiconisco Township.

Borough Council has removed Sean Flynn as the Wiconisco Representative on the Authority Board.

Upon a motion by Vice Chairman Kerry Teter and seconded by William Hart the 2019 Water & Sewer Budgets were tentatively adopted with permission to advertise. The Budgets will be formally adopted at the December meeting. The Budget will include 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 and Paul Johns voted no.

The office contacted Shawn with USDA. Shawn was able to provide some clarity on how USDA works with Municipalities and Townships. Shawn stressed the focal point through USDA is to obtain low cost loans to complete projects. Shawn said the only time a grant may be in the picture is when a project is not completely financed through a loan, it is at that point when USDA would suggest applying for a grant to offset the cost of a project that is not fully financed through a loan.

Upon a motion by Vice Chairman Kerry Teter and seconded by William Hart permission to advertise the 2019 monthly Authority meetings for the 2<sup>nd</sup> Wednesday of each month at 6:00 P.M. was given.

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 is actually working with Shawn from USDA. Solicitor Kerwin explained the rates through USDA are about a ½ percent lower than most current rates. Solicitor Kerwin further advised that when considering a loan USDA and Penn Vest are good choices to consider.

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

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

A written report was submitted by Supervisor Tim Leshner.

Vice Chairman Kerry Teter asked if the mats for hydrant flushing have been ordered? Supervisor of Operations, Tim Leshner advised we will have them for the next hydrant flushing.

Supervisor of Operations, Tim Leshner informed everyone the Municipality bid add for the lime silo tank will run until the end of November. Tim said he has been contacted by one person who may be interested in the tank.

A short discussion took place regarding the Arch Street Project. Supervisor of Operations, Tim Leshner said he is planning to wait until spring to finish connecting.

Upon a motion by Dave Ney and seconded by Vice Chairman Kerry Teter permission was given to buy new battery back ups for the water and sewer plants. The Board agreed the purchase is not to exceed \$600.00.

Upon a motion by Dave Ney 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 October are included on the Treasurer's report.

At this time Treasurer Debbie Ketner advised the Board that she would like to consolidate and reallocate some of the water and sewer funds and designate the proper purpose of the accounts. For an example Debbie would like to have a debt service account instead of a reserve account for both water and sewer. The intent of the account would be to reserve a year's worth of interest payments for the loans from both water and sewer. In addition the Capital Improvement accounts will remain with the designated purpose to be for the Authority's share of awarded grants, in house projects and for emergency's. Debbie further advised she would like to invest some of the money.

Paul Johns asked if the money is invested and there is an emergency would there be penalties? Debbie advised there would be penalties however she suggested the Authority choose a short investment term.

Upon a motion by Dave Ney and seconded by William Hart permission was given to rename and allocate the Authority's accounts. Debbie will get some interest rates and terms for the Board to review.

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

#### **Water:**

1. At last months meeting an invoice was approved for payment to Glace Associates in the amount of \$86.00 for Engineering Services related to the Wiconisco Water Storage Tank. The \$86.00 was refunded due to an agreement that Glace will not change the Authority unless the Authority is awarded the grant funding this time around.
2. Miller Paving in the amount of \$22,177.50 for paving on Arch Street. Please note the office spoke with our Solicitor as well as John Brosius from PMAA about this bill being an unexpected over run in the cost compared to the quote that was submitted. Mr. Brosius advised that

employees and the contractor need to be mindful to the proper bidding process set by the Department of Labor and Industry.

3. Miller Paving in the amount of \$6,825.00 for various patches.
4. Glace Associates in the amount of \$500.95 for Engineering Services provided for Phase I of the Water Treatment Plant Filter Improvement Project.
5. Glace Associates in the amount of \$172.60 for Engineering Services provided for the Phase II of the Water Treatment Plant Filter Improvement Project.
6. Upon a motion by Vice Chairman Kerry Teter and seconded by Dave Ney the Board voted to hold the final payment to JP Environmental, LLC in the amount of \$13,245.00 for Phase I of the Water Treatment Plant Filter Improvement Project until the rust issues are addressed and corrected.

At this time Supervisor of Operations Tim Lesher explained to the Board that the paint specialist was onsite today. The paint specialist advised that the filters should of been sand blasted down to the metal and were not. Tim further advised that once filter #3 is completed they will be repainting filter #1. Tim advised the owner said they will make it right and have no plans of abandoning the Authority. Tim further explainind the filter will need to be off line a week prior to repainting.

Solicitor Kerwin asked Tim to make sure he documents the events.

**Sewer:**

There was no permission to pay this month.

**ADJOURNMENT:**

There being no further business to come before the Board the meeting was adjourned at 6:57 P.M. upon a motion by David Ney and seconded by William Hart.

Jeanette M. Crabb,

Authority Office/Recording Secretary