

**WILLIAMSPORT MUNICIPAL WATER AUTHORITY
MINUTES OF REGULAR BOARD MEETING**

12:01 PM, Wednesday, April 27, 2022
Authority Conference Room

PRESENT

William Ertel
Andrée Phillips
Johnny Meyer
Laura Templeton
Kent Trachte
Richard Trowbridge
Greg Zeitler

ABSENT

Tom Marnon

ALSO PRESENT

M.D. Miller
W.J. Walter
E.J. Smithgall
S.B. Benner
S.D. Beers
K.M. Long
Thomas C. Marshall, Esq.
Solicitor
Erin Threet,
HRG Engineering
Kevin Newman

Chair Phillips called the meeting to order at 12:01 PM by stating in accordance with Section 6 of Act 84 of 1986, today's meeting was advertised in the December 20, 2021 edition of the Williamsport Sun-Gazette and a quorum was present.

Chair Phillips asked for approval of the minutes of March 23, 2022 meeting. Mr. Ertel made a motion to approve the minutes as presented. Ms. Templeton seconded the motion. The motion passed unanimously.

Mr. Miller introduced Kevin Newman from Muncy Bank & Trust. He was attending the meeting to observe as a participant in the Leadership Lycoming Program.

Mr. Miller noted the following items for the Executive Director's Report:

- Staff is arranging interviews for positions in the Engineering and Compliance Departments.
- Staff met with the Union to discuss the recent contract amendment.
- Staff is coordinating an ARC POWR grant application for the Reach Road Sanitary Lining project. Technical assistance may be provided through SEDA-COG.
- Earmark applications have been submitted to Senator Casey's office for the Dam Tower Project and the Reach Road Relining Project.
- Staff continues to progress with Stormwater and billing implementation. A Stormwater Sub-committee meeting is tentatively scheduled for Wednesday May 4.
- Staff is coordinating Muni-Link billing software training for the front office.
- Capital and Operational budgets will be reviewed at the next Finance Committee Meeting.
- Staff is working on a new website design.
- Mr. Miller and Mr. Smithgall have met with SEDA-COG regarding the Stormwater fee.

Chair Phillips called for the committee reports:

- **Planning/Operations Committee:**
 - No items.

- **Finance Committee:**

- **March Financials and Vouchers**

Mr. Miller requested approval of the March financials and vouchers. The Finance Committee reviewed and recommended the March financials and vouchers. Ms. Templeton moved to acknowledge receipt of the March financials and to approve the March vouchers. Dr. Trachte seconded the motion. The motion passed unanimously.

- **ISOLVED – Payroll Services Contract**

Mr. Miller presented the updated ISOLVED Payroll Service Contract. This contract will provide Affordable Care Act (ACA) Compliance, Benefits Cost Analysis, HR & payroll services for an annual cost of \$16,080, implementation fees of \$3,615, and year end fees of \$1,150 for a total of \$20,845. A motion was made by Mr. Ertel to approve ISOLVED Payroll Services Contract. Dr. Trachte seconded the motion. The motion passed unanimously.

- **Electric Contract Renewal**

Mr. Miller requested approval for the Authorities to participate in one day auctions for an electric provider. Our current contract runs through the end of the calendar year but it would be advantageous to lock in a more economical rate sooner as electric prices continue to rise. The committee agreed to recommend the request to participate in auctions for an electric provider and to accept bids that are no more than 10%-15% of our current rate. A motion was made by Mr. Meyer to participate in one day auctions for an electric provider with a 15% threshold. Mr. Zeitler seconded the motion. The motion passed unanimously.

Chair Phillips called for Staff Information and Recommendations:

- **Water Supply Report**

- Mrs. Walter presented the water supply report. The reservoirs are full and the well field is not being used. Usage was 5.5 million gallons a day. Year-to-date rainfall is 1/2" above normal. The 90 day average is 1 1/2" above normal. The annual hydrant flushing has begun.

- **Woodlands Bank Signature Card**

- Mr. Beers presented the Woodlands Bank Signature Card adding Accounting Supervisor, Lori Kriebel to the Authorities bank accounts. A motion was made by Mr. Meyer to add Lori Kriebel to the Authorities bank accounts. Mr. Zeitler seconded the motion.

Chair Phillips called for the Solicitor's report:

- The Solicitor had no items to report.

Chair Phillips called for Old Business:

- There were no items for Old Business.

Chair Phillips called for New Issues for Future Board Meetings:

- There were no New Issues for Future Board Meetings.

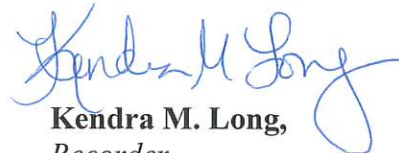
Chair Phillips adjourned the meeting at 12:13 PM.

An Executive Session was held for a matter of personnel immediately following the Williamsport Sanitary Authority meeting.

Respectfully submitted,

Johnny R. Meyer,
Secretary

A large, stylized handwritten signature in blue ink, likely belonging to Johnny R. Meyer, extending across the page.


Kendra M. Long,
Recorder