

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

12:05 PM, Wednesday, October 26, 2022
Authority Conference Room

PRESENT

William Ertel
Tom Marnon
Johnny Meyer
Andrée Phillips
Kent Trachte
Richard Trowbridge
Greg Zeitler

ABSENT

Laura Templeton

ALSO PRESENT

M.D. Miller
W.J. Walter
S.B. Benner
E.J. Smithgall
S.D. Beers
K.M. Long
Nicole Ippolito, Esq.
Solicitor

Chair Phillips called the meeting to order at 12:06 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 September 28, 2022 meeting. Mr. Ertel made a motion to approve the minutes as presented. Mr. Meyer seconded the motion. The motion passed unanimously.

There were no public comments.

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

- Staff continues to fill vacant positions as they arise.
- Staff is reviewing and scheduling interviews for the Director of Finance position.
- Staff is working on an ARC Grant with Keller Partners.
- Stormwater C1 was billed today and C2 is going out soon.
- The mail has been sporadic from the USPS. We received 900 pieces of mail on Monday, 1,100 on Tuesday and 500 on Wednesday which has been a challenge with staffing issues.

Mrs. Walter provided an update on the phone calls the Authority has been receiving. The Authority has been averaging 138 calls per day. We were averaging 193 calls four weeks ago and approximately 95 calls per day last week. The current staff is able to manage 100-125 calls a day. Mr. Miller explained the phone set up. When calls first come in they enter the customer service queue for six minutes and then go to an overflow. Most calls are being answered in these two queues.

Mrs. Walter provided an update on e-bills. The Authority has 1,423 customers who receive their bill via email. A month ago 850 customers were receiving email notifications which is a nice increase. Recently, 1,100 customers have sign up on the portal to view their usage and review their bills. Information will be provided in the lobby for customers to show the options for receiving and paying their bills. Dr. Trachte asked what percentage the 1,423 customers who received e-bills is in comparison to our total customers. Mrs. Walter said we have 18,000 customers.

- Staff is coordinating the replacement of the Glosser Pump Station. Mr. Marnon asked about the total cost of the damage. Mr. Benner estimated approximately \$200,000.
- Staff met with the P & L insurance agent to discuss claims and renewal.
- Staff followed up with Rusty Sechler to explain the issues he presented to the Board.
- Mr. Miller met with Nancy Eischeid of the Chamber of Commerce.
- Staff met with the Lewisburg Borough to discuss the stormwater program development and implementation.

Chair Phillips called for the committee reports:

- **Planning/Operations Committee:**

- No items.

- **Finance Committee:**

- **September Financial and Vouchers**

Mr. Miller requested approval of the September Financials and Vouchers. The Finance Committee reviewed and recommended the September Financials and Vouchers. Mr. Meyer made a motion to approve the September Financials and Vouchers. Mr. Ertel seconded the motion. The motion passed unanimously.

- **Larson, Kellett & Associates, P.C. – CPA Proposal**

Mr. Miller presented the CPA Proposal for Larson, Kellett & Associates, P.C. Representatives from this firm would be providing QA/QC and technical assistance to the finances in the absence of the Director of Finance. Mr. Brian Larson said the majority of the work would be done by a senior employee at an hourly rate of \$110 with oversight from a manager with an hourly rate of \$150. Mr. Ertel made a motion to approve the CPA Proposal for Larson, Kellett & Associates, P.C. Mr. Trowbridge seconded the motion. The motion passed unanimously.

- **Truck Purchase**

Mr. Miller presented the truck purchase information. Mr. Benner indicated this is a pickup truck that was budgeted at \$30,000. The Co-Stars price came in at \$41,080 that includes a cap on the truck. Mr. Benner recommended declining the cap which would bring the price down to \$37,480. Dr. Trachte made a motion to accept the truck purchase without the cap. Mr. Marnon 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 90% full. The wellfield was turned off yesterday. Year-to-date rainfall is 2.5” below normal. The 90 day average is normal. A drought watch is still in effect for Lycoming County.

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:

- Mr. Miller indicated that he made an outreach to Jersey Shore Area Joint Water Authority about a connection and they declined the offer.

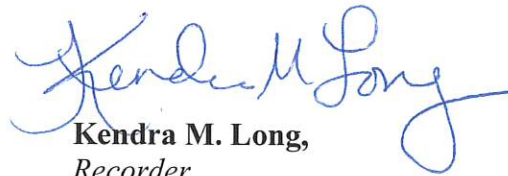
An Executive Session was held for personnel matters immediately following the Williamsport Sanitary Authority meeting.

Chair Phillips adjourned the meeting at 12:22 PM.

Respectfully submitted,



Johnny R. Meyer,
Secretary



Kendra M. Long,
Recorder

