

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

12:03 PM, Wednesday, February 9, 2022  
Authority Conference Room

PRESENT

William Ertel  
Andrée Phillips  
Tom Marnon  
Johnny Meyer  
Richard Trowbridge (via telephone)  
Greg Zeitler

ABSENT

Laura Templeton  
Kent Trachte

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

Chair Phillips called the meeting to order at 12:03 PM by stating in accordance with Section 6 of Act 84 of 1986, today's meeting was advertised in the February 4, 2022 edition of the Williamsport Sun-Gazette and a quorum was present.

**Election of Officers**

The Nominating/Bylaws Subcommittee is recommending the following slate of candidates for Officers:

WMWA:

Andrée P. Phillips – Chair  
William G. Ertel – Vice Chair  
Johnny R. Meyer – Secretary  
Gregory A. Zeitler – Assistant Secretary  
Thomas J. Marnon – Treasurer  
Dr. Kent C. Trachte – Assistant Treasurer

A motion was made by Mr. Marnon to close the nominations. Mr. Zeitler seconded the motion. The motion passed unanimously.

A motion was made by Mr. Meyer to approve the slate of officers as presented. Mr. Marnon seconded the motion. The motion passed unanimously.

Chair Phillips asked for approval of the minutes of December 15, 2021 meeting. Mr. Zeitler made a motion to approve the minutes as presented. Mr. Marnon 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 met with the Solicitor to discuss personnel items.
- Staff and the Solicitor met with the Union leadership and their national representative to discuss some minor issues.
- Staff met with Tom Keller to discuss grant submissions. Mr. Keller indicated that the SRBC Grant application for Water Mitigation Use will not be submitted because of it does not fit the grant requirements.

- Staff attended virtual design workshop for an a TOGI (Targeted Outreach for Green Infrastructure) Grant for the City.
- Staff met with the DEP Office of Environmental Justice to discuss the influence on grant allocations.
- Staff attended the Lycoming County's ARPA funds meeting for developers, water and sanitary authorities.
- Staff is participating in implementation meetings with Muni-Link for the new billing system and is starting to include Arcadis in the process.
- Staff met with an industrial developer and a housing developer concerning two possible projects in our service area.
- Staff attended the quarterly levee update meeting.

Chair Phillips called for the committee reports:

- **Planning/Operations Committee:**

- None

- **Finance Committee:**

- **December Financials and Vouchers**

Mr. Miller requested approval of the December financials and vouchers. The Finance Committee reviewed and recommended the December financials and vouchers. Mr. Marnon moved to acknowledge receipt of the December financials and to approve the December vouchers. Mr. Zeitler seconded the motion. The motion passed unanimously. Mr. Marnon noted the Statement of Income and Expenses report should indicate six months and not four months. Mr. Beers will correct that report.

- **Triad Strategies Agreement & Scope of Service**

Mr. Miller presented the Triad Strategies Agreement & Scope of Service for approval pending legal review by our Solicitor. The monthly retainer fee is \$6,750. A motion was made by Mr. Ertel to approve the Triad Strategies Agreement & Scope of Service pending legal review. Mr. Meyer seconded the motion. The motion passed unanimously.

- **HRG Retainer Engineering Services for 2022**

Mr. Miller presented HRG's Retainer Engineering Services for 2022. A motion was made by Mr. Zeitler to accept HRG's Retainer for Engineering Services for 2022. Mr. Marnon seconded the motion. The motion passed unanimously.

- **Larson Design Group – GIS Support Contract**

Mr. Miller presented the Larson Design Group's GIS Support Contract. Mr. Smithgall indicated this is for GIS on call and remote support for desktop and online solutions. The cost is not to exceed \$7,500. A motion was made by Mr. Meyer to approve Larson Design Group's GIS Support Contract. Mr. Zeitler seconded the motion. The motion passed unanimously.

- **ISOLVED – Payroll Service Contract**

Mr. Miller indicated the ISOLVED Payroll Service Contract is being tabled.

- **Connection Fee Reduction Request – 621 Campbell Street**

Mr. Miller presented the Connection Fee Reduction Request for 621 Campbell Street. Mr. Smithgall indicated moving the water and sewer lines would be beneficial to the Authorities. A motion was made by Mr. Meyer to approve the connection fee reduction request for 621 Campbell Street. 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 full and they have been since August 2021. December rainfall was  $\frac{3}{4}$ " above normal. Annual rainfall for 2021 was  $\frac{3}{4}$ " above normal. Normal average rainfall is 41.83" and 42.61" was received in 2021. January ended about one inch below normal but February has had more precipitation. Water usage is up significantly to 5.8 million gallons a day. The Authority is looking for significant leaks. The unaccounted water loss for 2021 was 34% which is an increase from 28% in 2020.

Chair Phillips called for the Solicitor's report:

- The Solicitor had no items to report.

Chair Phillips called for Old Business:

- Mr. Miller stated that Mr. Smithgall was able to obtain approximately \$750,000 in funding for the Authorities.

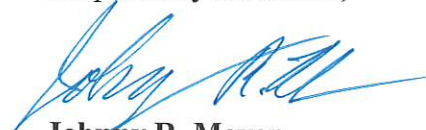
Chair Phillips called for New Issues for Future Board Meetings:

- There were no New Issues for Future Board Meetings.

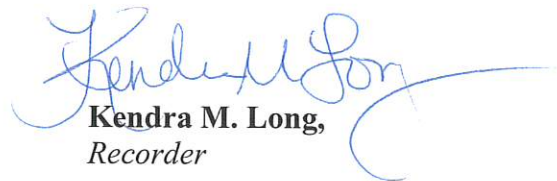
Chair Phillips adjourned the meeting at 12:31 PM.

There was an Executive Session to discuss a legal matter after the Sanitary Board meeting.

Respectfully submitted,



**Johnny R. Meyer,**  
*Secretary*



**Kendra M. Long,**  
*Recorder*