

**Municipal Authority Meeting Minutes**

**January 17<sup>th</sup> 2023 Meyersdale**

**6 P.M. Executive Session**

**7 P.M. Regular Monthly Meeting**

**Meyersdale Community Center Meeting Room**

Attendance of board members:

Present: Don Anderson, Karen Gnagey, Louie Martin, Sandy Miller, Brian Witherite. Solicitor Marc Valentine, MMA Secretary Brianna Knieriem.

Absent: None

Meeting Called to order: 7:43pm, by Don Anderson, Second by Sandy Miller.

Don Discussed shared topics of the executive session,

- Gnagey Litigation
- Delinquent Accounts
- C&A – DEP fine

**Public Comment**

- Mandy Sines from Clipped by Mandy was present to discuss a water leak at her hair salon. The seal on the water meter had broken, the last 2 billings her bill was 1200 higher than her normal 400-430.00 bill. Mandy quoted from the water authority rules and regulations that per section 704 she would not be responsible for the water usage. Solicitor Valentine noted that we need to treat this issue the same as we have any in the past. Mr. Valentine noted that Terry did check the seal that had been repaired by someone not on the water authority, his direction was that nobody outside of the water authority employees should repair water authority equipment, Bri or Terry are the contacts to have repairs made. Terry noted in the past we went back to the average bill for the customer and refunded the average. Mandy noted this issue would carry over to the next bill as well. Bri is going to have the field employees read the meter. Don is making the motion that we review the history of bills, go with the average bill and refund the money. Louie Martin seconds, Karen asked to have Mandy moved to a monthly bill because she is commercial, Mandy agrees. Mr. Valentine asks to have commercial reviewed to make sure they are monthly.

**Water shut offs** Solicitor Marc Valentine noted there are 3 members that are over 1,000.00

Motion is needed to start the shut off process on 3 properties that are overdue for payment.

1) 3,670.24 2) 1598.44 3) 1,375.36 B. Witherite made the motion, S. Miller second the motion, K. Gnagey abstained because it was owner/tenant issue and she is friends with the owner.

**Rachel Kimmel-** Requesting a decision about the unpaid water bill on her rental property

- Water can be turned off on this bill that is not paid
- Notice sent out, they will have so many days to pay in full then it gets shut off then a lien is placed on the property.

- When the payment is paid in full then the owner is who requests the water/sewage to be turned back on.
- The bill will be sent to Rachel not the tenant.

**Approval of 12/20/22 meeting minutes-** S. Miller made the motion to approve, B. Witherite 2<sup>nd</sup>. Motion Passed by all in favor.

### New Business

Election of officers- Marc Valentine, presides over the elections.

- Nominations for board member, nominee accepts, vote is on paper
- Brian motions to fill all 3 positions Karen seconds it
- K. Gnagey nominates Don Anderson for Chair, Mr. Anderson accepts. Votes were tallied Mr. Anderson is the chair
- Don Anderson nominates Brian Witherite as Vice Chair, Mr. Witherite accepts. Votes were tallied Mr. Witherite is the Vice Chair
- Don Anderson nominates Sandy Miller for Secretary, Mrs. Miller accepts. Votes were tallied Mrs. Miller is the Secretary

Bills paid report- L. Martin made the motion to accept, B. Witherite seconded the motion motion passed by all in favor.

### New Truck

- Was delivered 12/30, it is now having the bedliner put in.
- Terry is going to talk to Billy Rugg about putting a protector on the truck to hold the flashing light that will be installed.
- New side steps will be installed as well.
- MMA stencils for the truck are being ordered

**Timber Payment** Final payment received

**2022 Audit** – Special service offered from Beer and Ream when anyone leases a service such as the borough building office space or lease payment like windmills, the cost is 1,000.

- L. Martin made the motion to not to pay Beer and Ream additional money for the audit special service. S. Miller Seconds. The motion is passed by all in favor.

**Hierarchy** – S. Miller asked to have the hierarchy process implemented. She noted it would be nice to use the same form the borough council is using for complaints, concerns, ect. This would close gaps and start a paper trail to follow and look back on. Terry Baker thought this would be a good idea and a good way to track customer complaints for the DEP.

The hierarchy process is:

- If a field employees has an issue, concern or question these inquiries are to be handled by Terry Baker who is the manager of the field employees. Terry will share these concerns with the Chair Don Anderson.

- If board members receive phone calls or are approached with questions or concerns, they will direct the person to fill out the complaint form which can be found at the board office.
- S. Miller made the motion to use the same form the borough is using for complaints, issues, concerns and questions. When the form is filled out it will follow the hierarchy process and be filed in the water authority office. L. Martin seconds the motion. Motion is passed by all in favor.

**Office Procedures**-Secretary Bri Knieriem had been saving the tear off from each water/sewage bill that is paid. Any data needed for an audit can be printed out. Bri was advised to stop saving the tear offs and keep the records on the computer.

**352 Main Street and 4 Guys** water Leaks. The letters were received in the meeting packet, the water did not enter the sewage system. K. Gnagey made the motion for 4 guys and Michael Lindeman to adjust the sewage only. S. Miller second the motion. Motion is passed by all in favor.

Truck report -2019 Chevy truck. A field employee backed into a post. We have a 500.00 deductible, Bodens body shop is going to repair, estimate was included in the meeting packet. K. Gnagey made the motion to turn the damage into insurance, L. Martin second the motion. Motion was passed by all in favor.

**Swift Reach to Rave-** The emergency call systems vendor has changed names from Swift Rave to just Rave. We share the cost of this service with the borough, Patty at the borough is aware. There is a base payment and then text charges begin after 50,000 are sent. Brian noted this should be used to update the community for MMA updates and emergency notification. Motion to pay up to the full amount was made by K. Gnagey, Second by S. Miller. Motion was passed by all in favor.

**Bri Knieriem** possibly going out on sick leave for a surgery. Contract with Sergeants to fill the place of Bri while she is on short term leave. K. Gnagey made the request to have the temp start prior to Bri being on short term leave. Marc noted this company is bonded; they can make deposits. L. Martin made the motion to have a staffing group for Bri if surgery is needed, not only for this but for future needs. K. Gnagey seconds. Motion was passed by all in favor. S. Miller abstained, she is a relative of Bri's. Marc is going to call the staffing agency.

#### **Solicitor Marc Valentine**

Motion needed to contact the HRC to address the Gnagey litigation. K. Gnagey made the motion, Second by L. Martin. Motion was passed by all in favor.

Consent order from DEP, we have a 30,000 fine if levied. This is from aged CAP requirements that does not include this board.

Additional windmills are going to be added, going from 18 to possibly 25. Which will increase our lease payment. B. Witherite made a motion to allow Marc to talk to the DEP for consent order and to talk to the windmill company about leases. L. Martin second the motion. Motion was passed by all in favor.

#### **Water and sewage report**

Terry Baker water/sewage report

New bicarb pump needed ordered, the one we have is warrantied, the broken pump will be sent for repairs which will give the plant a spare when needed.

Leak man was in last week and found a leak in an empty house the gallons used are back to normal. The plant called Terry for high chlorine, 40 to 50,000 gallons per day were being lost. The float on one of the tanks needed repaired. Repairs were made and chlorine levels restored.

Filter bed eval was completed last week and sent for review.

Credit Cards can't be used until we change the names on the prior cards. D. Anderson is going to get this taken care of.

The board agreed to have the field employees attend hands on classes for CEUs.

- Tyler Hetz will receive his licenses next month the above classes will help him earn his CEUs.
- Bill Fike is going to be invited to attend the classes to assist him in passing the licensures.

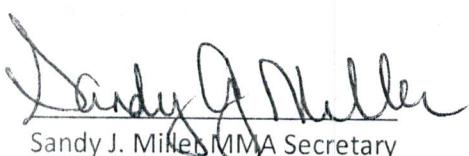
#### Don

Brian and Don are going to meet individually with each employee to talk about staff improvement and development.

#### Engineer Report was given by Brad

The tape recording shut off when Brad started his report.

**Adjourned** -B. Witherite motioned to adjourn at 9:47 L. Martin Second.



Sandy J. Miller MMA Secretary

2-25-03

Date