

Hughesville Borough Water Authority
Meeting Minutes For
August 17, 2023

Call Meeting to Order. Don Young called the meeting to order at 2 p.m.

Roll Call – Larry Dvorshock - P, Bill Edner - P, Don Young - P, Johnny Whitaker – P, Jeff Berger – P. Also present were Solicitor Scott T. Williams, Solicitor Assistant Zach Dugan, Public Works Supervisor Matt Deming, Water Operator Jeff May and Bookkeeper Kathy Harper.

Approval of Agenda. Motion by Johnny Whitaker to approve; second by Jeff Berger. Motion carried.

Approval of Previous Meeting Minutes: July 20. Motion by Larry Dvorshock to approve; second by Johnny Whitaker. Motion carried.

Review of Financial Report. The financial report was presented showing checks number 1445 through 1473 totaling \$611,216.16.

Checking Account balance	\$ 34,141.19
Investment Account balance	\$ 183,813.20
Muncy Bank Loan	\$ 402,749.18/\$ 800,000.00 (\$397,250.82 open)

Motion by Johnny Whitaker to approve the Report; second by Jeff Berger. Motion carried.

Water Report – July in packet.

Old Business

1. Scott Williams to do demolition resolution regarding policy for reconnecting fees.
2. Review tabled items: Tap Fee Revision and Rate Structure

New Business

1. Demolition Resolution review and adoption: Board reviewed and adopted. Motion by Johnny Whitaker; second by Jeff Berger. Motion carried.
2. Additional signer for Investment and Loan accounts: Board approved the addition of Johnny Whitaker. Motion by Jeff Berger; second by Larry Dvorshock. Motion carried.
3. Tap Fee Revision and Rate Structure: Board reviewed rate quote proposals, current operating costs and nearby authorities' rates. Rates increase adopted as such: Quarterly Equivalent Dwelling Unit/EDU from \$20.00 to \$25.00 and water supply from \$5.50 per 1,000 gallons to \$7.00 per 1,000 gallons. Increased effective October 1, 2023. New rates will reflect on water billing January of 2024. Motion by Jeff Berger; second by Johnny Whitaker. Motion carried. Tap fee revision tabled.
4. Acquisition for Muncy Bank debit card instead of corporate credit card approved last meeting: Board approved at \$1,500.00 with authorization of those with current account signature access. Motion by Jeff Berger, second by Johnny Whitaker. Motion carried.
5. Cleveland Brothers Mini Excavator Quote: Tabled.
6. ARPA Grant Fund Discussion: Jeff May informed the grant is based on reimbursement of payment. Will need to first pay vendors before have ARPA funds.

7. Delinquent notice procedure: Board approved as follows, 1) mail delinquent shut off notice letters with 15 days to due date/date of shut off , 2) post notice at property with 10 days before due date/date of shut off and 3) shut off water on due date.

Public Comment Period.

Executive Session/Adjournment. Motion by Don Young to adjourn at 3:32 p.m.; second by Johnny Whitaker. Motion carried. An execution session was held directly after meeting to discuss subject of personnel.