

**Hughesville Borough Water Authority
Meeting Minutes For
July 20, 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 – A. Also present were Solicitors Scott T. Williams, Public Works Supervisor Matt Deming, Water Operators Jeff May and Billy Jones, and Bookkeeper Kathy Harper.

Approval of Agenda. Motion by Johnny Whitaker to approve; second by Larry Dvorshock. Motion carried.

Approval of Previous Meeting Minutes: June 15. Motion by Larry Dvorshock to approve; second by Johnny Whitaker. Motion carried.

Review of Financial Report. The financial report was presented showing checks number 1421 through 1444 totaling \$33,635.55.

Checking Account balance	\$ 31,972.33
Investment Account balance	\$309,296.98
Muncy Bank Loan	\$0/800,000.00

Motion by Johnny Whitaker to approve the Report; second by Bill Edner. Motion carried.

Water Report – June in packet.

Old Business

1. Meter quotes for 90 meters – Baxter Plumbing to charge \$50.00 to install per Iperl meters. Motion by Johnny Whitaker; second by Bill Edner. Motion carried.
2. Second Street water main replacement/Lycoming County Grant – Has quotes for labor and materials. U: Don Young submitted application and has meeting with County Commissions on July 24th.
3. Review tabled items: Tap Fee Revision, Rate Structure, Rave Call System – Discussion of resolution to make changes. Will be meeting soon with Tom Levine. U: Sent financials for 2022 to assist in calculating rates before meeting.
4. Fire hydrant relocation request – Scott Williams to address customer for engineering plans and Penndot approval.
5. Status update on projects: Blue Sky Drive-on hold; Reservoir Tank-just started laying tank bottom; School Line Extension-on hold. U: Tank construction now complete.
6. Diversified quote for computer server migration – Quote for \$375.00 approved. Motion by Johnny Whitaker; second by Don Young. Motion carried. U: Diversified still working to complete migration to new server.
7. Lyco Micro quote to update computer stations and purchase laptop – Quote for \$649.00 laptop for water truck and approximately \$1700 for update, with Borough to pay portion.
8. Accounts receivable collection procedures – Reviewed our resolution when to pay. Establish policy of letters mailed when balance is 120 days old. Give customer 10 days to pay before water shutoff warning mailed.

New Business

1. Discussion of fees to apply if property torn down and water reattached, should charge tap in fee. Scott Williams to do resolution regarding policy.
2. Acquisition of corporate credit card for purchased with \$5,000.00 credit limit. Board approved persons who sign checks for payment, can authorize credit card purchases. Motion by Larry Dvorshock; second by Johnny Whitaker. Motion carried.

3. Asterra satellite points of interest. Discussed what surveillance found and will that another pass over will be done in mid-August.
4. Apply SRBC Grant Funds to Asterra Invoice for \$27,500.00. Approved to pay when have the address for HBWA corrected on invoice. Motion by Bill Edner; second by Johnny Whitaker. Motion carried.
5. Invoice from Tom Levine engineering services for \$9,685.03. Approved by pay. Motion by Bill Edner; second by Johnny Whitaker. Motion carried.
6. Web domain registration and business email accounts for Matt, Jeff and Billy for cyber security compliance with VnrScada login. Board approved with Motion by Johnny Whitaker; second by Larry Dvorshock. Motion carried.
7. Review tabled items: Tap Fee Revision, Rate Structure, Rave Call System. Board agreed not to approve Rave Call System and remove from further consideration.
8. Invoices from Mid Atlantic Storage Systems for \$464,147.28 and \$38,601.90; discussion to withdraw from line of credit with Muncy Bank & Trust. Board authorized the transfer of \$100,000.00 from Investment bank account and to pay remainder (\$402,749.18) with access to line of credit from loan ending #936. Board further authorized those who sign checks for payments may also sign for line of credit. Board also considered to close loan ending #935. Motion by Johnny Whitaker; second by Larry Dvorshock. Motion carried.
9. Purchase battery backup for Pumphouse 103. Board approved with Motion by Larry Dvorshock; second by Don Young. Motion carried.
10. Presentation of 2022 Audited Financial Statements. Reviewed and requested copy sent to Tom Levine for evaluation.

Public Comment Period. Visitors present were: Mike Hacker and Dakota Haueisen. Board recommended to Mr. Hacker to seek engineer for plan approval to water access on farm located off of Route 118. Access would be granted once have plans from engineer. Board advised Mr. Haueisen was okay with one meter he already has to tap into for water access on garage conversion to apartment. It was also suggested to purchase personal meter to track apartment water usage.

Executive Session/Adjournment. Motion by Larry Dvorshock to adjourn at 3:30 p.m.; second by Johnny Whitaker. Motion carried.