

LEMON TOWNSHIP AND TUNKHANNOCK TOWNSHIP
JOINT MUNICIPAL SEWER AUTHORITY

December 3rd, 2020
Meeting Minutes

Officers & others present: Veto Barziloski, Jr. (via conference but, arrived later), John Keefe, Dave Smith, Ed Hetzel (via conference call) Doug Smith, P.E. Consultant, Bill Lawrence, WGL (via Conference call), Steve Rowe, LDG, Rebecca Kilmer, secretary

Public Sign-in sheet on file

6:00 P.M. Keefe opened tonight's meeting with the pledge to the Flag.

Previous meeting minutes were reviewed. Keef motioned to approve the November minutes as recorded, Smith seconded, the motion carried.

The November PSBT & PS Banking financial reports were reviewed. Smith motioned to approve November financial statements for both PSBT General and Design/Construction accounts & PS Banking checking account and Line of Credit report, Barziloski seconded, the motion carried with all in agreement.

A list of November invoices was reviewed. Barziloski motioned to approve and pay all presented invoices for a total of \$259,102.56, Smith seconded, and the motion carried with all in agreement.

A Proposed 2021 Budget was presented to the Board for their review. After the line items were discussed with a minor change to payroll expense and total 2021 amount, Smith motioned to approve the proposed 2021 Budget, Barziloski seconded, all were in favor, the motion carried.

For the upcoming new year, 2021 Insurance quotes for Commercial General Liability were provided by three carriers. Builder's Risk quotes were also included but, the Board decided to wait for this coverage. Proposals for the General Liability Insurance came from DGK, Tri-County and The Kilmer Group. Following comparison of coverage limits and amounts, Keefe motioned to approve and adopt The Kilmer Group offer for Commercial General Liability for \$3095.00 premium for the 2021, Smith seconded, the motion carried with all in agreement. Builder's Risk insurance will be purchased when needed in the future.

At this time Steve Rowe gave a report on the excavating progress at the Wastewater Treatment site. Milnes intends to begin concrete work by mid-January 2021; GR Noto has been in touch with Penelec, a pole re-location is necessary, and an easement will be required to access the power line. Regarding construction of the Plant, Doug asked Steve if Milnes has provided a written schedule. Milnes is presently working on it and should have it available soon.

Doug Smith presented a DMS Contract Amendment #2 to the Board. This replaces the DMS Contract Amendment #1 that the Board approved and passed at last month's meeting. Following a brief explanation for the changes Barziloski motioned to approve the DMS Contract Amendment #2 dated December 3, 2020, Smith seconded, the motion carried with all in agreement.

Kilmer informed the Board that invoicing for Reserve taps has begun and Connection fees will be in the next few months. Our 2015 Quickbooks program is outdated and does not have the capability to invoice. Invoicing is a new challenge for Kilmer, and she requested some training. Kilmer contacted Diana Patton, a Quickbooks instructor. She offers 2 levels of training. \$59.00 per hour or a year package at \$475 with 2 hours of initial training and unlimited calls and emails for the year. She also offers the Quickbooks Pro Program for three and a half years at the cost of \$399.95. Staples cost for the same program is \$149.00 per year. With this information, Keefe motioned for Kilmer to purchase the 2021 Quickbooks Pro for \$399.95 for the 3.5-year term ending on May 31, 2024 and the year of training for \$475.00, Smith seconded, all agreed, and the motion carried.

A request for comments or questions was made to the floor. A brief question was posed to the Board. Keefe then motioned to go into executive session to discuss the status of condemnation litigation, Barziloski seconded, all in favor, the public was asked to leave, and the Board went into executive session.

Upon reconvening, Keefe motioned to adopt Resolution 2020-12-01 regarding the Declaration of taking of one or more properties deemed necessary for construction of the Sewage Treatment Plant & lines and no EJC payment is due for the reasons set forth in the Resolution, Smith seconded, and the motion carried with all in agreement.

Kilmer asked the Board to clarify a time frame for the 40 hours of vacation time allowed for Kilmer. In the July 2020 meeting minutes, 40 hours of vacation time was approved by motion. Barziloski moved to allow Kilmer's vacation time to run from January 1st to December 31st annually, Keefe seconded, the motion carried.

At the close of business, Smith motioned to adjourn at 8:10 pm, Barziloski seconded, the motion carried.

Rebecca G. Kilmer, secretary

Date