

# Williamstown Borough Authority Meeting Minutes

## April 3, 2013

Williamstown Borough Authority met Wednesday, April 3, 2013 at 7:00 p.m. in Council Chambers. Council Members present were Chairman Greg Showers, Vice Chairman Charles Croft Sr., Matthew Miller, Dave Neidlinger, Tim Kessinger, Mark Challenger Jr., Dennis Raho, Secretary Lynne Daniel, Solicitor Joseph Kerwin. Absent were Engineer Joe Bluge and Authority Manager, Joe D'Agostino. Citizens present: David Peck – Uni-Tec.

Chairman Showers called the meeting to order at 7:00PM. The Pledge to the Flag was recited.

An Executive Session was called at 7:02pm and meeting reconvened at 8:02pm.

The minutes of March 20, 2013 were approved as written

Joe Kerwin updated council on expenditures for RUS funds. Some of the items already purchased and proposed for purchase include storage shed at sewer plant, lawn tractor, muffin monster spare parts, steel table, push camera, solenoid valves, jetter cleaner and paving at the sewer plant. A motion to purchase the shed immediately was made by Dennis Raho, Tim Kessinger 2<sup>nd</sup>, all in favor. The proposals submitted by Don Coles for work on the well and pump at the water plant were discussed. Due to the additional work/money added to the proposal Dennis Raho made a motion to reject the third proposal and rescind the original two and put it out for bid. Charles Croft, Sr. 2<sup>nd</sup>, all in favor.

Joe Kerwin also reported there is still no activity on timbering. Joe also reported the incident with the inspector (diver) and the damage to the tank will ultimately end up being an insurance claim. Joe will get more involved to see it is resolved.

New timesheets for water & sewer personnel were discussed. Authority would like to see more cross training and have those training hours documented on the timesheets. Dennis Raho will review and sign timesheets and report hours monthly. Updating The Rules and Regulations for Water and Sewer was discussed. A committee consisting of Dennis Raho, Charles Croft Sr. and Dave Neidlinger will review and propose needed changes.

Delinquents for water/sewer billing were discussed. A motion was made by Tim Kessinger to have a \$50.00 Turn Off/Turn On fee on delinquent accounts. Charles Croft Sr. 2<sup>nd</sup>, all in favor. It was decided in the future there will be no Delinquent and Cut-Off Notices sent; instead there will be a 2-week cutoff notice and no future payment plans will be permitted. The rules and regulations will be updated to reflect all changes.

Tim Kessinger made a motion to pay the bills, Mark Challenger Jr. 2<sup>nd</sup>, all in favor

Tim Kessinger made a motion to adjourn, Matt Miller 2<sup>nd</sup>, all in favor

**NEXT MEETING WEDNESDAY, May 1, 2013**