

**Hughesville Borough Water Authority
Meeting Minutes For
June 15, 2023**

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

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

Approval of Agenda. Motion by Johnny Whitaker to approve; second by Bill Edner. Motion carried.

Approval of Previous Meeting Minutes: May 18. Motion by Johnny Whitaker to approve; second by Bill Edner. Motion carried.

Review of Financial Report. The financial report was presented showing checks number 1400 through 1420 totaling \$157,125.07.

Checking Account balance	\$ 26,708.78
Investment Account balance	\$ 307,299.69
Muncy Bank Loan	\$ 0/800,000.00

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

Water Report – May in packet.

Old Business

1. Revise Tap Fee Structure – Tabled to June.
2. Engineer’s Rate Structure Study – Tabled to June.
3. Backflow Prevention Program – Don emailed Susquehanna Fire researching need and how to keep tract with spreadsheet. No for Susquehanna fire, will do spreadsheet with letters to be mailed and due by October 15th.
4. Rave (Swiftreach) Call System – Tabled, noted Borough opted out. Decided not to renew.
5. Accepting payments with Diversified: Debit card, ACH, and Credit card – ACH not approved due to additional costs and privacy issues. Debit and Credit card usage approved through Diversified billing system provided no other costs for setup to collect customer payments. Agreement ready to sign for Don Young.
6. Computer Server Upgrade Quote – Don to call Lyco Micro for current setup information. Diversified working now to connect to server.

New Business

1. Meter quotes for 90 meters – Baxter Plumbing to charge \$50.00 to install per Imperyl 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. Don Young working on July 23rd deadline.
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.
4. Fire hydrant relocation request – Board will not consider unless customer submits 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.

6. Diversified quote for computer server migration – Quote for \$375.00 approved. Motion by Johnny Whitaker; second by Don Young. Motion carried.
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.

Public Comment Period. None

Executive Session/Adjournment. Motion by Bill Edner to adjourn at 3:53 p.m.; second by Don Young. Motion carried.