

The Regular Monthly Meeting of the
Blair Township Water and Sewer Authority
377 Cedarcrest Drive
Duncansville, PA 16635

The Regular Monthly Meeting, held on Wednesday, December 1, 2021, at 7:21 p.m., was called to order by Chairman Ted Ventre.

In attendance were 5 Authority members as follows: Ted Ventre, Brendan Peterson, Robin Cadwallader, Mary Bolt, and Edward Silveti.

Also in attendance were Tim M^cGaw, Manager; Katie M^cGaw, Administrative Assistant; Mike Gieg, Solicitor; Dave Cunningham, Engineer.

VISITORS: Paul Amigh

Motion was made to approve the Minutes of the Regular Monthly Meeting of November 3, 2021. MOTION: Silveti SECOND: Peterson VOTE: 5 Yes.

Motion was made to approve the Payroll & Bills for November 2021. MOTION: Bolt SECOND: Silveti VOTE: 5 Yes.

Ted Ventre announced there was an Executive Session held after the 11/3/2021 Meeting and there was an Executive Session held before tonight's meeting. Both were held to discuss Personnel matters. Motion was made to give the employees a 3% raise in wages for 2022, effective January 1, 2022. With regard to healthcare, employees will be responsible to pay 5% of their monthly insurance premium. Due to this new deduction, employees will be compensated an additional 0.5% in wages, effective January 1, 2022, bringing their total raise in wages to 3.5%. In addition, if an employee chooses to have their spouse and/or child(ren) covered by the Authority's healthcare plan, the employee will be responsible to pay an additional percentage of the difference between the Employee Only premium and the Additional Insured's premium, as follows: (1) an additional ten (10%) percent if the Additional Insured is either unemployed or is not eligible to receive health insurance through their employer; the employee must provide to the Authority a letter from the Additional Insured's employer confirming that they are ineligible to receive health insurance; (2) an additional twenty (20%) percent if the Additional Insured is eligible to receive benefits from their employer, but instead chooses to go on the Authority's healthcare plan, or if the employee cannot provide a letter from the Additional Insured's employer confirming that they are ineligible to receive health insurance. The Employee portion of their healthcare will come as a payroll deduction, with the percentage split between each month's two payrolls. MOTION: Peterson SECOND: Bolt VOTE: 5 Yes.

Ted Ventre, Chairman, asked our Visitor if he had anything to discuss. Paul Amigh of 373 Edna Street, Hollidaysburg, asked for an explanation of our Billing Penalties and Late Fees. Katie explained that a Penalty of 18% APR is assessed each month if the bill is not paid by the Due Date. If a Bill goes unpaid for two months and appears on our 30+ Day Aged Receivable Report, a Delinquent Letter is mailed to the customer, explaining that payment must be made, or a Water Termination will occur. If the customer is a

Sewer Only Customer, the letter states that payment must be made, or a Lien will be placed against the property. Whenever a Delinquent Letter is sent, an Administrative Fee of \$50.00 is added to the Customer's Account. In addition, if a Water Termination occurs, a fee of \$50.00 is added. If a Lien is placed against the property, a fee of \$65.00 is added to the account to cover fees associated with Placing and Lifting the Lien.

David Cunningham of Keller Engineers distributed Draft copies of the 2021 Annual Report and 2022 Recommended Budget. Dave went over Actual #'s and Budgeted #'s and projects a surplus for 2021. Dave feels our current Water and Sewer Rates can remain unchanged for 2022. Tim McGaw added that Altoona Water Authority will not be raising our Water Rate in 2022. After discussion, motion was made to approve the 2021 Annual Report and 2022 Budget, as presented. MOTION: Peterson SECOND: Silveti VOTE: 5 Yes.

Dave reported that Keller Engineers is conducting field work in the Reservoir Road Wastewater Extension Project Area. Keller prepared a letter to be sent to all residents in the Project Area to let them know there will be land surveyors, etc. in their neighborhood. Dave has contacted Trina Illig to provide a Mailing List, but has yet to hear back. Tim also tried to reach Trina, but with no luck.

Dave stated he & Tim McGaw met with Jeff Long on 11/22 to discuss development of the vacant land across Newry Lane adjacent to The Winds. Jeff is planning to add 12 single residential homes and a 12-unit Hospice Care Center on the 26-acre parcel. Dave does not foresee any water or wastewater problems with a development of this size.

The proposed Water and Sewer Rates Summary Sheet for 2022 was included in each Board Members folder. After discussion, motion was made to accept the 2022 Rates Summary Sheet, effective January 1, 2022. MOTION: Silveti SECOND: Peterson VOTE: 5 Yes. A Resolution will be prepared for January's meeting.

At last month's Authority meeting, motion was made to refinance the 2013 BNY Mellon Bonds using the Shorter Term Savings option with a minimum of 4% savings. Since then, the Board Members reconsidered refinancing due to rising rates. Motion was made to table refinancing the 2013 BNY Mellon Bonds at this time. MOTION: Cadwallader SECOND: Silveti VOTE: 5 Yes.

Tim feels we should be transferring Capital Improvement money from our General Account to our Capital Improvement/Capital Purchases Account to reflect the surplus of sewer receipts resulting from the 3-Year Sewer Rate Restructuring. According to Dave Cunningham, we take in approximately \$10,000.00 more each month. Brendan feels we should identify areas with greatest need and create a list of proposed Capital Projects. After discussion, motion was made to initiate a Monthly Transfer of Funds from our General Checking Account into our Capital Improvement/Capital Expenditures Account. The first Capital Improvement Transfer of Funds will be in the amount of \$240,000.00 dollars, which reflects \$10,000/month for the past 24 months (since the Rate Restructuring was complete). Then, beginning in January 2022 and each subsequent month thereafter, the Capital Improvement Transfer of Funds will be \$10,000.00 dollars. MOTION: Peterson SECOND: Bolt VOTE: 5 Yes.

Katie McGaw stated that Robin Cadwallader was reappointed to a 5-Year Term on the Authority by the Blair Township Supervisors at their 11/9/2021 Meeting.

Ted announced the next Regular Monthly Meeting and Reorganization Meeting will be held on January 5, 2022, at 7 p.m.

Motion was made (at 8:25 p.m.) to adjourn the Meeting. MOTION: Cadwallader
SECOND: Bolt VOTE: 5 Yes.

Signed as Secretary/Treasurer,



Edward M. Silveti

