

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

Wednesday, June 7, 2023

The Regular Monthly Meeting of the Blair Township Water and Sewer Authority, held on Wednesday, June 7, 2023, was called to order at 7:00 p.m. by Vice-Chairperson Robin Cadwallader.

In attendance were 3 Authority members as follows: Robin Cadwallader, Edward Silveti, and Mary Bolt. (Ted Ventre and Brendan Peterson arrived late to the meeting as noted below.)

Also in attendance were Tim McGaw, Manager; Katie McGaw, Administrative Assistant; Dave Cunningham, Engineer. (Matt Gieg, Solicitor, was absent.)

VISITORS: Paul Amigh

Motion was made to approve the Minutes of the Regular Monthly Meeting of May 3, 2023. MOTION: Silveti SECOND: Bolt VOTE: 2 Yes; 1 Abstain (Cadwallader).

Motion was made to approve the Payroll & Bills for May 2023. MOTION: Silveti SECOND: Cadwallader VOTE: 3 Yes.

In Matt Gieg's absence, Tim McGaw informed the Board that the Hummingbird Daycare Development has been discontinued. Matt spoke with Kaitlyn Tomlinson, who told Matt her developer, Ralph J Albarano & Sons, Inc., adjusted their fees and requested an upfront payment that she could not cover. Matt asked Tim to inform the Board of this and to ask for a motion to rescind the Developer's Agreement. Motion was made to rescind the Hummingbird Daycare Developer's Agreement, contingent upon the Blair Township Supervisors rescinding their Permits. MOTION: Silveti SECOND: Bolt VOTE: 3 Yes.

Dave Cunningham reported there is a Pre-Application Meeting with DEP regarding the environmental permits and stormwater permits in the Reservoir Road Project Area on June 15.

Matt Stoehr and Dave met with Trina Illig to discuss the status of the Reservoir Road Income Survey responses. Trina provided Keller Engineers with all her findings.

Ted Ventre and Brendan Peterson entered the meeting at 7:12 p.m.

Dave reported that the 2023 Capital Improvement Project on Country View Drive is coming along nicely. The water main is installed, pressure tested, and disinfected. The contractor will be installing new service lines in the next 2 weeks. Whenever the contractor, Snyder Excavating, was crossing the gas main, it was decided to modify the project plans to include casing the pipe sections going underneath the two gas lines so that if any future work needs done to this line, it could be cut and a new line pulled through, vs. having to excavate under the gas lines again. This change was at a charge of an additional \$3,400.00 dollars, as represented in Change Order #1. Motion was made to approve Change Order #1 which modified the 2023 Capital Improvement Project on

Country View Drive by an additional \$3,400.00 dollars due to casing the water pipe sections going under the two gas lines. MOTION: Silvetti SECOND: Ventre VOTE: 5 Yes.

Dave presented Payment Requisition #1 from Snyder Excavating in the amount of \$45,201.60 dollars, representing work on the 2023 Capital Improvement Project on Country View Drive for the month of May 2023. Motion was made to approve Payment Requisition #1 from Snyder Excavating in the amount of \$45,201.60 dollars. MOTION: Bolt SECOND: Peterson VOTE: 5 Yes.

There was a brief discussion about sending letters to Representative Jim Gregory and Senator Judy Ward stating the importance of our future projects and how receiving grant money would help the local residents. Dave feels these letters are best coming from the Authority Chairman and could possibly impact the decision of the entities involved in the H2O PA and the PA Small Water and Sewer Program grant applications.

BTWSA's Water Allocation Compliance Report will be prepared by Keller Engineers and submitted to DEP in the next week or so.

Keller Engineers will continue to handle the PennDOT coordination with BTWSA for their 2025 projects in Duncansville near Inlow's and near Pizza Hut.

Ed Silvetti stated that back in December whenever the Board was deciding upon a fair wage increase for employees, it was decided they would issue a 4.2% raise, effective 1/1/2023, and revisit this topic in June. As expected, the inflation rate has fallen, and if certain factors are plugged into the equation, the inflation rate is currently 3.45%. After discussion, motion was made to leave employee wages at the 4.2% increase rate that went into effect on 1/1/2023. MOTION: Ventre SECOND: Peterson VOTE: 4 Yes. 1 No (Bolt).

Ed also addressed the BTWSA Employee Vacation, Sick, and Personal Time Benefits and how the Payroll Recordkeeping Process could be simplified by eliminating the three categories and merging them to make all paid time off "PTO time." This raised questions as to whether all PTO time would be "emergency time," meaning that an employee could call off work at 7 a.m. for that day. (Currently, only Sick and Personal Time can be used as emergency time.) Tim said this could present a coverage problem because currently, if employees want to use Vacation Time, they must get approval in advance. Katie stated the current Payroll Recordkeeping Process works well, so it wasn't necessary to make any changes. Then the discussion turned to the amount of Vacation Time an employee earns. Currently, after working for 1 Year, a BTWSA employee earns 2 weeks paid vacation time. After working for 10 years, an employee earns 3 weeks paid vacation time, and after working for 15 years, an employee earns 4 weeks paid vacation time. After discussion, motion was made to offer 5 weeks paid vacation time to full-time BTWSA employees after they have completed their 25<sup>th</sup> year, effective 6/7/2023. MOTION: Ventre SECOND: Peterson VOTE: 5 Yes.

Tim McGaw stated that we have a situation where a customer's water was shut off because he could not pay his bill. Whenever Tim visited this customer, he found out he had gotten hurt at work and was unable to return to work. In addition, his wife left him and took his 4 children. As Tim spoke with this customer, he told Tim he was having

troubling thoughts. Tim told the Board he would like to help this customer, but he doesn't know how. Katie stated this past winter there was money available through the LIHWAP Program, but that program has ended. She stated that possibly Community Action or Salvation Army could help. The Board wants Tim to contact the police about this man's state of mind and to turn his water back on. If we feel we need to place a lien against this property (to protect the Authority) we will discuss it at next month's meeting.

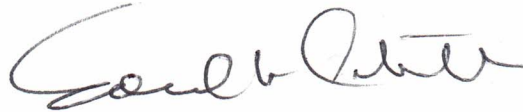
Katie stated that we received Duncansville Borough's 2022 Reconciliation. We overpaid sewer treatment in 2022 by \$425.54 dollars. They issued BTWSA a check for \$425.54. This check was deposited on May 16.

The 2022 Consumer Confidence Report, also known as the Water Quality Report, was included in each Board Member's folder. Katie was happy to report that BTWSA had no violations in 2022. This report was distributed to DEP and to all water customers, per DEP regulations.

Brendan Peterson asked if the next meeting was being held on July 5 or if it would be on July 12. Robin stated the next Regular Monthly Meeting will be held on Wed., July 5, 2023, at 7 p.m.

Motion was made (at 8:00 p.m.) to adjourn the Meeting and to call an Executive Session to discuss a Legal Matter. MOTION: Cadwallader SECOND: Bolt VOTE: 5 Yes.

Signed as Secretary/Treasurer,



Edward M. Silvetti

