

RIDGWAY TOWNSHIP MUNICIPAL AUTHORITY
Regular Meeting
February 1, 2018 at Ridgway Township Municipal Building
1537 Montmorenci, Ridgway Pa 15853

Present: Board Members Ed LaValle, Vic Moore, Butch Brunner, Bob Bogacki, Jeff Marzella, Andrew Gosnell, Chris Klase, Brian Shura, Engineer and Mr. Jeff Schutz.

Regular Monthly Meeting began at 7:00pm.

Jeff made a motion to approve the organization meeting minutes from 1-3-18 and the regular meeting minutes with a second by Vic. Motion carried with all in favor.

No Visitors:

No Correspondence:

Financial Report:

Mr. Schutz reported a beginning balance of \$121,120.18 in the general account, deposits of \$77,100.51 and accounts payable total of \$81,334.60, payroll at ~~\$6529.40~~; leaving a balance of ~~\$110,356.69~~. Ending balance report distributed and attached for all other accounts.

Audit was prepared for 2016. Mr. Schutz referenced to page 8 of the audit reflecting the total operating revenue of \$1,021,429 and \$941,335 as operating expense; leaving an operating income of \$80,094 for 2016. Moving onto to page 9, Mr. Schutz explained the non-operating revenue of interest income and expense that has left a balance of \$33,119 before contributions and transfers. Mr. Schutz explained to the board the auditor's responsibility to express opinion on the financial statements based on the audit in accordance with all auditing standards applicable to the Government Auditing Standards issued by the Comptroller General of the United States, with a conclusion and opinion of the auditor that the financial statements referred to and all materials respective to the audit are in accordance with accounting principles generally accepted in the United States of America. Auditors conclusion through performed tests of compliance resulted no instances of noncompliance or other matters that required to be reported under Government Auditing Standards. The audit will be delivered to the banks, lenders and to the Department of Community and Economic Development (DCED) as 2016 annual report.

Butch made a motion to accept the 2016 Audit, Jeff second and motion carried with all in favor.

Chris made mention that the payroll report is not reflecting the new federal tax credit for the second pay period, so the financial report for the disbursements will be less due to the net pay being more for that pay period. Mr. Schutz stated that Sue will be getting the payroll report for January to reflect the actual net pay for that period and changes be made to the report and will be delivered at the next board meeting. **Jeff made a motion to accept the financial report, Vic second and motion carried.**

Mr. Schutz also noted that the audit invoice is \$3700 that needed to be approved, referencing the engagement letter signed by chairman Ed LaValle. **Vic made a motion to pay the fee of \$3700 for the 2016 audit to auditors Brooks & Rhoads, Jeff second and motion carried with all in favor.** Mr. Schutz noted that now

that he will have more time in his office, he will be able to get things together for the 2017 audit sooner than normal and he wanted board approval to set up an appointment this summer with Brooks and Rhoads. He also noted that this work will be done in Schutz office and would be done for the same fee of \$3700 or \$3800. The chairman LaValle states that this has been approved and he can start on the 2017 audit now.

Operations Report for January distributed to Board reflects the meter reading, testing, routine tasks, miscellaneous tasks, work performed and customer service calls. Superintendent Andrew provided a lien report and noted that Elk County has not disbursed “excess” funds.

Chairman noted he had received a call from the superintendents in regard to the Muni Link system and asked that Chris explain the call from Muni Link. Chris reported that they had received a call from Muni Link, Vice President Mack Rosenbaum from sales and marketing. Mack had called with questions in regard to how the authority is connected with Schutz and Company as well as if they knew if TMS Holdings was affiliated with RAK. Chris had told Mack that the authority has been connected with Schutz and Company for the past 26 years to perform the billing. Evidently Mack had received a call, or had called Ridgway Borough to find that Schutz, TMS and RAK were providing service to the authority and borough. Chris went on to say that Mack asked him twice if TMS and RAK were affiliated. Chris had told Mack that he did not know anything about either company. Mr. Schutz reported that they are two separate companies. Jeff asked if Chris thought perhaps Muni Link was asking due to RAK being a competitor and concerned that RAK could be accessing their software or work. Mr. Schutz reiterated that TMS and RAK are two separate companies. Chris explained that when he called Lynn about payroll due to the payroll being different this pay period, Lynn had answered the phone “RAK Computer”. Jeff asked Mr. Schutz if TMS was housed in the same office as RAK. Mr. Schutz said yes and noted that he has a cell phone number for TMS owner. Jeff asked Chris and Andrew about how things are transitioning. Chris noted that it is going fairly well, but there have been some bumps to get through. Jeff then asked Mr. Schutz about the contract with TMS and if after a year it can be reviewed. Mr. Schutz noted that TMS said they would guarantee the price for service for one year. Chairman LaValle asked for a copy of the contract by the next meeting as he had yet to receive it. Chris noted that he did try to receive a copy of the contract as he and Andrew continued to work on an alternate proposal for the board. Chris reported that he made contact with Terry at TMS to read the terms of the contract to conclude that breaking the contract may require legal services and perhaps that it may be worth waiting out the one year. Terry explained to Chris that Tom has the contract and that he only sees Tom once a month or so; and it may be best to contact Tom to get a copy of the contract. Chris noted that he did not know how to make contact with Tom. Mr. Schutz will make contact with Tom to acquire the contract and have it emailed to the board and the superintendents. Chairman Ed Lavallo then told Mr. Schutz that he was told by Windstream that they would not be unable to transfer the phone number to RTMA / TMS due to the two parties having two different zip codes. Chairman LaValle to Mr. Schutz that he wants calls to go to RTMA office and not to the DuBois number.

No Solicitor Report:

No Engineer Report: Brian reported that Matt Taladay had requested a report he had on the Borough’s trucked waste, as it may be relevant to the sewer rate/edu issue. Brian did send a summary to Matt.

Old Business:

The Evergreen tank repairs and rehab are still scheduled for May 2018.

A meeting with PennDot and Dewberry Engineers is scheduled for February 7, 2018 to discuss what the authority will need to do in regard to the Grant Road Bridge Project and rerouting the sewage line. Brian did report that if PennDot does require total relocation the paper work and process to acquire the 50% reimbursement can be made. Brian explained that the process could be PennDot covering the costs and bill the authority, or the authority would do the work and request reimbursement for the work. Andrew explained the detail to the project which will include a culvert and drainage requiring a 30" pipe with catch basins and a 5' depth as a lateral to the water line, the total distance will be roughly 100 feet. Chairman asked Brian if there would be any grant funding available. Brian stated that there are some funding sources and perhaps the Flood Mitigation Grant Program through DCED that just opened may suit the project due to the stream and the need of rerouting utilities due to the bridge repairs. Brian will look into grant opportunities and see if the scope of work could fit within the grant dates and timeline. Brian also noted that the Elk County Act 13 funds would be available and he would be willing to write the grant request for the authority or other grant writing.

New Business:

Andrew reported that in 2007 a chlorine injection station for Boot Jack has been having issues. The analyzer at Gallagher has been acting up over the past couple of months and needs a great deal of attention to set the calibrations. Andrew reports that he feels it needs replaced. Chris noted that they have acquired a quote from Hach for a new analyzer at a price of \$3400.00. Chris reported that Ridgway borough has a similar analyzer in the shared pump station. It will be maintained and calibrated twice a year. It will hold a one year warranty.

Jeff made a motion to purchase the new analyzer. Bob second and the motion carried with all in favor.

Jeff made a motion to adjourn with a second by Vic. Adjournment at 7:50pm.

Respectfully submitted
by Michelle Bogacki _____