

RIDGWAY TOWNSHIP MUNICIPAL AUTHORITY
Organization Meeting
January 4, 2018 at Ridgway Township Municipal Building
1537 Montmorenci, Ridgway Pa 15853

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

Meeting was called to order by Chairman Ed Lavalle at 7pm with the Pledge of Allegiance.

No Visitors.

Reorganization Meeting began with Appointment of Officers. Motion made by Bob to keep the officers in place, Butch second, and Motion carried with all in favor.

Michelle Bogacki has been appointed as recording secretary with a salary of \$50 per month.

Andrew Gosnell and Chris Klase will remain works superintendents.

Matt Taladay of Hanak, Guido & Taladay will remain as solicitor.

Schutz & Company will remain accountant.

Brian Shura of Stiffler, McGraw & Associates, Inc. will remain engineer.

Designation of depository will continue to be CNB.

Monthly meetings will be held first Thursday of each month at 7pm.

All legal notices will be published in the Ridgway Record.

Reorganizational meeting adjourned at 7:04pm with no further business.

Respectfully submitted

by Michelle Bogacki _____

RIDGWAY TOWNSHIP MUNICIPAL AUTHORITY
Regular Meeting
January 4, 2018 at Ridgway Township Municipal Building
1537 Montmorenci, Ridgway Pa 15853

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

Regular Monthly Meeting began at 7:05pm.

Butch made a motion to approve December 7, 2017 minutes with a second by Bob. Motion carried with all in favor.

No Visitors:

Correspondence:

Insurance renewal summary and invoice presented with a due date of February 1, 2018.

Financial Report:

Beginning balance of \$118,657.87 in the general account, deposits of \$81,343.10, and accounts payable total of \$72,460.49, payroll at \$6420.30; leaving a balance of \$121,120.18. Ending balance report distributed and attached for all other accounts.

Mr. Schutz reported that the “new company” will go into effect immediately. They will be doing the payroll, billing and phone service. Schutz & Company will continue to do the accounting, accounts payable, and reports for the board. Mr. Schutz felt that this should be a smooth transition as the “new company” has been working out of Schutz office for the past couple of weeks. Ed asked about direct deposits and if this will be available for payroll. Mr. Schutz felt that this is something that could be made available. Andrew asked as to when they would need to make the determination as to if, and when they wanted direct deposit for wages. Mr. Schutz explained that the first payroll will be out within a week so they (“new company”) would need to know their bank information for the deposits. Chris asked who is the “new company”, in which Mr. Schutz explained it as TMS Holdings. Mr. Schutz added that Terry from TMS has sent out the billing for January and has been working with Sue. She will be making a phone call inquiring about payroll.

Jeff Marzella asked about the reports and if a total of water sales and usage is clearly defined. Mr. Schutz reported that this is something that does need to be done annually, but it is segregated by water, sewer, purchases and expenses on the audit reports. Jeff Marzella asked if there is a way to gauge increase of water sales as source of income. Mr. Schutz explained that tap on fees are reported as an asset on the audit reports.

Operations Report for December distributed to Board.

Late notice letters were not sent out and there are now 50 letters that need to be sent for late payments for November usage. Mr. Schutz explained that due to the holidays and now the new company sending out the bills, they did not send out the late notice letters. Mr. Schutz explained that if the late notice letters for November are going to be sent out with the new bills the delinquent list would receive both the letter and the bill. They may question as to what they should actually pay. Andrew expressed concern that a collection procedure has been established and if the letters did not go out indicating the penalty fee to be paid prior to a shut off notice, then they technically cannot send out any shut off notices. Andrew also explained that if this continues for another month, it will only snow ball into the next billing cycle with even a larger late payment and penalty due, with even more notice letters. The number is just hanging out there waiting to be collected. Chris explained that at this current time there is \$700 wrapped up in fees, plus an outstanding balance of \$5190 due for November usage. Ed called executive session at 7:27pm.

Meeting reconvened at 7:40pm.

Ed asked if the late notices are for November included partial payments from prior billing. Andrew agreed and noted that no one is placed on the delinquent list that has a balance due of \$30 or less. **Vic made a motion to send out the delinquent letters, Jeff second and motion carried with all in favor.** Mr. Schutz states that Sue will then send out the letters with the balance due.

No Solicitor Report:

No Engineer Report:

Old Business:

Repairs to the Evergreen tank will be made in 2018 when able to be scheduled.

SCADA Systems is backed up and running due to a virus in the system.

Grant Road bridge project is scheduled for August 2018. Chris reported that this could be a substantial costly project with the need to move the water and sewer lines; due to PennDot putting new wing walls on the bridge.

Bob made a motion to set a service fee of \$50 for any returned checks made to RTMA. Vic second and motion carried with all in favor.

Vic made a motion to provide a 2% wage increase to both superintendents. Bob second and motion carried with all in favor.

Jeff Marzella asked the superintendents to express their thoughts on going forward with a new company and to be open with the board. Jeff expressed appreciation as to how things have been going, but felt that the superintendents have more on their mind and there seems to be a need for better communication.

Chris expressed his gratitude to the board for what they are doing for RTMA, but expressed his concern with this new change being made immediately and feels that there are now hard feelings. Chris explained that he and Andrew are doing a great deal of the work receiving and processing the monthly payments on site. Sue from Schutz & Co. then posts the payments to the proper account. Andrew expressed a great deal of frustration with disappointment that he and Chris were not part of the decision of acquiring a new business, nor not even knowing who, or what this new business is, and where it is going to even be located, and does not feel that this newly hired person, or persons knows enough about the system, the procedures, the day to day operations, or even themselves due to lack of contact. Mr. Schutz explained that TMS Holdings is out of DuBois, and "he" is from Ridgway and lives in Ridgway. He does not feel that nothing will change with the transition. Andrew wants to know when he and Chris were going to be made aware of the fact that there is now actually a new company taking over the billing. Andrew also asked Mr. Schutz as to why it took three phone calls to Sue to see if the residents were going to get a late notice or a delinquent letter for late payments for November usage, and as to why they were not included in this new transition. Schutz reassured them that the new company will take all phone calls related to the billing questions and nothing will change. Chris explained that he and Andrew receive a great number of phone calls at their office, and on their cell phones as well. Andrew feels that a phone call received by someone in DuBois is doing the local resident an injustice after 20 plus years of service with the current system. Ed asked Chris and Andrew if they felt there could be another plan. Chris felt that this transition could have been streamlined with all services through their office as an option for consideration, but they were not asked, nor informed of the change. Chris then read the contract with Muni Link /Section 4.2 which indicates that Muni Link could break their contract with RTMA, which has been a large investment and is working well. Chris also explained that there is currently a software fee of \$330 per month. Mr. Schutz feels that Muni Link will not be pulled so there should not be a concern. Andrew disagreed that Mr. Schutz can say that. The board asked the superintendents if they could put something in place. Andrew said there is not enough time for the current billing cycle. The board then asked Mr. Schutz if they could consider an extension with his services so that the Board could review another option. Mr. Schutz replied that Schutz

& Company were done at the end of 2017. Chris states that a part time secretary could have been considered for the RTMA office, and it would have certainly simplified a few things at this time Andrew asked the board what does their contract with TMS read as in a term for their services, and are they now tied to a contract. **Ed called an executive session at 8:04pm.**

Meeting reconvened at 8:16pm.

Vic made a motion to pay the bills. Butch second and motion carried with all in favor.

The board will provide the superintendents two weeks to present an alternative to the contract made by TMS Holdings.

Butch made a motion to adjourn with a second by Bob with adjournment at 8:16pm.

Respectfully submitted
by Michelle Bogacki