

RIDGWAY TOWNSHIP MUNICIPAL AUTHORITY
Regular Meeting
May 3, 2018 at Ridgway Township Municipal Building
1537 Montmorenci, Ridgway Pa 15853

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

Regular Monthly Meeting began at 7:00pm.

Vic made a motion to approve the April 5, 2018 with a second by Bob, the motion carried with all in favor.

Visitors:

Jake Perryman from the Ridgway Record.

Don Sampson asked about the Evergreen sewage line expansion. Ed explained the proposals as Option 1, of Phase 1: Montmorenci to the church... Utilize 2,500' of old 4" transite water main with a connection to the existing 8" sewer main at no cost, and add two flushing/air release stations with a cost of \$1,000. There will be three PennDOT Highway Occupancy Permits (HOP) at no cost. This would provide connections for 18 plus homes... Option 2 (Phase 1) would be an insert of 2,500' of old 4" transite water main with a 2" HDPE pipe at a cost of \$5,000, connect to the existing 8" sewer main at no cost, add two flushing/air release stations with a cost of \$1,000 and three PennDOT HOP at no cost. Maximum connections would be 18 homes... Option 3 (Phase 1) would be a directional bore 2,500' with 3" HDPE pipe at a cost of \$38,000. This would connect to the existing 8" sewer main at no cost, add two flushing/air release stations with a cost of \$1,000 with a PennDOT construction permit with a cost that is unknown.

Phase 2: From the church to Evergreen Tank driveway 1,550' directional bore with a cost of \$23,000 – \$34,000. Two flushing stations/air releases with a cost of \$1,000 and a PennDOT construction permit at cost unknown.

No Correspondence.

Financial Report:

Jeff Schutz presented the April Financial Report that reflects a starting balance of \$109,475.33 with total deposits of \$87,552.97, and payment of bills of \$68,863.08 with accounts payable and payroll at \$6,732.46; leaving an ending balance of \$121,432.76 as an increase of \$11,957.43. Account balances for the checking account is \$121,432.76, EDU Savings at \$100,502.33, Public fund at \$37,949.68, PennVest Loan at \$1,375,949.27, CNB Loan at \$40,712.68 and \$11,979.79 for the second CNB Loan. See attached report.

It had been recognized that due to the last batch of billing and collection TMS did not send out notice for delinquent payments. That number totaled around 50 customers. Jeff Marzella had reported that due to the history and conversation he has been having since the beginning when TMS Holdings was going to provide services to manage the billing instead of Schutz & Co. it has not been a smooth transition nor made much progress. Chris and Andrew had been asked what services had been performed by TMS for the month of April and track the activity. They reported on what had been done on their end, and the lack of communication being made by TMS services. Chris and Andrew agreed that they would support adding another staff to help with the billing internally, but felt that they should have a chance to perform that duty first. Training on the billing system (MuniLink) had been provided to Chris and Andrew with board member Jeff Marzella, which Andrew felt that was to support their capability of taking over the service of billing, or at least train someone to do so. Andrew stressed the point that they are spending a great deal of time monitoring the billing with whom and what is delinquent. He feels as though they could handle the billing and eliminate the amount of time being spent on monitoring the collections, checking to see if the delinquent letters have been sent out, and when they were sent out,

stressing the point that the time being spent monitoring the billing is becoming a bit ridiculous. Vic asked Andrew how much time he felt would be spent on managing the billing by him and Chris. Andrew guaranteed within a ten day window, Chris and he could handle it, even outside the daily operations and noted that meters are read the first day of the month and within that same day the bills could be printed and sent out, instead of an additional ten days later. Chris stressed the point that this would then give the customer an additional week to pay the bill.

Vic made a motion to terminate the contract with TMS Holdings, and RTMA staff will perform the duty of billing effective May 3, 2018; with a second by Jeff. Motion carried with all in favor. Jeff Marzella will notify the TMS Holdings staff of the action to terminate their service for billing immediately. Andrew and Chris will send out the May bills, and follow up with the delinquent collection. Michelle will send a letter to TMS Holdings to notify the action to terminate services for billing, but with an agreement to continue services rendered for payroll at this time.

Operations Report:

Chris reported that he and Andrew met with Tracy Gerber as the contact for Elk County CDBG Funds. If the funds would support the relocation of the main line on Grant Road, a grant will be submitted. Some excavation has been made to locate the lines along the line. Hours spent on that project have been recorded.

Chris and Andrew presented a report for April activities with confirming the size of the “old” Evergreen water main, meter readings, and sampling testing. See attached report.

Due some winter weather the 2” polyethylene pipe has seen a great deal of expansion and contraction. The pipe has now come apart at one mail coupling. McDermott Welding has been contacted to install a stainless steel pipe similar to the one at the Boot Jack tanks. **Bob made a motion to accept the quote of \$5841.00 to do the work on the pipe. Jeff second and motion carried will all in favor.**

Engineer Report:

Brian reported on the plans for the Grant Road Utility Line Relocation Project. He reviewed the drawings on the manholes near the gas line. He noted that National Fuel Gas Line near one of the sections may not be reimbursed by PennDOT if it required a change. Andrew drew attention to the four tie-in lines and wanted to know how the work would be performed without minimal interruption. Brian will propose a sequence of shut offs throughout the project. He also noted that the cost is going to be less than originally proposed. The preliminary plans will need to submit to PennDOT by June 2nd. He will meet with Chris and Andrew prior to submitting the preliminary plans. Andrew had concern with the zig and zagging of the line. He prefers a straighter line due to the difficulty of finding the lines in the future. Brian explained as to why the line is designed as it is on the current design and mapping; mainly due to cost and PennDOT questioning some of the reimbursement, or share of cost. Brian did ask about a small parcel near the hydrant and lack of easement. That easement will be pursued. The permit applications are ready to be signed. Construction will begin spring of 2019, but it will be out for bid this year.

Jeff made a motion to pay bills, and Bob second. Motion carried with all in favor.

Jeff made a motion to adjourn with a second by Butch.

Adjournment at 8:12pm.

Respectfully submitted

by Michelle Bogacki _____