**POSSUM VALLEY MUNICIPAL AUTHORITY**

**Meeting: May 7, 2020**

# MEETING MINUTES – March 5, 2020

# Present:

Dan Schriver-Chairman

Joseph Saum-Vice Chairman ***replacing Rob Gochenauer***

James Bergolios-Secretary/Treasurer

Fred Hartman-Assistant Secretary

Chris Hartsock-Assistant Treasurer

***Also present***: PVMA Operator Stephen A. Russell, PVMA Office Manager Chad M. Smith

--------------------------------------------------------------------------------------------------------------------- ***P.V.M.A Chairman Daniel Schriver called the meeting to order at 7:00 PM***

 ***After review of the February 6, 2020 meeting minutes Jim Bergolios moved, seconded by Fred Hartman, to accept the minutes as written. The motion carried unanimously.***

 ***Acknowledgement of Rob Gochenauer’s resignation from the Board of Directors effective February 29, 2020.***

 ***Acknowledgement of Joseph Saum as Board Member replacement, appointed by Bendersville Borough, to fill out term of Robin Gochenauer until 6/30/23.***

***SEWER OLD BUSINESS-***

 ***Richard Weidner Bill*** – Chad updated the Directors that the bill has been satisfied and the matter closed.

 ***Drug/Alcohol policy*** *–* Some clarifications were requested on some references in the policy. Chad is to make the edits and submit for approval the next meeting. Also Chad is to check out Wellspan programs to execute on the policy if need be.

 **Pension Plan Agreement Update/Resolution** – Chad went over the PMRS submitted documents. There were questions from the Board regarding Section 10.05 through 11.01. Chad is to get clarification from PMRS prior to signing the new agreement.

 **Manzo Motor Assessment-** Chad forwarded the customer payment plan options for the additional Connection Fee to them. They acknowledged receipt and would notify the Authority upon having their business up and running.

 **GIS Mapping Quote-** Fred moved, seconded by Jim Bergolios, to split the cost of having Bendersville Water System and Possum Valley Sewer mapped in Bendersville. Approving vote was 5-0.

***SEWER NEW BUSINESS***

 ***Operator Report-*** by Stephen A. Russell PVMA Assistant Operator

 -Passed out a draft of the Chapter 94 report.

 -Updated the Board of Directors on several things the Operators are working on.

 **225 Opossum Hill Road** – Chad informed the Board that he reassessed this property and additional 3 Sewer EDU’s as the customer has acknowledged that they are constructing apartments on the property. Chad send them payment plan options as well for the 3 Connection Fees.

***WATER OLD BUSINESS***

 ***CDBG 2016 – Well/Back-up Generator ($42,494.50)*** – Clearance expected end of the month 2/23/20.

 ***CDBG 2017 – Test Well ($35,392)*** – waiting on drilling permit.

 ***CDBG 2018 – Aspers North Road ($159,000)*** – Should be able to use the GIS mapping done by Mike Emery for the surveying of Aspers North Road and Prospect St. to do the project maps.

 ***CDBG 2019 – Prospect Street ($86,368)*** – deadline to be determined

***WATER NEW BUSINESS***

 ***Operator Report-***

 -Steve updated the Board of Directors on several things for the Operations of the Water Department.

 ***Payroll Correction from 2/1/20-2/14/20***- Chad reported an error on Steve’s paycheck for this period and fixed it for the next period.

 **Resolution No. 2-2020 -**  amending records retention policy to retain CDBG funding records until the County acknowledges its completion of contracts with DCED.

 **Conflict of Interest/Integrity Policy/Resolution** – Per request of the County the Board of Directors adopted an “Integrity Policy” set forth by Chad. ***Jim Bergolios moved to adopt the policy. Chris Hartsock seconded the motion. Approving vote was 5-0.***

 **Resolution 3-2020-** In line with the Integrity Policy the Resolution was presented by Chad to acknowledge the adoption of the policy. ***Fred Hartman moved to execute the Resolution as presented, seconded by Joe Saum, approving vote was 5-0***

 ***An Executive Session was called for by Chairman Schriver and approved to discuss a personnel matter.***

***MONTHLY FINANCIAL BUSINESS-***

 -Review of the Delinquent accounts report for February 2020.

 -Review of the Profit & Loss report for February 2020.

 ***Review/Retroactive Approval of checks issued on 2/17/20-*** The Board of Directors reviewed the checks that were issued and their explanations for each check. ***Chris Hartsock moved, seconded by Jim Bergolios, to retroactively approve the issued checks.*** ***The motion carried unanimously.***

 ***Review/ Retroactive Approval of 3/5/20 Checks-*** The Board of Directors reviewed the checks issued and their explanations. ***Jim Bergolios moved, seconded by Fred Hartman, to approve the issued checks.*** ***The motion carried unanimously.***

 ***Chairman Schriver adjourned the March 6, 2020 Public Meeting at 8:45 PM.***

 ***Executive Session entered to discuss personnel matters.***

Next Public Meeting will be held April, 2020 @ 7:00PM.

 Respectfully Submitted – Chad M. Smith - Office Manager