**Meeting – February 4, 2021**

**POSSUM VALLEY MUNICIPAL AUTHORITY**

**Present:**

Dan Schriver – Chairman – Via Tele-Conference

Joseph Saum – Vice Chairman

Harry Melhorn – Secretary/Treasurer

Chris Hartsock – Assistant Treasurer

Fred Hartman – Assistant Secretary

Others present: Plant Superintendent Stephen A. Russell, Office Manager Chad M. Smith, Office Assistant Jean A. Hawbaker, PVMA Solicitor, Harry Eastman, Jr.

P.V.M.A. meeting called to order at 7:00 p.m.

**Previous Meeting Minutes** - After review of the January 7, 2021 Regular meeting minutes, Chris Hartsock moved, seconded by Fred Hartman to accept the minutes as written. The motion carried unanimously.

**Guests** – Recently appointed Solicitor, Harry Eastman Jr. was present to introduce himself to the Board.

**SEWER OLD BUSINESS**

**1495 Carlisle Road** – Briefly discussed. More research is needed.

**PVMA Computer Back-ups** – Will need this for more than one computer. Tabled until the next meeting. Chad to check on pricing for more than one computer, and get pricing on Syncplicity to compare to Carbonite.

**Authority Expiration** – Bendersville Borough and Menallen Township both approved to extend the Authority. Will need to amend articles of incorporation, adopt resolutions and complete other paperwork to finalize this process. Harry Eastman will work with Chad to get everything ready.

**SEWER NEW BUSINESS**

**Jean 90-day probation period (1-12-21)** – Harry Melhorn made a motion to officially hire Jean Hawbaker as Office Assistant, seconded by Chris Hartsock. The motion carried unanimously.

**Chad Classes February 23, 25 and March 2** – Preparing on testing for Sewer Certification in July, if available.

**February 4, 2021**

**Superintendent Sewer Report** –

* Steve was called in on January 20, 2021 from Columbia Gas. They hit rock and busted a sewer pipe. Steve gave them parts and they fixed it.
* Bought some contactors, which saved us money.
* Prepared an SOP for sewer sampling.
* Getting stainless steel donuts and flanges made from Moritz, which will be around $5,000.
* Ordered extra chemicals since the company is making some changes and so we don’t run out.
* Ordered a new Sewer plant blower at a cost of 3,412.00.
* Steve and Chad are scheduled in March to get the COVID shot. Possum Valley will cover the time for COVID shots for the employees. In the event, an employee gets the virus, it will be handled on a case-by-case basis.

**WATER OLD BUSINESS**

**CDBG Funding** – A separate report was provided on the progress of each CDBG funded project. For CDBG 2016 we received approval in the amount of $7,854.46 to purchase backup meters, pumps, motors and chemical pumps. For CDBG 2017 we are awaiting reimbursement from the County for $27,672.00.

**Rules and Regulations work in progress** – Mr. Eastman will review and comment.

**Backflow Prevention Program** – Mr. Eastman will review and comment.

**WATER NEW BUSINESS**

**Superintendent Water Report**

* Bought a Filter Trak 660 for $502.87 on eBay for the filter plant.
* Paul Ely, owner of land near the reservoir is willing to sell. Mr. Eastman will handle contacting Ely’s attorney to start the process.
* Steve will get more quotes for the gate at the sewer plant.
* 14-year-old whacker at filter plant - Harry Melhorn made a motion to accept $100.00 from Steve Russell for the purchase of the whacker, seconded by Fred Hartman. The motion carried unanimously.

**MONTHLY FINANCIAL BUSINESS**

* Review of the Profit & Loss report for January 2021.
* Budget vs. Actual.
* Delinquent Accounts.

**February 4, 2021**

* Retroactive checks review/approval January 18, 2021. Fred Hartman made a motion to approve, seconded by Harry Melhorn. The motion carried unanimously.
* Checks review/approval February 4, 2021. Fred Hartman made a motion to approve, seconded by Harry Melhorn. The motion carried unanimously.

Fred Hartman made a motion to adjourn the meeting at 7:59 p.m., seconded by Dan Schriver. The motion carried unanimously.

**The next regularly scheduled meeting will be held on March 4, 2021, 7:00 p.m.**

 Respectfully submitted,

 Jean A. Hawbaker

 Office Assistant

 **POSSUM VALLEY**

 **MUNICIPAL AUTHORITY**