



LYCOMING COUNTY WATER AND SEWER AUTHORITY
Board Meeting Minutes
May 6, 2020

This meeting was held via an Electronic Format with both telephone and video participants.

MEMBERS PRESENT: Paul Wentzler, Jan Ransdorf, Charles Hall, Donald Konkle, Jr., James Carpenter, Michael Philbin, John Gramling, William Henry.

MEMBERS ABSENT: Victor Marquardt

OTHERS PRESENT: Christopher Kenyon, McCormick Law Firm; Christine Weigle, LCWSA Executive Director; Sylvia Lukpetris, LCWSA Finance Director; Duane Martzall, LCWSA Compliance Manager; John Bickhart, LCWSA Engineering Services Manager; Adam Hartzel, Baker Tilly; Erin Threet, PE, Assistant Vice President, HRG; Mike Reuther, Williamsport Sun Gazette.

I. CALL TO ORDER

Chair Paul Wentzler called the meeting to order at 6:01 p.m. and reported that an Executive Session regarding legal and personnel matters was held at 5:00 p.m. prior to this meeting.

Board Member Roll Call - Attendance by roll call was taken. Victor Marquardt was the only member noted as absent.

It was noted that Roll Call votes would be taken on actions that are not unanimous to assure that the votes were accurately reflected in the minutes.

Christine Weigle asked the Board Members to verify that each could hear and understand the audio and the information being shared. All members confirmed.

Public Participation Roll Call – Attendance of the public, Solicitor, Engineer, LCWSA Administration and public was also taken by roll call and confirmation was made to verify that each could hear and understand the audio and the information being shared.

II. MINUTES

Jan Ransdorf made a motion to accept the minutes from the April 1, 2020 LCWSA Board meeting with the correction to the solicitor in attendance. James Carpenter seconded the motion, which was unanimously approved.

John Gramling made a motion to approve the April 22, 2020 Finance Committee meetings as presented. William Henry seconded the motion, which was unanimously approved.

III. ACCOUNTING/FINANCIAL

A. CHECK REGISTER – BILL APPROVAL

Sylvia Lukpetris presented the check register for the month of April 2020 providing a few comments.

Charles Hall made a motion to accept the check register report and approve the payment of the bills for April 2020 as presented. John Gramling seconded the motion, which was unanimously approved.

B. FINANCIALS

Sylvia Lukpetris presented the preliminary financial statements for the month of March 2020.

William Henry made a motion to accept the preliminary Financial Statements as presented for the month of March 2020 which included the budget-to-actual graphs for the various funds. Mike Philbin seconded the motion, which was unanimously approved.

Ms. Lukpetris explained that after the audit acceptance, the financial statements would be presented in their final form for the Board's consideration.

IV. PUBLIC COMMENT

Charles Hall offered thanks to Christine Weigle in acknowledging her 15-Year Anniversary with the Authority. The Board echoed their appreciation as well.

V. ACTION ITEMS

A. 2019 AUDIT PRESENTATION

Adam Hartzel of Baker Tilly provided a summary of the 2019 LCWSA Financial Audit. Mr. Hartzel reported that an unmodified opinion was offered by the auditors for the 2019 LCWSA audit – the highest level of assurance provided by an auditor.

The 2019 audit was summarized with the changes from the past audit year to current year, and the impacts to the financial statements discussed. The auditors reported that the year was consistent with 2018 and included only a limited amount of capital projects.

There are two subsequent events noted in the audit - the MRSS Bond Refinancing for which the closing took place in January of 2020 and a comment regarding the COVID-19 situation and potential impacts to the organization in 2020.

A single finding of significant deficiency was noted as part of the Audit. Sylvia Lukpetris presented the recommended corrective action to the Audit finding.

It was noted that the Baker Tilly team met with the Finance Committee at the April 22, 2020 meeting to review the audit in detail, and at the meeting, the Finance Committee made recommendation for approval of the audit to the Board.

a. 2019 Financial Audit

Jan Randsorf made a motion to approve the 2019 Audit Report as presented. William Henry seconded the motion, which was unanimously approved.

b. 2019 Audit – Corrective Action

Sylvia Lukpetris reviewed the audit finding and presented the Corrective Action Plan for consideration by the Board. The single finding was reported as a significant deficiency – less severe than a material weakness – and is consistent with previous years.

Charles Hall made a motion to accept the Corrective Action Plan as presented. Donald Konkle seconded the motion, which was unanimously approved.

B. MONTOURSVILLE REGIONAL SEWER SYSTEM (MRSS)

1. 2016 Capital Additions – Requisition #37

Requisition #37 for the 2016 Capital Addition Projects was presented in the amount of \$6,417.53 for expenses related to the MRSS Church Alley project.

Charles Hall made a motion to approve Requisition #37 as presented. Mike Philbin seconded the motion, which was unanimously approved.

2. 2020 Capital Additions – Requisition #1

Requisition #1 for the 2020 Capital Addition Projects was presented in the amount of \$8,656.79 for expenses related to the MRSS Outfall Relocation Project.

Mike Philbin made a motion to approve Requisition #1 as presented. Charles Hall seconded the motion, which was unanimously approved.

C. REGIONAL WATER

1. PW#2 Professional Services Support – Meiser & Earl

Christine Weigle presented the April 9, 2020 (also labeled as March 5, 2020) from Meiser & Earl to perform necessary work related to the aquifer testing of Production Well #2 (PW2) required by Susquehanna River Basin Commission (SRBC) for the ground water withdrawal application.

Meiser & Earl assisted in the preparation and submission of the aquifer test plan which was approved by SRBC in 2017. The proposal for the next phase of work is presented as time and material, estimated at \$102,500, to support LCWSA throughout the next steps in testing, evaluation, and submission required to SRBC for the approval of the PW2.

After discussion regarding the scope and SRBC requirements, Jan Ransdorf made a motion to approve the Meiser & Earl proposal for time and material, not to exceed \$102,500 as presented. William Henry seconded the motion, which was unanimously approved.

D. DEVELOPERS AGREEMENT – GEISINGER MEDICAL CENTER, Muncy Township

John Bickhart presented the Geisinger Medical Center Developers Agreement to the Board, noting the Developer’s Agreement includes the standard terms along with the specifics for the Geisinger project. Mr. Bickhart explained that work continues on the details of the project and construction is anticipated to begin in the near future.

William Henry made a motion to approve the Geisinger Medical Center Developer’s Agreement as presented. Mike Philbin seconded the motion, which was unanimously approved.

E. ADMINISTRATIVE

1. MuniPay Agreement

With credit card and electronic check fees paid directly by the customer, the staff researched options and made the recommendation to make a switch for saving in payment processing. The switch to MuniPay as the processing provider would occur with the transition of each customer base to the new billing software.

Jan Ransdorf made a motion to ratify the MuniPay Agreement along with the amendments as recommended by the solicitor. John Gramling seconded the motion, which was unanimously approved.

2. COVID Updates

Christine Weigle reported

- Customer Relief - May Penalties for customer water and sewer billing – waive penalties for water and sewer billing for the May billing period, maintain the no shut period; and revisit the matter again at the June Board meeting
- Non-essential business fixed sewer charge customers – continue to monitor the re-opening of businesses and continue work on the procedure to address level of service for fixed sewer charges, and include the matter for updates at the June meeting.
- Office closed to the public – the office remains closed to the public but note that customers may be met by appointment with appropriate safety measures
- Staffing/Schedules – return to standard work week schedule; continue to maintain social distancing, masking/face covering requirements, single vehicle travel, hand washing; frequent cleaning; etc
- Facility/Room Rental – continue with suspension of room rental, revisit the issue at the June Board meeting

Charles Hall made a motion to approve the slate of COVID actions and to revisit the status at the June 3, 2020 Board meeting. Mike Philbin seconded the motion, which was unanimously approved.

Adam Hartzel departed the meeting following Action Items.

VI. STATUS REPORTS

A. ENGINEER

1. HRG, Inc. – Erin Threet presented the HRG Engineer’s report for the month of April.

B. LCWSA REPORTS

1. Operations Report – Duane Martzall presented the Operations Report for the month of April.
2. Engineering Services Manager Report – John Bickhart presented the Engineer Services Manager report for the month of April.
3. Executive Director Report - Christine Weigle presented the Executive Director Report for the month of April.

VII. RECESS/ADJOURN

Charles Hall made a motion to adjourn at 7:10 p.m. John Gramling seconded the motion, which was unanimously approved.

Respectfully submitted,

Donald E. Konkle, Jr., Secretary
Christine Weigle, Assistant Secretary

DATE: _____