

**MINUTES OF THE REORGANIZATION MEETING OF THE**  
**JERSEY SHORE AREA JOINT WATER AUTHORITY**  
**HELD ON JANUARY 18, 2021**  
**BY VIDEO CONFERENCING**

Vice Chairman Richard W. Buttorff called the meeting to order at 6:30 P.M. which was held by video conferencing.

Members present were Barbara E. Schmouder, Krista J. Gephart, Samantha L. McIlwain, Richard W. Buttorff, Kenneth B. Bierly, Katelyn A. Wasson and Lisa L. Urbine. Also, present was Manager Judith A. Cohick, and Attorneys Martin A. Flayhart and Dale A. Tice with the firm of Carpenter, Harris & Flayhart, Solicitor. There were no visitors.

The Vice Chairman presented the nominations for officers for the Jersey Shore Area Joint Water Authority for the year 2021 as submitted by the Board. Those officers are Richard W. Buttorff, Chairman; Lisa L. Urbine, Vice Chairman; Kenneth B. Bierly, Assistant Vice Chairman; Krista J. Gephart, Treasurer; Barbara E. Schmouder, Secretary; Katelyn A. Wasson, Assistant Secretary; and Samantha L. McIlwain, Assistant Treasurer. The Vice Chairman asked if there were any additional nominations for any office that any Board member wished to submit. There being no additional nominations Krista J. Gephart, seconded by Kenneth B. Bierly, made a motion to close the nominations. Motion carried unanimously.

Lisa L. Urbine, seconded by Samantha L. McIlwain, made a motion to elect the officers for the Authority for 2021 as nominated. Motion carried unanimously.

A motion was made to install the officers of the Jersey Shore Area Joint Water Authority by Samantha L. McIlwain, seconded by Kenneth B. Bierly. Motion carried unanimously.

A motion was made by Krista J. Gephart, seconded by Lisa L. Urbine, to retain the law firm of Carpenter, Harris & Flayhart as Solicitor. Motion carried unanimously.

A motion was made by Kenneth B. Bierly, seconded by Krista J. Gephart, to appoint Larson Design Group, Inc. to provide engineering services for the Authority on an as requested, non-exclusive, basis. Motion carried with all members of the Board voting in favor of the motion with the exception of Samantha L. McIlwain abstaining from the vote.

A motion was made by Lisa L. Urbine, seconded by Krista J. Gephart, to retain Baker Tilly US, LLP, as the accountant for the Authority. Motion carried unanimously.

A motion was made by Kenneth B. Bierly, seconded by Katelyn A. Wasson, to retain the same banking arrangements for the Authority with all accounts with Jersey Shore State Bank. Motion

carried with all members of the Board voting in favor of the motion with the exception of Krista J. Gephart abstaining from the vote.

A motion was made by Lisa L. Urbine, seconded by Krista J. Gephart, to retain the third Monday of each month at 6:30 p.m. for the regular monthly meetings to be held at the Jersey Shore Area Joint Water Authority Office, 1111 Bardo Avenue, Jersey Shore, PA 17740 or by either teleconferencing or video conferencing. Motion carried unanimously.


A motion was made by Krista J. Gephart, seconded by Samantha L. McIlwain, to approve the eleven holiday dates for 2021 as presented. Motion carried unanimously.

A motion was made by Kenneth B. Bierly, seconded by Lisa L. Urbine, to approve the 2021 payroll schedule as presented. Motion carried unanimously.

A motion was made by Krista J. Gephart, seconded by Samantha L. McIlwain, to retain Office Manager Janet M. Hillyard, as the Authority's Open Records Officer for 2021. Motion carried unanimously.

A motion was made by Barbara E. Schmouder, seconded by Krista J. Gephart, to adjourn the meeting at 6:49 p.m. Motion carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara E. Schmouder".

Barbara E. Schmouder, Secretary

**MINUTES OF THE REGULAR MONTHLY MEETING OF THE**  
**JERSEY SHORE AREA JOINT WATER AUTHORITY**  
**HELD ON JANUARY 18, 2021**  
**BY VIDEO CONFERENCING**

Chairman Richard W. Buttorff called the meeting to order at 6:50 P.M. which was held by video conferencing.

Members present were Barbara E. Schmouder, Krista J. Gephart, Samantha L. McIlwain, Richard W. Buttorff, Kenneth B. Bierly, Katlyn A. Wasson and Lisa L. Urbine. Also, present was Manager Judith A. Cohick, and Attorneys Martin A. Flayhart and Dale A. Tice with the firm of Carpenter, Harris & Flayhart, Solicitor. There were no visitors.

The minutes of the December 21, 2020 regular monthly meeting were presented. Upon a motion made by Krista J. Gephart, seconded by Lisa L. Urbine, it was moved to accept the minutes of the meeting for December 21, 2020 as presented. The motion passed unanimously.

Judith A. Cohick presented the Manager's Report for January 18, 2021. A motion was made by Kenneth B. Bierly, seconded by Katlyn A. Wasson, to accept the Manager's Report as presented. The motion passed unanimously.

The Board reviewed Resolution 1-18-2021 titled: "Resolution Setting Forth the Right-To-Know Policy for the Jersey Shore Area Joint Water Authority". The Solicitor explained that it was necessary to update the previous resolution from 2009. A motion was made by Samantha L. McIlwain, seconded by Krista J. Gephart, to adopt Resolution 1-18-2021. Motion passed unanimously.

A motion was made by Lisa L. Urbine, seconded by Krista J. Gephart, to accept the proposal of Baker Tilly US, LLP as set forth in their Engagement Letter dated November 30, 2020, to provide financial audit services for the Jersey Shore Area Joint Water Authority for the year ended December 31, 2020 in the amount not to exceed \$9,270.00. Motion passed unanimously.

The Board discussed the draft of the License Agreement with Lycoming County for the 911 Communications Tower. The Board deferred any action on the proposed agreement pending receipt of information from our insurance carrier regarding how the tower might affect the Authority's insurance and any additional insurance costs that might be incurred by the Authority.

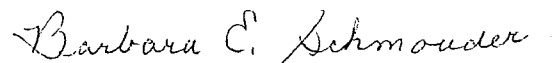
A motion was made by Barbara E. Schmouder, seconded by Krista J. Gephart to approve the 2021 Committees. Motion carried unanimously. There was a subsequent question by Samantha L. McIlwain regarding the possibility of her being placed on the Finance Committee. A motion was then made by Kenneth B. Bierly, seconded by Barbara E. Schmouder, to make the

change to the Finance Committee removing Richard W. Buttorff from the committee, with Krista J. Gephart to be chair and Samantha L. McIlwain to be added to the committee. The motion passed unanimously.

A motion to approve payment of the monthly bills in the amount of \$21,232.16 was made by Samantha L. McIlwain, seconded by Krista J. Gephart. The motion passed unanimously.

A motion was made by Barbara E. Schmouder, seconded by Krista J. Gephart, to adjourn the meeting at 7:28 P.M. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara E. Schmouder".

Barbara E. Schmouder, Secretary