

MINUTES OF THE REGULAR MONTHLY MEETING OF THE
JERSEY SHORE AREA JOINT WATER AUTHORITY
HELD ON APRIL 18, 2022, AT 1111 BARDO AVENUE
JERSEY SHORE, PENNSYLVANIA 17740

Chairman Richard W. Buttorff called the meeting to order at 6:30 P.M.

Members present were Barbara E. Schmouder, Richard W. Buttorff, Kenneth B. Bierly, Lisa L. Urbine, Brett S. Bowes, Krista J. Gephart, and Samantha L. McIlwain. Also, present was Manager Eric S. Johnston.

The **minutes of the March 21, 2022**, meeting was presented. There was one correction, Kenneth B. Bierly's name was missed on the Roll Call Vote on Resolution 03-31-22-B under discussion. The correction was made. Upon a motion by Krista J. Gephart, seconded by Kenneth B. Bierly to approve the minutes of the March 21, 2022, as corrected. The motion passed unanimously.

Eric S. Johnston presented the **Manager's Report** for April 18, 2022. A copy of the Manager's Report is in the minute book. A motion was made by Samantha L. McIlwain, seconded by Lisa L. Urbine to accept the Manager's Report. The motion passed unanimously.

Committee Report:

- Personnel Committee Chair Barbara E. Schmouder reported that Judith A. Cohick will be retiring on November 9, 2022, and that the last day that she will be in the office is October 21, 2022, then vacation until of November 9, 2022.

New Business:

- **Update and Revision of the Employee Handbook** as needed: A motion was made by Kenneth B. Bierly, seconded by Krista J. Gephart to have the Authorities Solicitor Mr. Paul Ryan Update and Revise our Employee Handbook. The motion passed unanimously.
- **Ten (10) day water shut off notice:** A motion was made by Samantha L. McIlwain, seconded by Brett S. Bowes to approve adding a ten (10) day water shut off notice to the termination policy if a customer fails to grant access to a meter. The motion passed unanimously.
- **Approval of Penn Strategies to submit an earmark request to Senator Bob Casey for all water projects.** Lisa L. Urbine made the motion, seconded by

Krista J. Gephart, to approve Penn Strategies to submit an earmark request to Senator Bob Casey for all water projects. The motion passed unanimously.

A motion to approve **payment of the monthly bills** in the amount of \$36,643.72 was made by Brett S. Bowes, seconded by Kenneth B. Bierly. The motion passed unanimously.

A motion was made by Barbara E. Schmouder, seconded by Kenneth B. Bierly, to adjourn the meeting at 7:05 p.m. The motion passed unanimously.

A handwritten signature in cursive script that reads "Barbara E. Schmouder". The signature is written in black ink and is centered on the page.

Barbara E. Schmouder, Secretary