

**MINUTES OF THE REGULAR MONTHLY MEETING OF THE**  
**JERSEY SHORE AREA JOINT WATER AUTHORITY**  
**HELD ON MARCH 21, 2022, AT 1111 BARDO AVENUE**  
**JERSEY SHORE, PENNSYLVANIA 17740**

Chairman Richard W. Buttorff called the meeting to order at 6:32 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. There were two visitors: Jodi Heck from the Jersey Shore State Bank and Jason M. Fitzgerald from Penn Strategies.

- Jodi Heck from Jersey Shore State Bank updated us on the Proposal for lending up to 3.4 million dollars and the terms of the loan as well as fee and closing costs.
- Jason M. Fitzgerald from Penn Strategies presented the different grants for funding for the Capital Improvement Plan and letters of support from Senator Gene Yaw, Cris Dush Senator from the 25<sup>th</sup> District and Joseph D. Hamm State Representative from the 84<sup>th</sup> District. (Copies are included in the Authority Minute Book.)

The **minutes of the February 21, 2022**, meeting was presented. There were two corrections, Krista J. Gephart's last name was misspelled throughout the minutes and Resolution 2022-02-21 needed a clarification that Samantha L. McIlwain and Krista J. Gephart abstained from the vote. Upon a motion by Kenneth B. Bierly, seconded by Samantha L. McIlwain to approve the minutes of the February 21, 2022, as corrected. The motion passed unanimously.

The minutes of the **March 2, 2022, Zoom** meeting were presented and a motion was made by Samantha L. McIlwain, seconded by Krista J. Gephart to approve the minutes with a correction to the date of March 2, 2022. The motion passed unanimously.

Eric S. Johnston presented the **Manager's Report** for March 21, 2022. A copy of the Manager's Report is in the minute book. A motion was made by Lisa L. Urbine, seconded by Krista J. Gephart to accept the Manager's Report with a correction to the date. The motion passed unanimously.

Brett S. Bowes, Advisory Committee Chair, presented a Rate Study which is attached to the minutes. It includes Billing Cycle from Quarterly to Monthly Billing; \$5.00 monthly fee for Distribution System Improvement Charge which would generate \$148,260 a year; flat rate of \$3.94 per one thousand gallons used with zero gallons included in the minimum fee and tapping fees for future development our engineer is working on the fee schedule.

**New Business:**

- **Resolution 03-21-22-A** to extend the Articles of Incorporation until April 30, 2072. A motion was made by Krista J. Gephart, seconded by Samantha L. McIlwain to approve

Resolution 03-21-22-A to extend the Articles of Incorporation until April 30, 2072. The motion passed unanimously.

- **Resolution 03-21-22-B** the Authority approves and accepts the Proposal of Jersey Shore State Bank as presented at the March 21, 2022, meeting. A motion was made by Kenneth B. Bierly, seconded by Brett S. Bowes, to approve Resolution 03-21-22-B. The motion passed with two abstentions Krista J. Gephart and Samantha L. McIlwain.
- Discussion was held regarding changing from **Quarterly Billing to monthly billing with an effective date of May 11, 2022**. A motion was made by Krista J. Gephart, seconded by Brett S. Bowes to go from quarterly billing to monthly billing effective May 11, 2022. A roll call vote was had with Brett S. Bowes, yes; Lisa L. Urbine, yes; Barbara E. Schmouder, yes; Samantha L. McIlwain, yes; Krista J. Gephart, yes and Richard W. Buttorff, no. The motion passed.
- Addition of **\$5.00 Per Month, Per Bill, Per Customer for a Distribution System Improvement Charge Effective May 11, 2022**. A motion was made by Lisa L. Urbine, seconded by Krista J. Gephart to add \$5.00 per month, per bill, per customer for a distribution system improvement charge effective May 11, 2022. The motion passed unanimously.
- **Resolution 03-21-22 New Rate Schedule** – A motion to approve the new rate schedule was made by Samantha L. McIlwain, seconded by Krista J. Gephart. The motion passed unanimously.
- **Open a separate banking account at Jersey Shore State Bank for all projects**. A motion was made by Brett S. Bowes, seconded by Kenneth B. Bierly to open a separate banking account at Jersey Shore State Bank for all projects. The motion passed with two abstentions Krista J. Gephart and Samantha L. McIlwain.
- **Approve Larson Design Group to proceed with the design and permit application to DEP for Pine Creek Water Treatment**. A motion was made by Lisa L. Urbine, seconded by Kenneth B. Bierly, to approve Larson Design Group to proceed with the design and permit application to DEP for the Pine Creek Water Treatment Plant. The motion passed with one abstention Samantha L. McIlwain.
- **Approve Larson Design Group to proceed with the design and permit application to DEP for the Larry's Creek Water Treatment**. A motion was made by Kenneth B. Bierly, seconded by Krista J. Gephart, to approve Larson Design Group to proceed with the design and permit application to DEP for the Larry's Creek Water Treatment Plant. The motion passed with one abstention Samantha L. McIlwain.

**Copies of the above New Business items are in the minute book.**

A motion to approve **payment of the monthly bills** in the amount of \$81,751.26 was made by Lisa L. Urbine, seconded by Brett S. Bowes. The motion passed unanimously.

A motion was made by Krista J. Gephart, seconded by Samantha L. McIlwain, to adjourn the meeting at 7:42 p.m. The motion passed unanimously.

Barbara E. Schmouder, Secretary

*Barbara E. Schmouder*