

GREENVILLE WATER AUTHORITY
REGULAR MEETING OF THE
BOARD OF DIRECTORS
Wednesday, May 11, 2016 5:30 PM

Present

Directors:	Donald Shaw, Chairman	Present-Phone
	Marion Rosselot, Vice Chairman	Absent-Excused
	Linda Zuschlag, Secretary	Present
	Richard Miller, Treasurer	Present
	Alfred Peden, Asst. Secretary/Treasurer	Present
Engineer:	Tom Thompson, Senior Project Manager	
Employees:	Carol Paul, Authority Manager	
Press:	Molly VanWoert, Record Argus	

Meeting called to order by Mr. Shaw. Minutes of the April 13, 2016 meeting were reviewed. Motion by Mr. Miller to accept the minutes as presented, Seconded by Mr. Peden, Motion carried by unanimous vote.

Treasurer's report was given by Mr. Miller as follows:

Balance Ending	Restricted	Unrestricted	Committed	Available
\$1,671,660.00	\$446,455.25	\$1,225,204.75	\$536,994.37	\$688,210.38

Motion by Mrs. Zuschlag to approve the Treasurer's report, Seconded by Mr. Peden, Motion carried by unanimous vote.

The Board reviewed the annual financial audit from Stillwaggon & McGill. The financial statements present fairly, and in all material respects the financial position of the Authority as of December 31, 2015 and 2014. Motion by Mr. Miller to approve the December 31, 2015 and 2014 Financial Audit has presented, Seconded by Mr. Peden, Motion carried by unanimous vote.

Mr. Thompson presented the monthly engineer's report. Mr. Thompson had no updates to the priority list. Mr. Thompson addressed the River Crossing Project; a preconstruction meeting with the contractor is scheduled for June 1st at 10 A.M. Mr. Thompson addressed the West Tank Pipe Gallery and Tank Mixing Project; the PaDEP Public Water Supply Permit as been received. Mr. Thompson addressed future projects; the PennVEST application has been submitted, PennVEST Board meeting is scheduled for July 20, 2016.

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Mrs. Paul presented the manager's report; she reviewed revenues versus expenses for the month of April. Chemical costs and chemical usage were reviewed. Spring hydrant flushing will begin on Monday, May 16, 2016.

Mrs. Paul presented information for replacing the roof at the Authority Office. Several estimates were presented using different materials. Motion by Mrs. Zuschlag to run the legal notice for bids on the roof replacement at the Authority Office with a PVC membrane as a first choice, Seconded by Mr. Miller, Motion carried by unanimous vote.

Mrs. Paul presented the timber appraisal done on Hadley Road by Shaffer Forestry Services. Motion by Mr. Miller to give the Authority Manager Carol Paul the discretion to negotiate a contract with Shaffer Forestry Service, Seconded by Mr. Peden, Motion carried by unanimous vote. A legal notice for the bids for the sale of the timber will run once the Board has had time to review the contract and no objections are made.

Adjourned to Executive Session at 6:45 pm.

Executive Session adjourned at 7:15 pm.

Following adjournment from an Executive Session, the Board took the following action for reason included in the motion.


The Authority's Directors desire to compensate employees to match the level of their duties whenever possible. Each action taken to comply with this objective is done at independence of each other and shall not be precedent setting. At all times the Board reserves its right to amend the Personnel Policy.

The Distribution Foreman, will be absent from work for a lengthy period of time. In the matter of performance of the Distribution Foreman's duties, the Authority Manager shall determine if duties should be reassigned to several other employees and therefore, not unduly create an imposition on any single employee. However, if multiple reassignments are not practical, the Authority Manager may make a temporary appointment to one individual employee and compensate that employee at the same pay level as the employee who regularly performs the work.

In this case, Mrs. Paul reported that supervisory duties have been re-assigned to another employee. This motion made by Mr. Miller, Seconded by Mr. Peden and carried by unanimous vote authorizes Mrs. Paul to evaluate the current situation dealing with the Distribution Foreman's absence, to make temporary pay adjustment where necessary and to consider similar permanent changes when such formal personnel policies are reviewed.

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Meeting adjourned at 7:25 pm.

A handwritten signature in black ink that reads "Linda C. Zuschlag". The signature is written in a cursive style with a large initial "L" and a distinct "C" before the last name.

Linda Zuschlag
Secretary

Transcribed by: Shannon McClimans

Draft review by: Board