

**Fairview Township Water Authority – District 3
Board Meeting Minutes
March 16, 2011**

The Fairview Township Water Authority Board Meeting was held on Wednesday, March 16, 2011 at 7:00 p.m. in the Fairview Township Sewer and Water Authority Building.

Members Present: Richard Stewart
 Bryan Griswold
 Frederick Kruse
 George McKinley
 J.R. Freeman
 J. Gary Raimy (by telephone)

Members Absent: Louis Massari

Others Present: John Agnello, Manager
 Mark Corey, P.E., Mark Corey & Associates
 Colleen McCarthy, Esq.
 Dave Carner, Supervisor

Visitors Present: MTWA – George Riedesel

APPROVAL OF MINUTES

The minutes of the previous meeting were approved.

PUBLIC COMMENT

None

NEW BUSINESS

A. Introduction of Katy Nagorsky and Sam Strait

Katy was selected by the manager and Sue to be the replacement for Sue Giddings, Administrative Assistant.

Katy was approved by the Board to be hired to replace Sue as recommended by the Manager and Sue. Sam was selected by the Superintendent and the Manager to work in maintenance starting out as a temporary employee for a time period of six months. Sam was approved by

the Board to be hired to work and train in maintenance as recommended by the Superintendent and Manager. Sam was evaluated at the end of three months and the Board was advised that Sam is a hard worker doing a good job. The Board will receive a recommendation at the end of six months on Sam's progress, and then determine if Sam is to become a permanent employee.

B. Well Production Report

Total Gallons pumped in February were 3.4 million. The weekly average was 867,000 gallons and the daily average was 124,000. January was 5.2 million. The weekly average was 1.2 million gallons and the daily average was 169,000.

C. Temporary Employee Update

The Superintendent and Manager presented a written and verbal evaluation of the work performance of Sam Strait, which indicated that the employee is working out very well. He is enthusiastic, hard working and is willing to learn about his job duties. The evaluation also included a recommendation that the employee receive a pay adjustment of \$2.00 per hour increase. The Board agreed to the pay adjustment. The employee will receive his six-month evaluation in approximately three months. Sam Strait is proving to be a productive employee for the Authorities.

D. 2011 Operating Budget

The Chairman appointed the Budgets and Rates Committee for 2011. The budgets are in process and the Committee meetings will be held as soon as the budgets are available.

E. 2011 Board Member Training

The Board members, and the Manager that attended the PMAA Board Member Training, reported that the program was informative and well attended. The PMAA would do well to make adjustments to the program aimed at Veteran Board members as well as new Board members.

F. Computer Software and Equipment Upgrades

The Manager presented the written proposal from Diversified Technology.Net, which explained the software upgrades and the optional equipment. Diversified Tehcnology.Net is a Pennsylvania based company.

A company representative has made an initial power point demonstration of the programs, which will provide the Authorities with a very good accounting and reporting system. The office and maintenance staff all agrees that the new systems will serve the Authorities very well. One Board member also attended the presentation. A second presentation is also forthcoming. The cost of the software upgrades, training and new equipment will be approximately \$38,000. The conversion of data and training will take three (3) months to complete. Final payment to the vendor is not expected to be made for the product and services until after the vendor and Authorities agree that everything is functioning as it should be. If the Board will give their approval to move forward at the April meeting, the vendor has scheduled May, June and July to complete the installation and training. During this three-month period the Authorities will run dual systems before the complete switch over is made to the new system. The Manager will also check references that are provided.

UNFINISHED BUSINESS

A. System Security and Safety

The Authority Superintendent reported that the superintendent and staff are checking the sewer and water system for security and safety concerns on a daily basis. There were no recordable injuries in February. The trucks are equipped with accident report forms and cameras.

B. Uncompleted or Projects In Process Update

Projects in process include Fairview Evergreen of which is a developer project.

REVIEW OF EXPENDITURES, TREASURER'S REPORT AND TRUST ACCOUNT BALANCES

The Board reviewed the Expenditures, Treasurer's Report and documents. A motion was made, seconded and unanimously approved to pay the bills, sign various documents and accept the reports.

OTHER BUSINESS

A. Meeting Notices for April

The April meeting will be held Wednesday, April 20, 2011, which will be a 4:00 p.m. meeting.

ADJOURNMENT

There being no further business to come before the Board, a motion was made, seconded, and unanimously approved to adjourn the meeting at 9:00 p.m.

Respectfully

Submitted.

John R. Agnello
Manager