

North and South Shenango Joint Municipal Authority
Regular Meeting August 12, 2020 6:00p.m.

The meeting was held using Zoom meetings due to the Coronavirus State of Emergency. Pledge of our Flag was waived under the circumstances.

Members Present:

Mrs. Kean Staab, Chairman; Mr. Tucker, Vice Chairman; Mr. Meyer, Secretary; Mr. Frisina, Treasurer; Mr. Jewart, Asst. Treasurer, and Mr. Shellhammer, Asst. Secretary;

Visitor Recognition:

Teresa Potechko, the owner of the Lil Bit Restaurant, questioned the Board in their decision to lower the rate of their EDU fees since they are closed. No action was taken by the Board. Cynthia Wightman questioned the Board on getting help to force a resident to hook up to the Sewage Authority. Mrs. Kean Staab stated we would have our Solicitor review the complaint once she files it with us.

New Business

Mr. Tucker made a motion to accept the minutes as presented for

July 8, 2020 - Regular Meeting
July 17, 2020 - Executive Session
July 20, 2020, Special Meeting
July 28, 2020 - Emergency Executive Board
August 3, 2020 - Special Meeting

Mr. Meyer seconded the motion. Under discussion, Mr. Jewart questioned why minutes are listed on the Website before they are approved. Mrs. Kean Staab stated under the Governors emergency orders under coronavirus, to stay in compliance with open records, the minutes are posted for public view for transparency as a draft until the regular meeting where they are voting on. Roll call vote Mr. Tucker - yes, Mr. Meyer - yes, Mr. Frisina - yes, Mr. Shellhammer - no, Mr. Jewart - no, Mrs. Kean Staab - yes. Motion carried.

Financial Report: Mr. Smith stated that he had just gained access to all the First National accounts today and reconciled July statements, his main goal has been gaining access to all information and prepare for the switch over for QuickBooks. Mr. Smith estimated a full financial report to be sent to Board members within the next 6 days.

Mr. Tucker made a motion to hire Eric Smith CPA firm at a rate of \$1,700. Per month to perform our Bookkeeping, Billing, and Payroll service at a yearly savings of \$45,574.72 from the prior cost to the Authority performing those duties, Mr. Meyer seconded the motion. Roll call vote Mr. Tucker - yes, Mr. Meyer - yes, Mr. Frisina - yes, Mr. Shellhammer - no, Mr. Jewart - yes, Mrs. Kean Staab - yes. Motion carried.

Mrs. Kean Staab stated that Mr. Klink would be preparing a list of costs that the Authority has incurred purchasing and dealing with the coronavirus to apply for the grants available to us from the Governor's office.

Mrs. Kean Staab stated applications for sewage house inspections, lien letters, and tap applications would be designed by next week to be placed on the Authority website for customers, saving any wait time for applications to be filed.

Mr. Meyer made a motion to set the weekend plant checks of two hours Saturday & Sunday at the rate of Time and a half at the employees' current wage starting August 3, 2020. Mr. Klink will be added to that rotation at a rate of \$36.05 per hour (Mr. Klink's weekly salary divided by 40 hours to arrive at that rate per hour), Mr. Tucker seconded the motion. Roll call vote Mr. Tucker - yes, Mr. Meyer - yes, Mr. Frisina - yes, Mr. Shellhammer - yes, Mr. Jewart-yes,

Mrs. Kean Staab - yes. Motion carried.

Mr. Tucker motioned to pay current employees Field Staff, and Plant Manager to be paid four hours of Time and a half at their current rate for emergency call-outs starting on August 3, 2020, Mr. Frisina seconded, Roll call vote Mr. Shellhammer - yes, Mr. Jewart - yes, Mr. Meyer - yes, Mr. Tucker - yes, Mr. Frisina - yes, Mrs. Kean Staab - yes. Motion carried.

Mrs. Kean Staab directed Attorney Shaddinger to set up a meeting with the State Park.

Old Business:

Mrs. Kean Staab stated that the new employee handbook had been handed out to all Board members for review, with adoption for the September meeting. Mrs. Kean Staab asked that all questions or concerns be addressed to her before the meeting so they could be addressed.

Mrs. Kean Staab stated the Employee job descriptions had been handed out to employees for comment and or corrections; employees are to review and return to Mrs. Kean Staab next week. Mrs. Kean Staab will forward it to the Board to review before the next regular meeting.

Mr. Shaddinger stated the contactor bid policy draft should be ready for the next regular meeting. The collection policy is being reviewed to establish best practices/financially sound moving forward.

Managers' Report:

Mr. Klink stated he had sent his report shortly before the start of the meeting. Mrs. Kean Staab thanked him for sending it, but one correction, sewage house inspections are not on hold and need to be performed when requested.

Visitor Participation:

Karen Hanna questioned the CPA of the availability of the SAGE program once the QuickBooks is switched over. Mr. Smith stated two years of information, but the rest will remain in SAGE for review if needed.

Brenda Bollard questioned the amount that has been collected since the secretary was laid off. Mrs. Kean Staab stated Mr. Klink would have to gather that information, but stated yesterday, a check was received for approximately \$2,800.

Cathy Gardner asked the Board to identify where her tap is located. She stated since February; she has been asking the Authority for help since sewage is running in her yard. After discussion, Mrs. Kean Staab stated that any Board member wanting to review her property could do so at 4:00 on 8-13-20. Mr. Shaddinger and Mr. Klink will meet her there to find out what is happening.

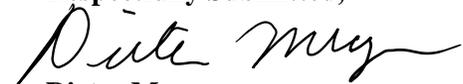
Board Member Input:

Mr. Frisina stated he felt the Homeowner should hire a professional contractor to find her tap. Mrs. Kean Staab has directed the Professional Independent Audit of the Authority to be placed on the Website for the users to view our financial stability.

Adjournment:

Mr. Tucker motioned to adjourn the meeting at 7:01 pm with a vote of yes from all members. Present.

Respectfully Submitted,



Dieter Meyer
Secretary