

DEER CREEK DRAINAGE BASIN AUTHORITY

Regular Meeting

November 20, 2023

The Regular Meeting of the Deer Creek Drainage Basin Authority was held at 7:00 p.m. at the Authority office located at 945 Little Deer Creek Road, Russellton, Pennsylvania and via Zoom.

Call Meeting to Order

Mr. Higgins called the meeting to order and asked Mrs. Biery to call the roll. Board members present: Mr. Higgins, Mrs. DeLuca, Mr. Drischler, Mrs. Krally, Mr. Simonetti, Mr. Stello, Mr. Parks, Mr. Plesh and Mrs. Pastura. Also present: Mr. Sprung, Mr. Brown, Mrs. Biery and Mr. Vancheri. Absent: Mr. Schmitt.

Flag Salute

The Board rose and recited the Pledge of Allegiance.

Reading and Approval of Minutes

Mr. Higgins asked the Board to review the minutes for the Regular Meeting on October 16, 2023.

MOTION was made by Mr. Plesh and seconded by Mr. Drischler to approve the minutes of the October 16, 2023 Regular Meeting.
Motion carried unanimously.

Accountant’s Report

Mr. Vancheri presented the Operating Accounts Receipts and Expenses and Funds Available and Debt Obligations reports for October 2023.

Mr. Vancheri presented the proposed budget for FY 2024 to the Board. The budget should be formally adopted at the December 2023 Regular Meeting.

Treasurer’s Report

The following Tap and Assessment payments were received since the last Regular Meeting:

West Deer Township	109 E Union Rd	Tap	\$4,000.00
Connie Feil	32 Deer St	Partial Tap	\$100.00
Mark Gluvna	40 Poma St	Tap	\$2,000.00
Ruth Galuska	5 Deer St	Partial Tap	\$100.00
		Total Taps	<u>\$6,200.00</u>

Of this amount, \$4,030.00 will be transferred to the Capital Improvement Fund and \$2,170.00 will be transferred to the Preventive Maintenance Fund.

MOTION was made by Mrs. Pastura and seconded by Mr. Drischler to approve the Treasurer’s report and the paid bills for the month of October 2023. Motion carried unanimously.

Solicitor’s Report

Executive Session

MOTION was made by Mr. Simonetti and seconded by Mr. Plesh to move the meeting into Executive Session at 7:09 p.m. Motion carried unanimously.

The meeting was reconvened at 7:17 p.m. where the Board had discussed pending legal matters.

Engineer's Report

Project Update

Mr. Sprung provided an updated timeline on the PennVest loan. The current plan is to advertise all 4 contracts on January 8, 2024, and open the bids on February 13, 2024. A meeting with PennVest to review these bids will take place on February 15, 2024. Bids will be presented to the Board and awarded at the February 19, 2024 Regular Meeting. A tentative settlement/closing date with PennVest is scheduled for April 3, 2024.

Manager's Report

Mrs. Biery proposed increases to the Authority's posting fee, inspection fee/hourly rate, and customer security deposit. Resolutions will be presented for approval at the December Regular Meeting.

A proposal was made to change the date and time of the scheduled Regular Meeting from Monday, December 18, 2023 at 7:00 p.m. to Tuesday, December 19, 2023, at 6:30 p.m.

MOTION was made by Mr. Higgins and seconded by Mr. Plesh to change the date and time of the December Regular Meeting to December 19, 2023, at 6:30 p.m. Motion passed unanimously.

Mrs. Biery presented the Board with three quotes to replace the garage man door. After some discussion, the Board chose Dun-Rite Window and Door in the amount of \$1,950.00 which was the lowest of the three quotes.

MOTION was made by Mr. Higgins and seconded by Mr. Plesh to award replacement of the garage man door to Dun-Rite Window and Door at a cost of \$1,950.00. Motion passed unanimously.

Mrs. Biery asked and the Board agreed to a net \$200.00 Christmas bonus for each of the employees.

MOTION was made by Mr. Plesh and seconded by Mrs. Pastura to approve the employee Christmas bonus. Motion passed unanimously.

Chairperson's Report

Mr. Higgins reported that a performance review and compensation analysis for Mrs. Biery, Manager, would be conducted and compiled for discussion at the January 2024 meeting.

Old Business

None.

New Business

None.

Open Meeting to Public

There were no members of the public in attendance.

Supplemental Meeting

MOTION was made by Mr. Drischler and seconded by Mrs. Krally to cancel the Supplemental Meeting scheduled for November 20, 2023. Motion carried unanimously.

Adjournment

MOTION was made by Mr. Plesh and seconded by Mr. Simonetti to adjourn the meeting at 7:35 p.m. Motion carried unanimously.

Respectfully submitted:

Read and Approved:

12-19-23

