

EAST DUNKARD WATER AUTHORITY  
JANUARY 6, 2022 MONTHLY BOARD MEETING  
ORDER OF BUSINESS/AGENDA

- I. Call Meeting to order and roll call
  - a. Appoint temporary Secretary/admin assistant to take the minutes
  - b. Appoint temporary Chairman
  - c. Notion of newly elected Board Member for a five year term starting Jan 1, 2022
  - d. Temporary Chairman takes the nominations for Chairman for this 2022 year
  - e. New Chairman will conduct the rest of the meeting and take nominations for the vice-chairman, the secretary, and the treasurer
- II. Appoint office Secretary/Administrative Assistant. Current is Secretary; Michelle Popernack and Administrative Assistants; Lacey Umble and Mary Huey
- III. Appoint or reappoint all other employees; Justin Robinson, Fred Hanlan, Walter Donley (all employees with current rate of pay and benefits)
- IV. Appoint open records officer (current Michelle Popernack)
- V. Set time, place, and location of regular meetings (current is 1<sup>st</sup> Thursday of each month at 6:00pm at the water treatment office at 2790 S. Eighty Eight Rd., Dilliner, PA 15327)
- VI. Determine office hours (current Mon-Fri 8am-4pm)
- VII. Determine holidays for employees
  - \* January 1, 2022 for New Year's Day
  - \* May 30, 2022 for Memorial Day
  - \* July 4, 2022 for 4<sup>th</sup> of July
  - \* September 5, 2022 for Labor Day
  - \* November 24, 2022 for Thanksgiving
  - \* December 25, 2022 for Christmas
- VIII. Set bond amount for Secretary (current \$100,000)
- IX. Set depository (ies) for Authority funds (Community Bank)
- X. Appoint legal counsel (letter attached from Makel & Associates)
- XI. Appoint engineer (current is Harshman Engineering)
- XII. Appoint accountant (current is Cypher & Cypher)
- XIII. Appoint newspaper for publications (legal notices) (currently Observer-reporter)
- XIV. Acknowledge bidding levels for 2022:
  - \*The minimum purchase amount requiring advertising is \$21,900.
  - \*The minimum purchase amount requiring telephone quote is \$11,800.
- XV. Acknowledge the IRS mileage rate for 2022 is 58.5 cents per mile
- XVI. Public participation – 3 minutes per person
- XVII. Approve minutes from the December 2, 2021 meeting & special Dec. 31, 2021 meeting
- XVIII. Approve bills for payment Dec. 3, 2021 to Jan. 6, 2022
- XIX. Engineering report
- XX. Discussion generators not kicking on in power outage Dec. 25, 2021
- XXI. Approve Cummins Planned Generator Maintenance for 5 years
- XXII. Discussion about the cleaning of the clarifier
- XXIII. Adjournment