

The MINUTES of the meeting of the DELAWARE TOWNSHIP MUNICIPAL UTILITIES AUTHORITY held on January 05, 2023 in the township Municipal Building at 7:30PM.

“Adequate notice of this meeting has been provided, indicating the time and place of the meeting and the proposed agenda, which notice was posted, made available to newspapers, and filed with the Clerk of the Township of Delaware in accordance with Section 3(d) of Chapter 231 of the Public Laws of 1975.

Members present:

Chairman	Dwain Floyd	PRESENT
Vice chairman	xxxxxxx	VACANT
Treasurer	Mario Russo	ABSENT
Executive Secretary	Anthony Abbatiello	PRESENT
Member	Jim Mathews	PRESENT
First Alternate	Tim Soltis	PRESENT
Second Alternate	Joe Vocke	ABSENT
Administrator	Dianne Rankin	PRESENT

Mr. Floyd led the Board in the Pledge of Allegiance. Open public notice was read.

MR. MATHEWS MOVED TO APPROVE THE MINUTES OF DECEMBER 01, 2022 MEETING. Mr. Abbatiello seconded the motion. The motion was approved.

The Board recognized Mr. Mathews for his long term service. He has announced he will not be returning to the board when his term expires on January 31. Thank you for your service and valuable insights.

Mrs. Rankin reviewed the Administrator’s Report with the board. The board discussed the need for a heater and fan at new office location in the former police trailer. MR. ABBATIELLO MOVED TO APPROVE THE PURCHASE OF A HEATER AND FAN FOR THE NEW OFFICE LOCATION. Mr. Mathews seconded the motion. The motion was approved. Mr. Soltis abstained.

Mrs. Rankin noted that she is the custodian of the DTMUA records and that the DTMUA files were moved by the DPW without her knowledge or consent into the new office location. The files were placed in the new office out of the order and she will have to reorganize them. She does not believe anything was lost or removed in the unauthorized transfer.

The board discussed the monthly fee of Paychex which is around \$150/month. Mrs. Rankin got a quote from Surepayroll for \$35/month. MR. MATHEWS MOVED TO TRANSFER THE PAYROLL MANAGEMENT TO SUREPAYROLL FROM PAYCHEX FOR A REDUCED COST. Mr. Abbatiello seconded the motion. The motion was approved.

Mrs. Rankin said she cannot manage the checking account with PNC Bank because she is not authorized to sign. She requested that the board authorize her signature be on the bank records. Initially this was

not advisable because she wrote the checks but she no longer writes the checks. MR. SOLTIS MOVED TO ALLOW MRS. RANKIN AS AN AUTHORIZED SIGNER ON THE PNC CHECKING ACCOUNT. Mr. Abbaliotto seconded the motion. The motion was approved.

Mrs. Rankin advised the board that the DTMUA was being charged \$15/month for cloud services for the cameras on site at the 2 plants. The cameras are a necessary security factor at the facilities.

Mrs. Rankin pointed out that the cost of \$600 approved by the board for a new laptop was too low based on Mr. Russo's recommendation. MR. MATHEWS MOVED TO INCREASE THE APPROVED COST TO \$1000 FOR THE LAPTOP, PRINTER AND TECH SUPPORT PLAN PER MR. RUSSO'S RECOMMENDATION. Mr. Soltis seconded the motion. The motion was approved.

Chairman Floyd discussed the markout costs from NSU on our monthly bills and recommended that they be a part of our new contract with NSU when we renegotiate it in March.

Mrs. Rankin said if the board is going to use customer email addresses for statements and notifications then the DTMUA will need a more reliable email server than Yahoo. She recommended GMAIL PRO. Mr. Soltis said to ask the new clerk if we can get a township email address.

Mrs. Rankin recommended the board obtain CD's for additional income with the funds available in our checking account. Mr. Soltis asked that this discussion be tabled until the next meeting.

Mrs. Rankin told the board that NSU billed us for time and materials in August but our new contract rate went into effect beginning in August. She advised NSU and the savings amounts to around \$5000.

NSU advised Chairman Floyd that the new injector system at the water plant needed recalibration again. Chairman Floyd believes that the new injector equipment is designed for a much larger load that our facility produces and that may be the reason for the closer monitoring and recalibration.

MR. MATHEWS MOVED TO APPROVE THE BILL LIST THAT TOTALS \$31224.55. Mr. Abbatiello seconded the motion. The bill list was approved.

At 8:25PM MR. MATHEWS MOVED TO ADJOURN THE MEETING. Mr. Abbatiello seconded the motion. The meeting was adjourned.

Respectfully submitted

Dianne Rankin