

NESHANNOCK CREEK WATERSHED JOINT MUNICIPAL AUTHORITY

Meeting Minutes

01/09/18

8:15 AM

ATTENDANCE

Robert Gregory, John Lechner, Pat Suhrie, Dave Swartz, Dan Goncz, Karen Shipton, Jim Riddle. List of others present available in the Authority office.

****The Meeting Opened with the Pledge to the U.S. Flag at 8:15 AM****

BOARD RE-ORGANIZATION

Mercer County Board Representative – No word was received from Mercer County regarding an appointment of a representative for the County to the NCWJMA Board. John Lechner will remain on the Board for 2018.

Appointment of Officers

****A motion was made by John Lechner and seconded by Dave Swartz to appoint the following Board positions:***

Chairman – Patrick Suhrie

Vice Chairman – Dave Swartz

Secretary – Robert Gregory

Treasurer – John Lechner

Motion carried unanimously.

Appointment of Administrator

****A motion was made by Robert Gregory and seconded by John Lechner to appoint Karen Shipton as Administrator. Motion carried unanimously.***

Monthly Meeting Dates

****A motion was made by John Lechner and seconded by Robert Gregory to hold monthly meetings on the following dates: 2/13; 3/13; 4/10; 5/8; 6/12; 7/10; 8/14; 9/11; 10/9; 11/13; 12/11. All meetings are held in the Commissioners Meeting Room at the Mercer County Courthouse and begin at 8:15AM. Motion carried unanimously.***

Appoint Depository

****A motion was made by Robert Gregory and seconded by John Lechner to appoint First National Bank as the Authority Depository. Motion carried unanimously.***

Appoint Engineering Firm

**A motion was made by John Lechner and seconded by Dave Swartz to appoint Gannett Fleming, Inc. as the Authority Engineering Firm. Motion carried unanimously.*

Appointment of Solicitor

**A motion was made by Dave Swartz and seconded by John Lechner to appoint Roger Shaffer (Barr & Shaffer) as the Authority Solicitor. Motion carried unanimously.*

Appointment of Newspaper for Advertising

**A motion was made by Robert Gregory and seconded by Dave Swartz to appoint The Record Argus as the Authority Newspaper source for the purpose of advertising. Motion carried unanimously.*

Appointment of Auditing Firm

McGill, Power Bell & Associates, LLP was appointed at the December 12, 2017 meeting as the Authority Auditing firm.

*****END OF RE-ORGANIZATION*****

APPROVAL OF MINUTES FROM THE 12/12/17 MEETING AS PRESENTED

**A motion was made by Dave Swartz and seconded by John Lechner to approve the minutes from the 12/12/17 meeting as presented. Motion carried unanimously.*

PUBLIC COMMENT

Shane Lyttle – 8374 Lamor Rd.; Mercer, PA - **A motion was made by John Lechner and seconded by Robert Gregory to split the cost with Mr. Lyttle for the cost of a new cable. The cost was \$448.02. \$224.01 will be paid by Mr. Lyttle and \$224.01 will be paid by the Authority. Motion carried unanimously.*

TREASURER'S REPORT

Balance as of 12/31/17: (FNB) \$94,907.77.

NESHANNOCK CREEK WATERSHED JOINT MUNICIPAL AUTHORITY
INVOICES SUBMITTED FOR PAYMENT
01/09/18

<u>PAYEE</u>	<u>SERVICE/PRODUCT</u>	<u>AMOUNT</u>
Ben Miller Tarps	Semi Annual Charge/Cover Pits	200.00
Shipton, Karen B.	Record/Mausser GPA	18.50
Findley Township	Postage	2361.99
Tri County Ind.	Waste Removal/854 Perry Hwy.	57.75
Tri County Ind.	Waste Removal/57 Thompson Rd.	31.50
Penn Power	Electric/57 Thompson Rd.	220.84
Penn Power	Electric/845 Perry Hwy.	2409.54
Penn Power	Electric/835A Perry Hwy.	117.91
Homer Sanitary	Pump Tank/Thompson Pump Station	160.00
Homer Sanitary	Manhole/825 Butler Pike/Thompson Rd.	275.00

Ace fix-it Hardware of Mercer	Maintenance/Supplies	23.04
PA One Call System, Inc.	Monthly User Fee	10.15
<u>The Record Argus</u>	<u>Advertising</u>	<u>30.30</u>
Total Invoices:		\$5,916.52

**A motion was made by John Lechner and seconded by Dave Swartz to pay the bills submitted in the amount of \$5916.52 and that it is pre-approved to pay any bills that are normal monthly bills for which we have not received invoice at this time. Motion carried unanimously.*

ENGINEER’S REPORT

Thompson Rd. Screening Device – Still in place and appears to be working. The County should be continuing to clean it.

Plantation Park – Dan reviewed a letter that was written that was approved by the Board Solicitor, to the attention of the President of the Park regarding the formula for electric reimbursement and also that we have been monitoring the sewage flows of the Park since November/2017 and that they are the only ones on the pump station and that they are currently 56 EDU’s instead of 25. The Authority is going to monitor the flow throughout 2018 and given the information so far, for the additional 31 EDU’s, their tapping fee could be \$120,900.00 and their monthly user fee would be an additional \$2139.00.

Municipal Wasteload Management Report – Due for the year prior. Board will review/approve at the March 13, 2017 meeting.

OPERATOR’S REPORT

Everything is fine at the plant. There is a slight problem with the sludge drying beds freezing. Jim stated that he’s out of room to hold the sludge. There was discussion on how/when to dispose of the sludge to make more room.

**A motion was made by John Lechner and seconded by Robert Gregory to move forward with a contingency plan for disposing of sludge if it is liquid it can be hauled in tankers and if it’s frozen and can’t be hauled any other way they will haul it via dumpsters. Motion carried unanimously.*

Mercer County Jail – Still an issue with the toilet paper not dissolving. Dan and Pat will speak to Mac McDuffie regarding this and recommend buying single ply paper instead of double ply.

Countryside Nursing Home – Two stators were replaced due to the personal wipes jammed in the stators. The nursing home will be billed for the repairs. Dan has spoken to them about this issue in the past. They have already burned up about (6) of these. Homer Sanitation has been out to clean out the pump several times at the Authority’s expense. Dan will create a letter to be reviewed first by the Authority Solicitor to explain all of this to Countryside.

OLD BUSINESS

A. Insurance Billing – We will start paying this quarterly.

B. Aqua Water – A motion was made by Dave Swartz and seconded by John Lechner to move forward with the Aqua Water Shut-Off Agreement as it is written. Karen will obtain a copy without the watermark.

**A motion was made by Dave Swartz and seconded by John Lechner to approve the Aqua Water Shut-Off Agreement as written. Motion carried unanimously.*

Garage Door Opener Quote – A quote was received from W.B. Becherer, Inc. in Boardman, OH in

the amount of \$1,850.00 to purchase and install one garage door opener at the treatment plant. We will research other companies.

Do's and Don'ts of Grinder Pump – Dan will update the letter and give to Karen to mail out with the next billing.

NEW BUSINESS

Customer Issues:

1. Mercadante, Dennis & Melody - Requesting we don't lien the property and give her some time to get things in order in light of her husband's recent death.

2. Pompeo, Joshua & Jessica – Requesting we don't pull the pump just yet. They are not financially ready to make the connection. If anyone calls that received a letter about connecting, we can inform them we moved the date back to 3/31/18 as the date to be connected or their pump will be pulled.

3. Confer, Pat – Curb stop is covered up and he would like it uncovered. Jim will take care of this when the weather permits.

4. Figas, Allan – Home on Scrubgrass Rd. is purely a vacation home. He does not want the pump removed. Karen left him a message and he has not responded. He will be informed of the new connection date.

5. Davis, Joseph & Dorothy – Requesting we don't pull the pump yet. They are planning on connecting in a month or two. Pat will talk to them.

6. Gilliam Frank, Hill, Jodi – 15 Landis Dr.; Mercer – Purchased property in July 2015. Claims the letter they just received regarding connection is the only correspondence they have ever received from us. Karen gave her information regarding the CDBG money that is still available.

ADJOURNMENT

*A motion was made by John Lechner and seconded by Robert Gregory to adjourn the meeting. Meeting adjourned at 9:36 AM.

Respectfully Submitted;

Karen B. Shipton
Administrator