

NESHANNOCK CREEK WATERSHED JOINT MUNICIPAL AUTHORITY

Meeting Minutes

1/14/2020

8:30 AM

ATTENDANCE

Robert Gregory, Matthew McConnell, Patrick Suhrie, Dave Swartz, Walt Darraugh, Daniel Goncz, Karen Shipton, Jim Riddle. A list of others present is available in the Administrator's office.

The Meeting Opened with the Pledge to the U.S. Flag at 8:30AM

BOARD RE-ORGANIZATION

Appointment of Officers

**A motion was made by Matthew McConnell and seconded by Walt Darraugh to keep the current slate of officers for 2020:*

*Chairman – Patrick J. Suhrie
Vice Chairman – Dave Swartz
Secretary – Robert Gregory
Treasurer – Walt Darraugh*

Motion carried unanimously.

***It was pointed out that the Board needs to recognize the newly appointed Board members from Coolspring Township and Mercer Borough before any motions are passed.**

Coolspring Township Board Representative/Mercer Borough Board Representative – **A motion was made by Matthew McConnell and seconded by Dave Swartz to recognize Walter Darraugh (for a term ending 1/06/2025) as Coolspring Township's appointed representative and Beth Hillmar (for a term ending 1/02/2023) as Mercer Borough's appointed representative on the NCWJMA Board. Motion carried unanimously.*

Appointment of Officers

**A motion was made by Matthew McConnell and seconded by Walt Darraugh to keep the current slate of officers for 2020:*

*Chairman – Patrick J. Suhrie
Vice Chairman – Dave Swartz
Secretary – Robert Gregory
Treasurer – Walt Darraugh*

Motion carried unanimously.

Appointment of Administrator

**A motion was made by Matthew McConnell and seconded by Dave Swartz to appoint Karen Shipton as Administrator. Motion carried unanimously.*

Monthly Meeting Dates

**A motion was made by Robert Gregory and seconded by Matthew McConnell to hold monthly meetings on the 2nd Tuesday of each month as follows: 2/11; 3/10; 4/14; 5/12; 6/09; 7/14; 8/11; 9/08; 10/13; 11/10; 12/08. All meetings are held in the Commissioners Meeting Room at the Mercer County Courthouse and begin at 8:30AM. Motion carried unanimously.*

Appoint Depository

**A motion was made by Dave Swartz and seconded by Matthew McConnell to appoint First National Bank as the Authority Depository. Motion carried unanimously.*

Appoint Engineering Firm

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

Appointment of Solicitor

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

Appointment of Newspaper for Advertising

**A motion was made by Matthew McConnell and seconded by Walt Darraugh to appoint The Record Argus as the Authority Newspaper source for the purpose of advertising. Motion carried.*

Appointment of Auditing Firm

**A motion was made by Matthew McConnell and seconded by Dave Swartz to appoint Maher Duessel as the Authority Auditor for the audit of year 2019 at a cost of \$7900.00. Motion carried unanimously.*

**A motion was made by Matthew McConnell and seconded by Dave Swartz to approve extending the contract with auditing firm Maher Duessel for the Authority audit of years 2020 and 2021 at a cost of \$7950.00; and \$8000.00 respectively. Motion carried unanimously.*

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

APPROVAL OF MINUTES FROM THE 12/10/2019 MEETING AS PRESENTED

**A motion was made by Dave Swartz and seconded by Walt Darraugh to approve the minutes from the 12/10/2019 meeting as presented. Motion carried unanimously.*

PUBLIC COMMENT

Debra Shaulis of 878 Mercer-G.C. Rd.; Mercer, PA stated that when Mortimer Excavating placed the grinder pump on her property, they removed the bricks she had there as a patio behind the house and didn't replace them. She said that when she went to inquire about it, she found out that a representative from Mortimer Excavating said he had met with her and she stated that she didn't want the bricks put back. She is claiming she never had any meeting with anyone from Mortimer Excavating. She stated the only discussion she had with anyone was about how to get in to install the grinder pump. She claims this was a contract, and that in the beginning of the project, everyone was told everyone's yards would be restored fully and that if something was going to change there should be a paper trail of what took place. She claims she never signed anything saying there was a change. She claimed she did attend a meeting at some point to express her issue to the Board and said she was told it would be put back and still it did not happen. She said the Mortimer Excavating employees were taking the brick and she asked them why they were taking the brick when they had to be put back in place. She said she set some aside herself. She said the brick patio helps keep the weeds down. Board will research this and report back next month.

TREASURER'S REPORT

NESHANNOCK CREEK WATERSHED JOINT MUNICIPAL AUTHORITY INVOICES SUBMITTED FOR PAYMENT 1/14/2020

<u>PAYEE</u>	<u>SERVICE/PRODUCT</u>	<u>AMOUNT</u>
M. Davidson & Associates Inc.	Plant Operations	5790.00
Gannett Fleming	Engineering Services/Through 12/22/2019	275.00
Plantation Park Campers Assoc.	Electric Reimb.	211.48
PA One Call System, Inc.	Monthly User Fee Dec./2019	2.55
Tri-County Industries	Trash/845 Perry Hwy.	66.74
Tri-County Industries	Trash/57 Thompson Rd.	36.40
Tri-County Industries	Sludge Removal	685.17
Penn Power	Electric/845 Perry Hwy.	2244.38
Penn Power	Electric/835A Perry Hwy.	118.84
Penn Power	Electric/57 Thompson Rd.	128.27
Ace fix-it Hardware of Mercer	Supplies	18.19
Homer Sanitary	Pump Tanks/Thompson Rd./Countryside	425.00
Karen B. Shipton	Reimb. For Cert. Mail/Coolspring Comfort	6.30
Ben Miller Tarps	Semi Annual Agreement	200.00
The Record Argus	Advertisement of Jan/2020 Meeting	31.45
Pollu-Tech, Inc.	Pollu-Treat CL-888(450 lbs.)/Lift Gate	883.50
Wilson Electric, Inc.	Remove Broken Poletop Light Fixture	150.00
FNB Commercial Credit Card	Envelopes, Shelving Unit, Light Bulbs	1625.89
Findley Township	Reimb. Administrative Costs	3677.63
Asset Reserve/Restricted Account	Monthly Transfer	1636.88
Short Lived Asset Account	Monthly Transfer	3582.25
Total Invoices:		\$16,576.79
Total Transfers:		\$ 5,219.13
Total Payments:		\$21,795.92

Walt reported that for the month of December 2019, for the General Account, beginning balance was \$295,125.39. There were (8) deposits of \$43,782.73. There were (15) payments/debits of \$110,657.61. Balance in the FNB Checking Account as of 12/31/2019: \$228,250.51.

***Short Lived Asset Reserve Account:** (1) transfer for the month of December, 2019 in the amount of \$3582.25. Balance as of 12/31/2019: \$14,329.00

***Asset Reserve Restricted Account:** (1) transfer for the month of December, 2019 in the amount of \$1636.88. Balance as of 12/31/2019: \$6547.52.

**A motion was made by Matthew McConnell and seconded by Robert Gregory to approve the treasurer's report and approve payment of the bills submitted. Motion carried unanimously.*

ENGINEER'S REPORT

Plantation Park – Their flow was at 55 edu's in 2019, down from the 58 edu's in 2018. This is a difference of about 1200 gal./day.

Interchange Pump Station – No change in flows from 2018.

Thompson Rd. Pump Station – They are up a couple edu's in flow from 2018.

This information, along with flows from the plant, is used to prepare the annual Wasteload Management Report (2019) for PA DEP that is due 3/31/2020. Dan will prepare this and submit by the deadline.

The SR19 Bridge project between Ben Bissett Chevrolet and the Urban property is moving forward. Dan spoke with the PennDOT engineer and provided him with more information and told him it was staked out. This will take place sometime in 2021.

Dan had communication with Aqua Water, they are looking at installing/replacing water line on SR62 from Autumn Rd. to the Mercer Borough line. Dan provided them with the drawings of where the sewer line is.

OPERATOR'S REPORT

The flow has been about 65,000/gals/day for November, 2019. Permit limits have been met.

The sludge drying beds were cleaned off and sludge was hauled from all (4) beds.

There were no grinder pump call-outs.

One grinder pump was re-built at Countryside Nursing Home.

Grease was cleaned out from the Thompson Rd. wetwell.

Sludge is removed by Tri-County Industries and hauled to the landfill. Every (3) years, PA DEP requires the sludge to be tested. This is called a 443. The landfill submits this report to PA DEP. The cost to have the sludge analyzed is provided by the Authority. There was only (1) quote to have the sludge analyzed.

****A motion was made by Robert Gregory and seconded by Walt Darraugh to approve the sludge to be analyzed for the PA DEP 443 report at a cost not to exceed \$2208.00. Motion carried unanimously.***

OLD BUSINESS

Coolspring Comfort Inn – Chris Patel, owner of Coolspring Comfort Inn and Johnny Alexander, manager of Margarita King were present to discuss the grease issue at the pump station. They are currently having the grease trap cleaned on a quarterly basis. Johnny will send Karen the invoices as they are received and Jim will monitor the situation and see if grease is coming through. Johnny stated that they have a 1500/gal grease holding tank. He stated that are using an additive to help solidify the grease. This could also be a reason why the grease is getting through. We will revisit this in March.

NEW BUSINESS

PA One Call Mapping – No action taken. The Board will look this over for next month's meeting. Dan will provide a map of our lines for Findley Township and East Lackawannock Township.

Plantation Park - ****A motion was made by Dave Swartz and seconded by Walt Darraugh to authorize Karen to send a letter to Plantation Park informing them we will be reducing their edu's from 58 to 55 and will continue to monitor the flow. Motion carried unanimously.***

Resolution 2020-01 - ****A motion was made by Walt Darraugh and seconded by Robert Gregory to approve Resolution 2020-01/Fee Schedule Resolution as presented. Motion carried unanimously.***

ADJOURNMENT

****A motion was made by Dave Swartz and seconded by Walt Darraugh to adjourn the meeting.***

Meeting adjourned at 9:30 AM.

Respectfully Submitted;

Karen B. Shipton
Administrator