

**NESHANNOCK CREEK WATERSHED JOINT MUNICIPAL AUTHORITY**

**Meeting Minutes**

**June 9, 2020**

**8:30AM**

**ATTENDANCE**

Patrick Suhrie, Robert Gregory, Dave Swartz, Walt Darraugh, Beth Hillmar, Karen Shipton, Dan Goncz, Jim Riddle, Roger Shaffer. Matthew McConnell attended via phone conference. A list of others in attendance is filed in the Authority office.

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

**APPROVAL OF AGENDA**

***\*A motion was made by Beth Hillmar and seconded by Walt Darraugh to approve the agenda as presented. Motion carried unanimously.***

**APPROVAL OF MINUTES FROM THE 5/12/2020 MEETING AS PRESENTED**

***\*A motion was made by Walt Darraugh and seconded by Dave Swartz to approve the minutes from the 5/12/2020 meeting as presented. Motion carried unanimously.***

**PUBLIC COMMENT**

None.

**TREASURER'S REPORT/PAYMENT OF BILLS SUBMITTED**

**General FNB Account:** Beginning balance as of 4/29/20: \$298,351.29. There were (5) Deposits in the amount of \$58,600.63. There were (15) Debits in the amount of \$27,323.54. Ending balance as of 5/31/2020: \$329,628.38.

**Asset Reserve Restricted FNB Account:** Beginning balance as of 4/29/2020: \$13,095.04. There was (1) transfer in the amount of \$1636.88. Ending balance as of 5/31/2020: \$14,731.92.

**Short Lived Asset Reserve FNB Account:** Beginning balance as of 4/29/2020: \$28,658.00. There was (1) transfer in the amount of \$3582.25. Ending balance as of 5/31/2020: \$32,240.25.

**\*Karen stated that all bank statements and invoices were available for immediate review.**

**NESHANNOCK CREEK WATERSHED JOINT MUNICIPAL AUTHORITY**  
**INVOICES SUBMITTED FOR PAYMENT**  
**6/09/2020**

<b><u>PAYEE</u></b>	<b><u>SERVICE/PRODUCT</u></b>	<b><u>AMOUNT</u></b>
M. Davidson & Associates Inc.	Plant Operations	6227.00
M. Davidson & Associates Inc.	Pump Repairs/Labor/Countryside	660.00
M. Davidson & Associates Inc.	Pump Repairs/Labor/Countryside	1200.00
Gannett Fleming	Engineering Services/Through 5/22/2020	275.00
Plantation Park Campers Assoc.	Electric Reimb.	173.28
PA One Call System, Inc.	Monthly User Fee May/2020	2.55
Tri-County Industries	Trash/845 Perry Hwy.	71.41
Tri-County Industries	Trash/57 Thompson Rd.	38.95
Tri-County Industries	Sludge Removal	518.16
Penn Power	Electric/845 Perry Hwy.	2005.68
Penn Power	Electric/835A Perry Hwy.	121.34
Penn Power	Electric/57 Thompson Rd.	112.42
Selective Insurance Co.	Insurance	1898.08
Homer Sanitary	Pump Tank/Countryside	250.00
Wilson's Lumber	Plywood/Screws/Delivery	233.81
Tepco Trombold Equip. Co. Inc.	Various Parts	4103.57
FNB Commercial Credit Card	Lime, Fuel, Barrier Chain	94.35
Ace fix-it Hardware of Mercer	Lime, Batteries, Veg. Killer, Wood Cult.	75.41
Cummins Sales & Service	Over Crank Fault Repair	705.17
Maher Duessel	Final Audit Invoice/2019	1400.00
Universal Blower Pac	Paper Filter Element/Freight	273.50
Loan 92/01	USDA Semi Annual Loan/6-17-20	74,421.00
Loan 92/03	USDA Semi Annual Loan/6-17-20	16,025.00
<b>Asset Reserve/Restricted Account</b>	<b>Monthly Transfer</b>	<b>1636.88</b>
<b>Short Lived Asset Account</b>	<b>Monthly Transfer</b>	<b>3582.25</b>
<b>Total Invoices:</b>		<b>\$110,885.68</b>
<b>Total Transfers:</b>		<b>\$ 5,219.13</b>
<b>Total Payments:</b>		<b>\$ 116,104.81</b>

There was discussion on what the Cummins Sales & Service invoice was for.

*\*A motion was made by Beth Hillmar and seconded by Matthew McConnell to approve the treasurer's report as presented and pay the bills as submitted above. Motion carried unanimously.*

**ENGINEER'S REPORT**

Flow summary for May. Plantation Park is averaging 53/edu's/month for the year.

The flow for the Thompson Rd. pump station is reduced in April and May.

There was also a reduction in flow at the plant. It is averaging 81,000/gal/day. This is a little more than half of the capacity at the plant.

**Bridge Relocation on SR19 Below Bissetts Chevrolet** – Dan had a discussion with PennDOT and they had indicated that at a certain elevation that the sewer line would have to be below in order to not have to relocate it, and as far as Dan can tell from everything that he has, we are below that elevation by about a foot or so. The first price he received to relocate the line is about \$12,000. He is thinking we should just let it go, let them build the bridge. He believes we will be underneath their elevation of the foundation of

the bridge. If they go deeper and they hit the sewer line, then we would have to relocate it. At that point, there are enough contractors locally that could relocate that line, directional drill it and get it out of the way, rather than spend the \$12,000 and find out we didn't have to relocate it. We are only talking about a section that is about 20'-30' length, but to relay that line we would have to go back a significant distance. Based on everything he has, he doesn't see the need to relocate the line at this point in time.

**Countryside Nursing Home** – He spoke to the contractor that does work for Countryside Nursing Home and they called him to see what he could do prior to the grinder pump. He explained to Bob Pebbles that the trouble is coming from the wipes they are using (Jim Riddle provided pictures). There is no pump that will allow the stringy mass to pass through. He asked Bob to go back to Countryside and explain the problem to them and ask them not to throw the wipes into the system.

### **OPERATIONS REPORT**

The plant flow for April was 74,000/gal/day.

Hood works was cleaned out. The clarifiers were hosed down. The sludge beds were pressure washed. No sludge was hauled in April.

There were (2) grinder pump call outs. One was on S. Shenango St. and one on Lamor Rd. The one on Lamor had the breaker off in the house. They had an electrician there who was running a wire out to a shed in the back.

*\*A motion was made by Beth Hillmar and seconded by Walt Darraugh to accept the Engineer's and Operators Reports as presented. Motion carried unanimously.*

### **OLD BUSINESS**

**Customers Delinquent >\$7,000.** – Karen provided a list of customers who are delinquent over \$7,000. Board Solicitor Roger Shaffer was present to discuss options of how we can collect the funds. He felt some of the conversation would need to be discussed in Executive Session. He suggested we move on to New Business and then come back to this item at the end.

**Aqua Water Service Termination Agreement** - Moved to be discussed after New Business.

### **NEW BUSINESS**

**Application for Sewer Service** – Bill Finley, Jr./887 Butler Pike – Bill provided the application showing where his new home would be situated along with the lengthy (roughly 1860 ft.) driveway.

*\*A motion was made by Beth Hillmar and seconded by Dave Swartz to approve the Application for Sewer Service as presented. Motion carried unanimously.* Bill also provided a check to cover the tap fee in the amount of \$3900. Karen will email Bill the instructions on moving forward with the grinder pump purchase and installation.

**Robert & Barbara Mills/Terrence & Jean Mills Property** – Timber Village/Rt. 62, Mercer PA – There was some confusion at this property as we had thought there were (2) grinder pumps, but they actually have (3). They are billed for (6) edu's/month. Over a year ago, they connected half (3 edu's).

They have remained on the list of un-connected customers because of the (3) remaining edu's not being connected. Jim pulled (1) of their pumps since it was not connected and Karen invoiced them the \$250. fee for removal/storage. Now we find out they had (3) pumps. Jim actually had pulled (2) pumps, not (1) as previously thought. Jim went back out and put the (2) pumps back in. Karen verified with Pat Kelley and also has on record that they did connect (3) of the edu's. The question is do we leave the pumps there, or remove them since they are not connected? Jim Riddle had asked the Mills to drain the water away from the grinder pump by digging a ditch and to turn the power on. Dan Goncz is going to stop by later in the day and take a look at the site.

**OLD BUSINESS** – (Revisited)

**Aqua Water Service Termination Agreement** – Authority Solicitor Roger Shaffer reviewed the proposed agreement template provided to us by Aqua Water. He stated that it's a water shut-off agreement that, under PA law, allows Authorities and Municipalities who operate sewer systems to ask the utility (water utility) upon proper notice, to terminate water service for failure to pay for sewer services. There are very technical notice requirements that the Authority has to go through to protect itself. There are additional technical requirements if the property is tenant occupied. At the end of the proposed agreement template, there is an indemnification clause in which the Authority indemnifies (protects legally) any claims that are made by any third parties resulting from the water shut off. That means, that if something is done incorrectly procedurally, Aqua and the Authority would both get sued. Roger had Karen verify with Selective Insurance if we would be covered should this occur. We are *not* covered for this. The Authority would be responsible for all legal costs for themselves as well as for Aqua Water. There were some technical points/fees that would occur as well as pay for lost revenue to Aqua during the shut off time period. There would be staff time involved and the Authority would be there to direct Aqua to shut it off. Roger also questioned how many customers that are currently delinquent, but also how many of them are Aqua customers. If the Board decides to move forward with the agreement, Roger would like to make some small changes. Rural Development does require us to have such an agreement, even if we never use it.

**Customers Delinquent >\$7,000** – At 9:06AM the Board went into Executive Session at the direction of Board Solicitor Roger Shaffer.

\*At 9:39AM the Board came out of Executive Session.

**ADJOURNMENT**

*\*A motion was made by Walt Darraugh and seconded by Dave Swartz to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:40 AM.*

Respectfully Submitted;

Karen B. Shipton  
Administrator