

NESHANNOCK CREEK WATERSHED JOINT MUNICIPAL AUTHORITY

Meeting Minutes

November 10, 2020

8:30AM

ATTENDANCE

Robert Gregory; Pat Suhrie; Walt Darraugh, Matthew McConnell (Phone participation); Karen Shipton; Jim Riddle; Dylan Burton (Gannett Fleming).

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES FROM THE 10/15/2020 MEETING AS PRESENTED

****A motion was made by Walt Darraugh and seconded by Robert Gregory to approve the minutes from the 10/15/2020 meeting as presented. Motion carried unanimously.***

PUBLIC COMMENT

None.

TREASURER'S REPORT/PAYMENT OF BILLS SUBMITTED

Walt Darraugh reported the following:

Asset Reserve Restricted FNB Account: Opening Balance as of 10/01/20: \$21,279.44. There was (1) transfer in the amount of \$1636.88. Ending balance as of 10/30/2020: \$22,916.32.

Short Lived Asset Reserve FNB Account: Opening Balance as of 10/01/20: \$46,569.25. There was (1) transfer in the amount of \$3582.25. Ending balance as of 10/30/2020: \$50,151.50.

General FNB Account: Opening Balance as of 10/01/20: \$295,501.47. There were (5) Deposits in the amount of \$37,039.30. There were (17) Debits in the amount of \$36,198.14. Ending balance as of 10/30/2020: \$296,342.63.

***Karen stated that all bank statements were reconciled and balanced to Quickbooks.**

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INVOICES SUBMITTED FOR PAYMENT
11/10/2020

PAYEE	SERVICE/PRODUCT	AMOUNT
M. Davidson & Associates Inc.	Plant Operations	6227.00
Gannett Fleming	Engineering Services/Through 10/30/20	275.00
Plantation Park Campers Assoc.	Electric Reimb.	122.95
Tri-County Industries	Trash/845 Perry Hwy.	71.41
Tri-County Industries	Trash/57 Thompson Rd.	38.95
Tri-County Industries	Sludge Removal	462.28
Penn Power	Electric/845 Perry Hwy.	2158.65
Penn Power	Electric/835A Perry Hwy.	73.88
Penn Power	Electric/57 Thompson Rd.	102.15
Ace fix-it Hardware of Mercer	Discharge Hose/Bulk Midwest Fasteners	10.23
Powell Sanitation and Construction	Pumped/Washed Down Station/Hauling	1800.00
PA One Call System, Inc.	Monthly User Fee	10.35
FNB Commercial Credit Card	Gas for Tractor	11.55
NAPA Mercer	Battery/Cable	146.48
Barr and Shaffer	Balance of Retainer for 2020	1750.00
The Record Argus	Advertising for Meeting Change/Oct/2020	33.75
Tepco Trombold Equipment Co.	E1 Cutter Wheel Removal Tool	140.10
Asset Reserve/Restricted Account	Monthly Transfer	1636.88
Short Lived Asset Account	Monthly Transfer	3582.25
Total Invoices:		\$13,434.73
Total Transfers:		\$ 5,219.13
Total Payments:		\$18,653.86

**A motion was made by Robert Gregory and seconded by Pat Suhrie to approve the treasurer's report as presented and pay the bills being submitted for payment above. Motion carried unanimously.*

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

ENGINEER'S REPORT

Dylan Burton was here from Gannett Fleming, Inc. sitting in for Dan Goncz.

Dylan reviewed the written report which was prepared by Dan.

Sewage Facilities Flow Data – Dan summarized the flow data through October 20 for (3) pump stations and also the treatment plant. Everything is running as normal. There is one issue with a flow meter being out of service September/October. It should be back and working in a week.

Thompson Rd. Pump Station – Dan has been talking to Authority Solicitor Roger Shaffer regarding the installation of a mechanical bar screen. Roger is recommending we contact the bank(s) directly and get interest rate/term quote(s). We are looking at approximately \$300,000 for this. \$250,000 for the bar screen and \$50,000 for installation.

****A motion was made by Walt Darraugh and seconded by Robert Gregory to have Karen contact (3) banks in Mercer County for loan information, interest rates, terms, etc. for a loan of approximately \$300,000 to purchase and install a mechanical bar screen at the Thompson Rd. pump station location. Motion carried unanimously.***

Dylan reviewed the proposed 2021 Budget. Dan based the revenue on the 2020 budget. There were no increases for sewer user fees for 2021. The subtotals on the revenue are approximately the same as 2020. Looking at expenses, the first line item, for M. Davidson & Assoc. is \$77,000. The administrative costs are staying relatively the same as 2020. He also stayed consistent with the 2020 budget for utilities. Capital improvements, debt services and depreciation are all fixed costs. Dan is recommending that we don't increase the monthly user fee for 2021. Karen will send copies of this proposed 2021 budget to the board members not present and a vote will be taken at the December 8, 2020 meeting.

OLD BUSINESS

Seal Coat Quote – (2) additional quotes were presented.

- 1. Superior Asphalt Maintenance – New Castle, PA. \$3686.00 Road and Parking Lot.**
- 2. Pavecare – Grove City, PA. \$5026.45 Road and Parking Lot.**

****A motion was made by Walt Darraugh and seconded by Robert Gregory to revisit this in the Spring/2021. Motion carried unanimously.***

PUC Report – Karen read the PUC Violation Report which stated we have been identified as a stakeholder, which will be reviewed at the next damage prevention meeting, which is being held today in Harrisburg concerning alleged violation of Act 50 of 2017 in connection with a facility line hit on October 24, 2019 at or near Shenango St. in East Lackawannock Township. It stated the case would not be discussed in detail at this meeting and we are not required to attend, though all DPC meetings are open to the public. A damage prevention investigator was assigned to investigate this case and is making the following recommendations to the DPC. Karen did not read the recommendations but gave the board a copy of the notice as well as Mike Davidson's response to the violation notice to read. They are recommending fining the Authority \$750 for a 1st offense failure to respond to a PA One Call ticket within a required timeframe, and \$750 for a 1st offense failure to communicate directly with an excavator within 2 hours of re-notification. Jim stated that he has a copy of the letter he had sent to Mike Davidson. Jim has pictures he took 3 months later. Jim stated the following: you can see the green paint on the driveways of everywhere he went. What was painted in the grass and the flags were gone at this point. What had happened, was there is a private line across the street and Jim didn't know where they were going to dig at, so he waited to see the contractor (Wilson Excavating). He told Jim what they were doing, then Jim marked it. The gas came out and didn't see our flags so they turned us in. The damaged line was a water line, not sewer. A statement and picture was sent to the Committee from Mike Davidson defending our position. There was discussion on whether to pay the fines or contest it. No action was taken today.

Electric Quote/2021 – Karen handed out the electric rate quotes from Tammy Myers at Nextera. The quotes are only good for 24 hours. No action was taken. We will revisit this at the 12/8/20 meeting.

NEW BUSINESS

None.

ADJOURNMENT

**A motion was made by Matthew McConnell to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:09 AM.*

Respectfully Submitted;

Karen B. Shipton
Administrator