

NESHANNOCK CREEK WATERSHED JOINT MUNICIPAL AUTHORITY

Meeting Minutes

January 9, 2024

8:00 AM

ATTENDANCE

Dale Bestwick; Pat Suhrie; Clifford Hughes; Robert Gregory; William Finley, Jr.; Jim Riddle; Karen Shipton; Daniel Goncz (phone in).

****The Meeting Opened with the Pledge to the U.S. Flag at 8:00 AM****

*Karen Shipton stated that the meeting was being recorded.

BOARD RE-ORGANIZATION

Re: Mercer County Board Representative – *Meeting minutes from the Mercer Co. Commissioners meeting held on 12/14/2023 were read approving appointment of William Finley, Jr. as Mercer County’s representative on the board. No motion was made.*

Re: Appointment of Officers - **A motion was made by William Finley Jr. and seconded by Clifford Hughes to re-appoint Patrick J. Suhrie as Chairman, Dave Swartz as Vice Chairman, and Robert Gregory as Secretary. Motion carried unanimously.*

****A motion was made by Clifford Hughes and seconded by Dale Bestwick to appoint William Finley Jr. as Treasurer. Motion carried unanimously.***

Re: Appointment of Administrator - **A motion was made by Dale Bestwick and seconded by William Finley Jr. to re-appoint Karen Shipton as administrator for 2024. Motion carried unanimously.*

Re: Appoint Depository - **A motion was made by Dale Bestwick and seconded by William Finley Jr. to re-appoint First National Bank as our depository for 2024. Motion carried unanimously.*

Re: Appoint Engineering Firm - **A motion was made by Clifford Hughes and seconded by Dale Bestwick to re-appoint Gannett Fleming, Inc. as our engineering firm for 2024. Motion carried unanimously.*

Re: Appointment of Solicitor - **A motion was made by Clifford Hughes and seconded by Robert Gregory to re-appoint Roger Shaffer of Barr and Shaffer as our solicitor for 2024. Motion carried unanimously.*

Re: Appointment of Newspaper for Advertising - **A motion was made by Dale Bestwick and seconded by Clifford Hughes to re-appoint The Record Argus as our media for advertising for 2024. Motion carried unanimously.*

Re: Meeting Dates/Location/2024 - **A motion was made by William Finley Jr. and seconded by Dale Bestwick to hold all meetings for 2024 on the 2nd Tuesday of each month, at the Findley Township Municipal Bldg.; 369 McClelland Rd.; Mercer, PA 16137; at 8:00am. Motion carried unanimously.*

*****End of Re-Organizational Meeting*****

APPROVAL OF MINUTES FROM THE 12/12/2023 MEETING AS PRESENTED

**A motion was made by Dale Bestwick and seconded by Robert Gregory to approve the minutes from the 12/12/2023 meeting as presented. Motion carried unanimously.*

PUBLIC COMMENT

None.

TREASURER'S REPORT

Karen Shipton reported the following:

General Account: Last Statement (12/01/2023) Balance: \$237,609.55. (9) Deposits of \$44,958.08 and (13) Disbursements of \$108,415.18. Balance as of 12/29/2023: \$174,152.45.

Asset Reserve Restricted Account: Last Statement (12/01/2023) Balance: \$83,480.89. One Transfer: \$1636.88. Balance as of 12/29/2023 : \$85,117.77.

Short Lived Asset Reserve Account: Last Statement (12/01/2023) Balance: \$182,694.76. One Transfer: \$3582.25. Balance as of 12/29/2023 : \$186,277.0.

3:27 PM
12/11/23
Cash Basis

Neshannock Creek Watershed Joint Mun. Auth.
Expenses by Vendor Summary
November 15 through December 11, 2023

	Nov 15 - Dec 11, 23
Ace fix-it Hardware	64.78
Davidson, M. & Associates, Inc.	6,897.00
Gahnett Fleming, Inc.	400.00
NAPA Mercer	137.17
PA One Call System, Inc.	8.15
Penn Power /57/Acct. 577	133.20
Penn Power/835A/Acct. 502	84.62
Penn Power/845/Acct. 628	2,260.42
Plantation Park Camper's Assoc.	226.00
Tepco Trombold Equipment Co., Inc.	1,771.55
Tri-County Industries, Inc./57	54.97
Tri-County Industries, Inc./845 Perry Hwy	930.99
USDA	90,446.00
TOTAL	103,414.85
Transfer from General Acct. to Short Lived Asset Res. Acct.:	3,582.25
Transfer from General Acct. to Asset Res. Restricted Acct.:	1,636.88
Total Invoices and Transfers:	\$108,633.98

All accounts balance and were reconciled. Karen stated she had copies of all bank statements and invoices should anyone like to review them.

**A motion was made by Dale Bestwick and seconded by Robert Gregory to approve the treasurer's report and the payment of bills for December 2023 as presented. Motion carried unanimously.*

ENGINEER'S REPORT

Dan Goncz showed the flows at the plant and pumpstation are listed in the Engineer's Report (filed at the office).

Plantation Park – They are being changed from 49 edu's to 53 edu's for 2024 in accordance with the sewage service agreement. **A motion was made by Clifford Hughes and seconded by Robert Gregory to approve changing the edu's from 49 to 53 edu's/month for 2024. Motion carried unanimously.*

PSP Barracks – Dan had a conversation with the property owner about needing the construction cost estimate asap. We need to have a bond for sewer extensions and we need this information to obtain this. They did install all of their gravity sewer lines from the police barracks down to where the grinder pump needs to be installed. Dan told them they need to pressure test all of those lines because they never contacted anyone to have it inspected. Their plumber told them it didn't need inspected and Dan corrected them on that. Dan feels they finally understand all of this and we should be moving forward.

Spring Valley Golf Course – There is a highway occupancy permit that needs to be issued by PennDOT. Karen has the paperwork for this for Pat to sign today.

Thompson Rd. Pumpstation – Part II Permit – PA DEP requested for the sewage grinder/conveyor, that has been issued by PA DEP so the matter is closed.

Annual Municipal Wasteload Management Report – This is due to PA DEP 3/31/2024. Dan will be requesting information from the Authority to complete this form.

OPERATOR'S REPORT

Everything operated within the permit limits for the month of November/2023.

We are working on the NPDES Permit Renewal, just waiting on the lab results.

There were (2) grinder pump call outs. (2) pumps were replaced.

Dan is recommending we increase the fee for Improperly Shredded Material by \$4.00/edu. There was discussion on this. There has been no change at Countryside Nursing Home with trying to improve the influx of improper materials being entered into the sewage system. **A motion was made by Dale Bestwick and seconded by Clifford Hughes to approve Resolution #01-2024/Fee Schedule Resolution with increasing the fee for Improperly Shredded Material by \$6.00 to make it \$12.00/edu for 2024; and also increase the cost to File a Property Lien to \$19.00 from \$18.50; and the cost to Remove a Lien to \$7.75 from \$7.50. Motion carried unanimously.*

OLD BUSINESS

The blower motor that was ordered a month ago was delivered. Both motors were looked at and are repairable. The leaking pump is no longer leaking. Pat is recommending that we put the pump back in that is being repaired and hang on to the new one.

NEW BUSINESS

None.

ADJOURNMENT

**A motion was made by Dale Bestwick and seconded by Clifford Hughes to adjourn the meeting. Motion carried unanimously.* Meeting adjourned at 8:41AM.

Respectfully Submitted;

Karen B. Shipton
Administrator