

NESHANNOCK CREEK WATERSHED JOINT MUNICIPAL AUTHORITY

Meeting Minutes

12/12/17

8:15 AM

ATTENDANCE

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

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

APPROVAL OF MINUTES FROM THE 11/14/17 MEETING AS PRESENTED

****A motion was made by John Lechner and seconded by Robert Gregory to approve the minutes from the 11/14/17 meeting with the addition of Dave Swartz under "Attendance". Motion carried unanimously.***

PUBLIC COMMENT

None.

TREASURER'S REPORT

Balance as of 11/30/17: (FNB) \$162,571.78

NESHANNOCK CREEK WATERSHED JOINT MUNICIPAL AUTHORITY
INVOICES SUBMITTED FOR PAYMENT
12/12/17

<u>PAYEE</u>	<u>SERVICE/PRODUCT</u>	<u>AMOUNT</u>
The Herald	Advertising of 2016 Audit	219.47
Penn Power	Electric/845 Perry Hwy.	1941.33
Penn Power	Electric/835A Perry Hwy.	81.85
Penn Power	Electric/57 Thompson Rd.	160.44
PA One Call System, Inc.	Monthly User Fee	2.55
Tri-County Industries	Trash/845 Perry Hwy.	57.75
Tri-County Industries	Trash/57 Thompson Rd.	31.50
Tri-County Industries	Sludge Removal	594.36
Gannett Fleming	Engineering Services	230.00
Ace fix-it Hardware	Maint/Supplies	22.52
Flow Media, Incorporated	Service Call 10/17 Annual Calibration	1100.00
M. Davidson & Associates Inc.	Contract Operations	5457.00
Findley Township	Postage	11.41
USA Blue Book	Maint/Supplies	22.04
Cummins Sales and Service	Generator Maintenance Agreement	2128.74
Tepco Trombold Equipment Co. Inc.	Cables/Connection Supplies	448.02
Total Invoices:		\$12,508.98

****A motion was made by Dave Swartz and seconded by Paul Minner to approve the treasurer's report as presented and to pay the bills submitted for payment. Motion carried unanimously.***

ENGINEER'S REPORT

- A. Thompson Pump Station** – The bar screen that the County installed is working but the plastic floats quicker than the paper and the paper can't break down fast enough, so there is a layer of debris with the plastic so when they go to get the plastic they get all the paper that's bound up in that screen and have to rake up all the paper until it breaks down. Dan has suggested they go with a single ply toilet paper so it will break down faster.
- B. Plantation Park Pump Station** – There was discussion on who is going to read the meter each month and prepare the invoice. Our agreement says the Authority will read the meter and create the invoice. Dan is suggesting they send the Authority a bill with their bill attached with how they calculated it and pay it. Also, the sewage that is upstream from Plantation Park can either go through or bypass the pump station. There are valves in place that allow that to happen. This was done to that during this time of year, when there is no one staying there, you don't waste all the energy at the pump station by sending all of the sewage into the pump station and back out. You need the pump station in summer due to the heavy flow. We are bypassing the pump station during this time of year. Since the end of October/2017, we have been bypassing the pump station, based on the flow rates at that pump station, they are using 58 EDU's and they are paying us for 25 EDU's. There is a difference of 33 EDU's that we were not paid for tap fees and monthly sewer fees. Dan's suggestion is to notify Plantation Park of this and we are going to monitor it for 2018. At the end of 2018, they will owe us for the tap fees they used beyond 25 EDU's and moving forward, they will owe us for the EDU's over 25/month. Dan will compose a letter to Plantation Park and send it to the Authority Solicitor for approval before mailing.
- C. Proposal for Engineering Services/2018** – Dan presented a formal proposal for Engineering Services for 2018. Our NPDES expires 5/31/19 for the treatment plant. The application is due 11/30/18. We will be notified by PA DEP in April or May of 2018 that this needs completed.

OPERATOR'S REPORT

Average daily flow for October/2017 was 66,000/day. The plant was in its permit limits. 9 Ton of sludge was hauled in October. There were (2) grinder pump call outs. One was for the Lyttle property, where the tray cable was cut and spliced, they borrowed one from Lake Latonka until a new one was ordered. The other was at 11 Applewood where the wiring was connected wrong at the panel. A grinder pump and panel at 8419 Sharon-Mercer Rd./Berg residence was removed since it was in a garage that had no restroom/sink and they had decided not to modify that building.

OLD BUSINESS

A. Insurance Billing – Karen will continue to look into this and report back next month.

B. Auditing Firm/2018 – The following quotes were received for auditing/2018:

Black, Bashor & Porsch, LLP - \$8500-\$9000.

McGill, Power Bell & Assoc., LLP - \$8000 (add'l \$2000 if a single line is required)

**A motion was made by Robert Gregory and seconded by Paul Minner to accept the bid from McGill, Power Bell & Associates, LLP for auditing of the 2017 books for the amount of \$8000.00. Motion carried unanimously.*

C. Customer Billing – There was discussion on the pros and cons of yearly coupon books vs. monthly statements.

**A motion was made by Robert Gregory and seconded by Paul Minner to send monthly statements to the Authority customers in lieu of a yearly coupon book for 2018. Motion carried with (4) yes and (1) no.*

Aqua Water – A draft agreement for the purpose of water shut-off for delinquent customers was reviewed.

**A motion was made by John Lechner and seconded by Paul Minner to have Authority Solicitor Roger Shaffer move forward with preparing the water shut-off agreement. Motion carried unanimously.*

NEW BUSINESS

Re: Re-Organizational Meeting Date – **A motion was made by John Lechner and seconded by Dave Swartz to approve 1/9/18 as the date for our re-organizational meeting in the Commissioner's Meeting room at the Mercer County Courthouse. Motion carried unanimously.*

Re: Gannett Fleming, Inc. - **A motion was made by John Lechner and seconded by Paul Minner to accept the proposal for Engineering Services for 2018 from Gannett Fleming, Inc. as presented. Motion carried unanimously.*

Re: Garage Door Quote –Karen received a quote from Doors-N-More for a new door. We need an opener for the existing door, not a new door. Karen will look into this for the next meeting.

Re: Resignation Letter – John Lechner. No action taken.

Re: Application for Sewer Service – Eric S. Mausser; 52 Autumn Dr.; Mercer, PA – **A motion was made by Pat Suhrie and seconded by Paul Minner to approve the Application for Sewer Service for Eric S. Mausser. Motion carried unanimously.*

ADJOURNMENT

*A motion was made by John Lechner and seconded by Pat Suhrie to adjourn the meeting. Meeting adjourned at 9:30 AM.

Respectfully Submitted;

Karen B. Shipton
Administrator