

# **JACKSON TOWNSHIP SEWER AUTHORITY**

## **MEETING MINUTES**

### **OCTOBER 15, 2020**

#### **CALL TO ORDER:**

Chairman Snyder called the meeting to order at 7:00 P.M. In attendance were Authority members Geoffrey Woolfson, Joyce Sheridan, Steve Hudgins, Plant Operator Matt Bollinger, Authority Engineer Colin Cash, Administrator Flo Ford, and Treasurer, Sally Bushey. Board Member John McDonald was absent. There were no members in the audience.

#### **PUBLIC COMMENT:**

There was none.

#### **APPROVAL OF MINUTES:**

The minutes of the September 17, 2020 meeting were approved as written on a motion of Woolfson/Hudgins; motion carried 4-0.

#### **ACCEPTANCE OF FINANCIAL REPORT:**

The September Financial Report was accepted, and authorization was made to pay all due bills on the motion of Hudgins/Sheridan, motion carried 4-0.

#### **OLD BUSINESS:**

There was none. Chairman Snyder asked if the staff have received the quote from Winter Engine to service the generator at the Wastewater Treatment Plant. Matt explained that their estimator came to look at the generator and has yet to submit their quote. Flo stated that as soon as we get the quote for service, that the item will be on the agenda at a future meeting. There is still time to get that resolved.

#### **NEW BUSINESS:**

York Building Products Co., Inc. applied for an emergency connection to the sewer system. They have asked for 1 edu. Matt and the engineer have reviewed the request and agree to allow them to connect to the manhole with the proper drop. As part of the application, they had to submit a Highway Occupancy Permit to access the manhole which is on Route 30. PENNDOT requires a municipal applicant so the HOP will be submitted in the Sewer Authority's name.

#### **OTHER BUSINESS:**

A. Plant Operator's Report: Matt reviewed the plant operations for the last month. Of note, are two violations. The first violation is for excess phosphorus levels. However, the plant was still below phosphorus cumulative amounts for the month. The second violation is an anomaly that staff believes was an illegal dump somewhere in the system. The Notice of Violation was sent to DEP as required.

B. Engineer's Report: Colin told the Board that we received the invoice for the 25% of blower cost and installation this morning. That invoice came in too late for the Authority to review and issue the check.

Per the Agreement, the Authority has 30 days to pay the first payment installation. Staff determined that the Authority would exceed the 30-day period if we held the invoice to the November Meeting for payment. Staff is asking the Authority Board to approve this invoice tonight. Staff will advise Kappe of the billing cycle to avoid last minute payment requests moving forward.

A motion of Woolfson/Hudgins to approve the payment of \$78,702.50 to Kappe for the first quarter billing of the blowers. Motion carried 4-0.

1. Approve Payment Requisitions for Sprenkle and Sunnyside Pump Stations

a. Pay Request #4 to Garden Spot Electric Amount - \$23,629.99

A motion of Hudgins/Woolfson to pay submitted Payment Requisition #4 for the Sprenkle and Sunnyside Pump Stations, motion carries 4-0.

C. Solicitor's Report. There was no report.

D. Administrator's Report.

Flo Ford informed the Board that she and Sally are in the process of finalizing the draft Budget for 2021. The numbers look good and include the purchase of the sludge press.

E. Chairman's Report. There was no report.

**EXECUTIVE SESSION:** There was none.

**ADJOURNMENT:**

With no further business to transact, the meeting was adjourned at 7:53 PM on motion of Hudgins/Sheridan, motion carried 4-0.

Respectfully submitted,

Florence Ford  
Authority Administrator