

# **JACKSON TOWNSHIP SEWER AUTHORITY**

## **MEETING MINUTES**

### **January 17, 2019**

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

Chairman Snyder called the joint meeting with the Jackson Township Board of Supervisors to order at 7:03 P.M. In attendance were Authority members Scott Snyder, John McDonald, Steve Hudgins Township Supervisors Jon Holmes, Emily Miller, Dave Brown, Township Manager William Conn, Plant Operator Matt Bollinger, Authority Engineer Jeff Shue, Solicitor Steve Hovis, Township Treasurer Sally Bushey, Township Secretary Linda Eaton and 2 persons in the audience.

#### **REORGANIZATION:**

On motion of McDonald/Hudgins, carried 3-0, for the Authority, Scott Snyder was re-elected Chairman, John McDonald was re-elected Vice Chairman, Joyce Sheridan was re-elected Secretary, and Steve Hudgins was re-elected Treasurer.

#### **PUBLIC COMMENT:**

There was none.

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

The minutes of the December 20, 2018 meeting were approved on motion of McDonald/Hudgins, motion carried 3-0.

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

On the motion of McDonald/Hudgins, passed 3-0, the December Financial Report was accepted and authorization was made to pay all due bills.

Manager Conn provided the Authority & Board of Supervisors copies of the Sewer Authority's Year End 2018 Financial Figures and 2019 Final Budget Figures.

#### **OLD BUSINESS:**

There was none.

#### **NEW BUSINESS:**

- A. Solicitor Hovis introduced Melissa Hughes of PFM Financial Advisors who presented their report on Phase 2 of financing transactions to be executed by sale of General Obligation Bonds, Series of 2019.
- B. After Solicitor Hovis reviewed its essence, on motion of McDonald/Hudgins, passed 3-0, the Authority adopted Resolution 51-19 authorizing the issuance of Guaranteed Sewer Revenue Bonds, Series of 2019 in the aggregate principal amount not to exceed \$7,870,000.
- C. After Solicitor Hovis reviewed its essence, on motion of Brown/Miller, passed 3-0, the Board of Supervisors enacted Ordinance 216-19 approving a Guaranty Agreement guaranteeing payment of Jackson Township Sewer Authority's Guaranteed Sewer Revenue Bonds, Series of 2019.

**NEW BUSINESS: Continued**

- D. Manager Conn presented the Board of Supervisors with a request by Wayne Jacobs to permit reservation of the Little Creek Golf Course for the York County Junior Golf Association for Tuesday mornings in June and July 2019. The Board approved Mr. Jacobs' request. This concluded the Board of Supervisors part of the joint meeting.
- E. Manager Conn presented the Authority with a request by a customer who is a Federal Government employee who is on leave due to the current Federal Government "shut-down". He wants relief from sewer payments and associated penalties while on leave. The Authority unanimously denied the request.

**OTHER BUSINESS:**

A. Plant Operator's Report.

Matt highlighted his written report and Colin Cash of C.S. Davidson presented the following contract Change Orders #1 and #2 which the Authority unanimously approved.

- Contract Change Order #1
  - Contract No. 1 – deduct \$157.75. General contractor labor and materials required to switch online nutrient analysis system from CHEMSCAN option to Hach AN-ISE probe option.
  - Contract No. 2 – add \$23,421.20. Electrical contractor labor and materials required to switch online nutrient analysis system from CHEMSCAN options to Hach AN-ISE probe option.
- Contract Change Order #2
  - Contract No. 1 – deduct \$1,237.08. General contractor labor and materials to reduce the scope of work for the air line into the second aerobic digester tank, namely eliminating two balancing valves and a second drop pipe, determined to be unnecessary through technical conversations with the Operator and the diffuser manufacturer.

B. Engineer's Report.

Jeff presented a written report dated January 2019 regarding status of the entire plant upgrade projects buildings and facilities along with other issues of interest. He also noted the required NPDES permit for the construction site has finally been received.

C. Solicitor's Report.

There was no report.

**OTHER BUSINESS: Continued**

D. Administrator's Report.

Manager Conn noted the Ethics Forms/Financial Statements for 2018 have been distributed and need to be returned to him by May 1, 2019.

E. Chairman's Report.

There was none.

**EXECUTIVE SESSION:** There was none.

**ADJOURNMENT:**

With no further business to transact, the meeting was adjourned at 7:50 PM on motion of McDonald/Hudgins, motion carried 3-0.

Respectfully submitted,

William J. Conn  
Sewer Authority Administrator