

JACKSON TOWNSHIP SEWER AUTHORITY
MEETING MINUTES
May 17, 2018

CALL TO ORDER:

Vice-Chairman Snyder called the meeting to order at 7:00 P.M. In attendance were members Steve Hudgins, Joyce Sheridan, and Scott Snyder, Township Manager William Conn, Plant Operator Matt Bollinger, Authority Engineer Jeff Shue, and 3 persons in the audience.

WELCOME:

New member John McDonald was not present.

NEW OFFICERS:

On motion of Hudgins/Sheridan, passed 3-0, Scott Snyder was elected Chairman. There was no vote for Vice-Chairman.

PUBLIC COMMENT:

There was none.

APPROVAL OF MINUTES:

The minutes of the April 19, 2018 meeting were approved on motion of Hudgins/Sheridan, motion carried 3-0.

ACCEPTANCE OF FINANCIAL REPORT:

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

OLD BUSINESS:

There was none.

NEW BUSINESS:

- A. Jeff Shue reviewed the bids received for the 4 contracts to construct the new Operations Building and Equalization Tank. He felt there were a good number of bidders, the bid ranges were acceptable and the low bidders were positively referenced. On motion of Hudgins/Sheridan, passed 3-0, contract offers were authorized to the 4 low bidders.

OTHER BUSINESS:

- A. Plant Operator's Report.

Matt highlighted his written report, noting a critical roof leak problem at the plant which will require a replacement roof at a cost of several thousand dollars. The board and engineer agreed a metal roof similar to the one planned for the new Operations Building should be installed ASAP. On motion of Hudgins/Sheridan, passed 3-0, a new roof was authorized with cost approved up to \$10,000.

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B. Engineer's Report.

Jeff is still working on securing the required NPDES permit for the construction site stormwater controls that York County Conservation District and Pennsylvania Department of Environmental Protection (PA DEP) had issues with.

Jeff said the plant upgrade is set for bid advertising June 14, a mandatory pre-bid site visit for bidders June 27, bid opening July 12 and possible award July 19. Preliminary cost estimate by C.S. Davidson is \$4.2 million. The members authorized bidding on motion of Hudgins/Sheridan, passed 3-0.

C. Solicitor's Report.

There was no report.

D. Administrator's Report.

Manager Conn mentioned the Authority's Insurance Policy was renewed for the 6/1/2018 to 6/1/2019 period. There was a small increase to cover plant upgrade issues.

E. Chairman's Report.

There was none.

EXECUTIVE SESSION: There was none.

ADJOURNMENT:

With no further business to transact, the meeting was adjourned at 7:32 PM on motion of Sheridan/Hudgins, motion carried 3-0.

Respectfully submitted,

William J. Conn
Sewer Authority Administrator