

JACKSON TOWNSHIP SEWER AUTHORITY
MEETING MINUTES
June 21, 2018

CALL TO ORDER:

Chairman Snyder called the meeting to order at 7:00 P.M. In attendance were members Steve Hudgins, John McDonald, and Scott Snyder, Township Manager William Conn, Plant Operator Matt Bollinger, Authority Engineer Jeff Shue, and 0 persons in the audience.

WELCOME:

New member John McDonald was welcomed by Chairman Snyder.

NEW OFFICERS:

On motion of Hudgins/Snyder, passed 3-0, John McDonald was elected Vice-Chairman.

PUBLIC COMMENT:

There was none.

APPROVAL OF MINUTES:

The minutes of the May 17, 2018 meeting were approved on motion of Hudgins/McDonald, motion carried 3-0.

ACCEPTANCE OF FINANCIAL REPORT:

Manager Conn noted Engineering Expenses will be significantly over-budget by year-end. Jeff said this is primarily due to expected work last year that was not completed until this year.

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

OLD BUSINESS:

There was none.

NEW BUSINESS:

There was none.

OTHER BUSINESS:

A. Plant Operator's Report.

Matt highlighted his written report, noting he's getting a quote to fix 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 last month that a metal roof similar to the one planned for the new Operations Building should be installed ASAP. Mr. Hudgins requested Matt get 3 quotes for the roof job 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 project is set for bid opening July 12 and possible award July 19. Preliminary cost estimate by C.S. Davidson is now \$4.4 million. He said there appears to be lots of interest in the project.

C. Solicitor's Report.

There was no report.

D. Administrator's Report.

Manager Conn mentioned the Authority's 2017 Audit was finally received from our auditors Baker Tilly. There were no "material weaknesses or significant deficiencies" but they noted, as usual, that we should have more staff to handle money as a check and balance for security. Staff is not happy with the delay in completing the audit and will check on other firm engagement for 2018's audit.

E. Chairman's Report.

There was none.

EXECUTIVE SESSION: There was none.

ADJOURNMENT:

With no further business to transact, the meeting was adjourned at 7:47 PM on motion of Hudgins/McDonald motion carried 3-0.

Respectfully submitted,

William J. Conn
Sewer Authority Administrator