

JACKSON TOWNSHIP SEWER AUTHORITY

MEETING MINUTES

July 20, 2023

CALL TO ORDER:

Chairman Snyder called the meeting to order at 6:00 PM and led in the pledge to the Flag. In attendance were Authority members John McDonald, Mark Derr, and Geoffrey Woolfson. Also in Attendance were Authority Engineer Jeff Shue, Plant Superintendent Matt Bollinger, Administrator Flo Ford, Solicitor Dave Jones and Treasurer Sally Bushey. Board Member Joyce Sheridan was absent. There was no one in the audience.

PUBLIC COMMENT: There was none.

APPROVAL OF MINUTES:

The minutes of the May 18, 2023 meeting were approved on a motion of McDonald/Woolfson; motion carried 4-0.

ACCEPTANCE OF FINANCIAL REPORT:

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

OLD BUSINESS: There was none scheduled.

NEW BUSINESS:

- a. Application No. 4 (Final) to Kinsley Construction in the amount of \$11,436.40 was approved on a McDonald/Woolfson motion for the Biosolids Storage Building Project; motion carried 4-0.
- b. On a Woolfson/McDonald motion, Mark Derr was appointed as Assistant Secretary to the Sewer Authority; motion carries 4-0.
- c. On a McDonald/Woolfson motion, the Board approved the Agreement with Church and Dwight, motion carried 4-0. Dave Jones and staff brought the Board up to speed on the Agreement. Mark Derr was not present back when the Agreement was first discussed and asked questions about concerns he had. Dave Jones was able to answer questions about the history of the agreement and Matt Bollinger was able to discuss the reasons behind the agreement.
- d. Jeff Shue reviewed the results of the Act 203 Tapping Fee Study. The Tapping fees will be adjusted beginning January 1, 2023 and the staff would like to prepare a Policy that when an applicant comes to the Sewer Authority for capacity, they will be required to pay a 60% reserve capacity fee. At our current rate of \$880 per year, the reserve capacity fee would be \$528.00 per year. Both the Policy documents and the new tapping fee resolution will be before the Board for action when they review the budget for 2024. John McDonald asked if the user fees were going to have to increase? Staff could not answer that question with any certainty as it is too early to project expenses for 2024. Our costs for chemicals, shipping,

etc. have increased every year and we have done our best to avoid an increase. Staff can get a better idea to present to the Board in October. The budget would not need to be passed until December, giving the Board 2 months to ask their questions, voice any concerns, etc.

- e. On a Woolfson/Derr motion, staff was authorized to prepare and advertise the bid specifications for the Interceptor Project (grant project), motion carries 4-0.

OTHER BUSINESS: There was none scheduled.

A. Plant Superintendent's Report: There were no questions on the Plant Superintendent's Report.

B. Engineer's Report: Jeff reviewed his report for the Board. There were no questions.

C. Solicitor's Report. None Scheduled

D. Administrator's Report. There was none.

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 6:36 PM.

Respectfully submitted,
Florence Ford
Authority Superintendent