

# **JACKSON TOWNSHIP SEWER AUTHORITY**

## **MEETING MINUTES**

### **OCTOBER 20, 2022**

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

Vice-Chairman McDonald called the meeting to order at 6:00 P.M. and led in the pledge to the Flag. In attendance were Authority members Geoffrey Woolfson, Steve Hudgins and Joyce Sheridan. Authority Engineer Colin Cash, Plant Superintendent Matt Bollinger and Treasurer Salley Bushey. Board member Scott Snyder was absent. Administrator Florence Ford attended the Meeting via Teams. There was no one in the audience in attendance.

#### **PUBLIC COMMENT:**

There was none.

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

The minutes of the September 15, 2022 meeting were approved on a motion of Hudgins/Sheridan; motion carried 4-0.

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

The September Financial Reports were 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 scheduled.

#### **NEW BUSINESS:**

1. A motion to award the Bid to Kinsley Construction for the Waste Solids Storage Building in the amount of \$209,888.85 was made by Hudgins/Sheridan, motion carries 4-0.
2. A motion to renew the Generator Maintenance Agreement with Winter Engine was made by Hudgins/Woolfson, motion carries 4-0.

**OTHER BUSINESS:** There was none scheduled.

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

**Engineer's Report:** Colin cash reviewed his report and asked the Board to consider the first steps towards a Reserve Capacity Policy and Agreement letter out to property owners that may be developing their property within the next ten years. The letter is asking the property owners to indicate their potential future development plans and sewage needs as a helpful planning tool for the Authority.

1. A motion authorizing staff to proceed to send the Capacity Letter out to property owners was made by Hudgins/Woolfson, motion carries 4-0.

**Solicitor's Report.** None Scheduled

**Administrator's Report:** The administrator stated that staff is finalizing the budget, keeping an eye out to avoid increasing rates in 2023 and impacting our customers in a time where they are being hit for increases everywhere. She did warn however, that an increase may be likely in 2024 if costs continue to skyrocket. The budget will be ready for adoption at the November Meeting.

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

**EXECUTIVE SESSION:** There was none.

**ADJOURNMENT:**

With no further business to transact, the meeting was adjourned at 6:25 PM on motion of Hudgins/Woolfson, motion carried 4-0.

Respectfully submitted,

Florence Ford  
Authority Administrator