

JACKSON TOWNSHIP SEWER AUTHORITY

MEETING MINUTES

NOVEMBER 19, 2020

CALL TO ORDER:

Chairman Snyder called the meeting to order at 7:00 P.M. In attendance were Authority members Geoffrey Woolfson, and John McDonald, Plant Operator Matt Bollinger, Authority Engineer Colin Cash, Administrator Flo Ford, and Treasurer, Sally Bushey. Board members Joyce Sheridan and Steve Hudgins were absent. There were no members in the audience.

PUBLIC COMMENT:

There was none.

APPROVAL OF MINUTES:

The minutes of the October 15, 2020 meeting were approved as written on a motion of Woolfson/McDonald; motion carried 3-0.

ACCEPTANCE OF FINANCIAL REPORT:

The October Financial Report was accepted, and authorization was made to pay all due bills on the motion of Woolfson/McDonald, motion carried 3-0.

OLD BUSINESS:

A motion of McDonald/Woolfson to authorize the Administrator to sign the Winter Engine Contract to Service Generator at Wastewater Treatment Plant in the amount of \$1,535.00 for 2021, motion carried 3-0.

NEW BUSINESS:

The Administrator reviewed the Draft Budget for 2021 with the Board. There was no increase proposed with this budget. Additionally, the budget included funding for the Sludge Press and design for the Interceptor Project. The Administrator reminded the Board that she is actively going to pursuit grant funding for the construction of Interceptor in 2021. The Administrator told the Board they have two options regarding budget approval. They can go ahead and approve the budget this evening or wait until the December Meeting to approve.

A motion of McDonald/Woolfson was made to approve the Budget for 2021. Motion carried, 3-0.

OTHER BUSINESS:

A. Plant Operator's Report: Matt reviewed the plant operations for the last month. Matt also prepared a cost benefit analysis for the Board in response to Board member Hudgins' request last month. Matt told the Board that they are free to discuss this further via a telephone call or email should they have any questions.

B. Engineer's Report: Colin reviewed his report. The blower project will be delayed for a few weeks as Kappe is waiting on parts to complete the blowers. Colin also instructed the Board that the Public Comment period for the Interceptor Project closed this week. The next step for the project is the Board of Supervisors will approve a Resolution accepting the Special Study to the Act 537 Plan. Once he receives Board approval, he will submit to DEP. Design of the Interceptor Project is moving forward. Colin also told the Board that they will be drafting the Authority's Chapter 94 Report. The Report is due to DEP at the end of March. They will be reaching out to staff as they collect data to complete the report.

1. Approve Payment Requisitions for Sprengle and Sunnyside Pump Stations

- a. Pay Request #7 (Final) to PSI Pumping Solutions Incorporated Amount – \$82,106.96

A motion of McDonald/Woolfson to pay submitted Payment Requisition #7 (Final) to PSI Pumping Solutions, Inc. for the Sprengle and Sunnyside Pump Stations, motion carried 3-0.

C. Solicitor's Report. There was no report.

D. Administrator's Report. There was none.

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

EXECUTIVE SESSION: A brief executive session was held to discuss a personnel matter.

ADJOURNMENT:

With no further business to transact, the meeting was adjourned at 7:16 PM on motion of McDonald/Woolfson, motion carried 3-0.

Respectfully submitted,

Florence Ford
Authority Administrator