

North and South Shenango Joint Municipal Authority
Monthly Meeting
03/08/2023
6:00pm

Everyone stood, addressed our Flag, and honored our Country by stating the Pledge of Allegiance.

Members Present:

Mr. Richter, Chairman; Mr. Jewart, Vice Chairman (via zoom); Mr. Frisina, Treasurer; Mr. Davis, Asst Secretary/Asst Treasurer; Mr. Livingston, Secretary (arrived late); Mr. Thomas

Management Staff Present:

Mrs. Kornman, Mr. Wise

Visitors Recognition:

None.

Manager's Report:

Mrs. Kornman reviewed the financial report and bank account balances for the month of February 2023. The 2022 4th quarter billing is wrapped up and the 2023 1st quarter billing went out February 17, 2023. New computer for the lab purchased through Ford Business Technologies to replace the original one that controls the alarms for the stations. When installing, it was discovered that the original program license that sends information from the stations to the lab is not compatible/out of date and we may need to purchase a new program license in the future.

Mr. Wise reviewed callouts and completed projects from the field. Annual brush cutting and annual I-station checks are completed for the year. Ordered valves, fittings, and manholes for the check valves in the Capital Improvement Plan. Received Super T 6 pump for the I-5 pump-2 replacement. Discussed the need to come up with a repair plan and look for grants to control I&I, slow down flow, and prevent spills. Mr. Wise is also looking into getting quotes for a locking frame and cover for the cleanout at the Township and State Right of Ways.

Minutes:

February 8, 2023 meeting minutes were accepted as presented.

A motion was made by Mr. Livingston to approve the February 8, 2023 meeting minutes, Mr. Davis 2nd – Frisina Y, Jewart Y, Davis Y, Richter Y, Livingston Y, Thomas Y, motion carried.

New Business:

Signature Stamps – A motion was made by Mr. Davis to discontinue use of signature stamps, Mr. Livingston 2nd – Frisina Y, Jewart N, Davis Y, Richter Y, Livingston Y, Thomas Y, motion carried.

Travel Policy – A motion was made by Mr. Livingston to approve the new travel policy, Mr. Davis 2nd – Frisina Y, Jewart Y, Davis Y, Richter Y, Livingston Y, Thomas Y, motion carried.

Bill Pay Policy – A motion was made by Mr. Livingston to pay the bills monthly, unless otherwise approved by the Board, Mr. Davis 2nd – Frisina Y, Jewart Y, Davis Y, Richter Y, Livingston Y, Thomas Y, motion carried.

Authorized Personnel of Accounts – Mrs. Kornman has experienced difficulty when it comes to gaining access and handling business on multiple Authority accounts because the names currently listed as “authorized personnel” are past employees and/or past board members. Because these individuals are no longer affiliated with the Authority, they are unable to authorize adding Mrs. Kornman to the accounts. Mrs. Kornman would like some kind of documentation to forward onto these companies when updating account information.

A motion was made by Mr. Richter to have Mrs. Buffy Kornman, the Authority’s Business Manager, in charge of and the main contact on all of the Authority’s business accounts, Mr. Livingston 2nd – Frisina Y, Jewart Y, Davis Y, Richter Y, Livingston Y, Thomas Y, motion carried.

PA Rural Water Training – Utility System Management – May 9, 2023 – Mr. Wise and Mrs. Kornman would like to attend. A motion was made by Mr. Davis to approve sending Mr. Wise and Mrs. Kornman to this training with hourly wage and mileage reimbursement, Mr. Livingston 2nd – Frisina Y, Jewart Y, Davis Y, Richter Y, Livingston Y, Thomas Y, motion carried.

Underground Storage Tank License/Operator Class – March 23, 2023 - Mr. Wise and Mrs. Kornman would like to attend to become owner/operator of our underground storage tank. A motion was made by Mr. Richter to approve sending Mr. Wise and Mrs. Kornman to this training with hourly wage and mileage reimbursement, Mr. Livingston 2nd – Frisina Y, Jewart Y, Davis Y, Richter Y, Livingston Y, Thomas Y, motion carried.

Tap/Lateral Spec Addition – Re: Cleanout / Frame & Covers – A motion was made by Mr. Davis to approve the addition to the Tap/Lateral Specs, Mr. Richter 2nd – Frisina Y, Jewart Y, Davis Y, Richter Y, Livingston Y, Thomas Y, motion carried.

Financial Report:

February 2023 Financial Report

Primary Account Balances for the month:

Beginning Balance.....	\$ 630,624.26
Credits.....	\$ 100,843.25
Debits.....	\$ 109,733.80
Ending Balance.....	\$ 621,733.71

Reserve Account Balance for the month:

Beginning Balance.....	\$ 201,476.46
Credits (Interest).....	\$ 100.46
Debits.....	\$ 0.00
Ending Balance.....	\$ 201,577.35

A motion was made by Mr. Livingston to approve the financial report and pay the bills for the month of February 2023. Mr. Richter 2nd – Frisina Y, Jewart Y, Davis Y- Abstaining from Lake Supply, Richter Y, Livingston Y-Abstaining from Shellhammer’s, Thomas Y- Abstaining from Madison Thomas, motion carried.

Engineer’s Report:

Will Graham, Assistant Engineer - Rabell Surveying & Engineering, was present.

1st Street Sanitary Sewer Extension – Bids opened February 24, 2023 –
Contract awarded to Klingensmith Enterprises, Inc. in the amount of \$122,015.00

A motion was made by Mr. Livingston to sign the Award of Contract 2023-01, Mr. Davis 2nd – Frisina Y, Jewart Y, Davis Y, Richter Y, Livingston Y, Thomas Y, motion carried.

A meeting with the homeowners is scheduled for March 14, 2023 at North Shenango Township Building. Mrs. Kornman has called and sent letters to all homeowners affected by the extension. A public notice will be posted in the Meadville Tribune.

WQM-Part II – Approved February 28, 2023

Colonial Estates Sanitary Sewer Extensions – LSA Award Announcement now expected March 16, 2023.

GIS System – Updating Base Map as requested by field crew. Mrs. Kornman has discussed adding the Tap layer to the Base Map with Mr. Parks. Once the weather breaks, the field crew will continue development of the GIS.

NPDES Renewal – Awaiting DEP response.

I&I Reduction Project – Lakeview Estates – Grant Award notification expected July 2023.

Chapter 94 – Ryan Wise Signature Required for Submission – A motion was made by Mr. Richter to approve Ryan Wise signing the Chapter 94 Report for submission, Mr. Livingston 2nd – Frisina Y, Jewart Y, Davis Y, Richter Y, Livingston Y, Thomas Y, motion carried.

Solicitor’s Report:

Brett Stedman was present.

No Report.

Completed Projects:

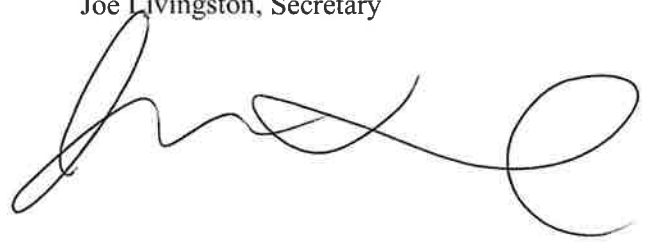
I-4 Building Restoration – Completed 03/03/2023
Plant Garage Restoration – Completed 03/07/2023

A motion was made by Mr. Frisina to adjourn the meeting, Mr. Davis 2nd – Frisina Y, Jewart Y, Davis Y, Richter Y, Livingston Y, Thomas Y, motion carried.

Meeting adjourned at 7:30pm.

Respectfully Submitted,

Joe Livingston, Secretary

A handwritten signature in black ink, appearing to read "Joe Livingston", written in a cursive style.