

North and South Shenango Joint Municipal Authority
Monthly Meeting
02/14/2024
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; Mr. Frisina, Treasurer (arrived at 6:04pm); Mr. Dickey, Asst Secretary/Asst Treasurer; Mr. Livingston, Secretary

Management Staff Present:

Mrs. Kornman, Mr. Wise

Visitors Recognition:

None.

Minutes:

January 10, 2024 Reorganization and Monthly meeting minutes were accepted as presented.

A motion was made by Mr. Livingston to approve the January 10, 2024 Reorganization and Monthly meeting minutes. Mr. Dickey 2nd – Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

Financial Report:

January 2024 Financial Report:

Primary Acct Balance for the month;

| | |
|------------------------|---------------|
| Beginning Balance..... | \$ 242,999.71 |
| Credits..... | \$ 303,754.17 |
| Debits..... | \$ 98,817.46 |
| Ending Balance..... | \$ 447,936.42 |

Reserve Acct Balance for the month;

| | |
|--|---------------|
| Beginning Balance..... | \$ 132,912.16 |
| Credits (Interest)..... | \$ 78.27 |
| Credit (Monthly Transfer from Primary Acct)..... | \$ 1,000.00 |
| Debits..... | \$ 0.00 |
| Ending Balance..... | \$ 133,990.43 |

Certificates of Deposit;
Marquette Savings Bank...\$200,000.00
Andover Savings Bank.....\$200,000.00

A motion was made by Mr. Richter to approve the financial report and pay the bills for the month of January 2024. Mr. Jewart 2nd – Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

Engineer’s Report:

Will Graham was present.

GIS System – Ken Parks trained Mrs. Kornman on how to back up the downloaded data and added a layer. Mrs. Kornman and Mr. Wise added force main lines to base map.

NPDES Renewal – Awaiting DEP response.

Trails End Sanitary Sewer Extension – Reviewed force main alignment, Add Alternate 1 for air release replacement, and property owner notification, no objections from the Board.

Lift Station Back-Up Generator Project – LSA Grant Application submitted on November 28, 2023, award announcement anticipated in 6 months – 1 year. LSSE is in the process of soliciting letters of recommendation from Michelle Brooks and Park Wentling.

LSA Equipment Applications – LSA Grant Application submitted on November 27, 2023.

Bonnie Lane Easement Preparation – Exhibit across property of Pymatuning State Park has been prepared by LSSE and is with Authority Solicitor. Exhibit across property of Splitstone has been prepared by LSSE and is with Authority Solicitor.

Preparedness, Prevention and Contingency Plan (PPC) – LSSE prepared a Service Order Authorization dated February 13, 2024. Mr. Wise explained that this is a DEP requirement for our NPDES permit and they expect it to be complete by spring.

A motion was made by Mr. Jewart to approve signing the SOA for the PPC Plan. Mr. Livingston 2nd – Frisina Y, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

Solicitor’s Report:

Brett Stedman was present.

Mr. Stedman reviewed the status of the Bonnie Lane Easement. An Application for Right of Way License was provided by DCNR and the \$200.00 application fee has been waived. Mr. Stedman prepared the application for Board review and signature.

A motion was made by Mr. Livingston to approve and sign the Application for Right of Way License for the Bonnie Lane Easement through Pymatuning State Park. Mr. Dickey 2nd – Frisina Y, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

Mr. Stedman has been working with Mrs. Kornman on a Bid/Quote Policy, requested by the Board at the January 2024 Board meeting. Discussed thresholds set by The Pennsylvania Department of Labor & Industry that were approved at the Reorganization meeting and the adjustments the Board would like to add.

A motion was made by Mr. Richter that quotes exceeding \$10,000.00 be brought to the Board for review and selection. Mr. Dickey 2nd – Frisina N, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

Manager's Report:

Mrs. Kornman reviewed 2023 4th quarter and 2024 1st quarter billing status.

The 2024 Board meeting dates have been submitted to The Meadville Tribune for Public Notice.

Mrs. Kornman has been in contact with Mike Klink regarding Mr. Ragan, visitor from January 10, 2024 Board meeting.

Mrs. Kornman is working with Dan Whalen on CASH Scholarship.

Mr. Wise reviewed Call-outs for the month of January; 1 emergency PA One Call, 6 link alarms, 3 high water, 1 power failure, and 2 pump failures (same station). 4 non-compliances, reported to DEP, all 4 from the same high-water event.

New part-time hire is doing really well.

Yearly I-Station checks started in January by C. Alter and T. Williams

Unfinished Business:

Sewer Extension – 5550 Bonnie Lane – Application for Right of Way License on State Park Lands – Discussed and voted on in Solicitor's Report.

NSSJMA Employee Job Titles/Pay Scale – Tabled until next meeting.

Marquette Savings Bank – Certificate of Deposit – Matures 02/14/2024

A motion was made by Mr. Jewart to take the balance of \$203,527.15 from the current CD and put it into another 5-month CD at 4.25%, Mr. Livingston 2nd – Frisina Y, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

Andover Bank – Certificate of Deposit – Matures 03/05/2024

A motion was made by Mr. Jewart to move balance into another 5-month CD at maturity date. Mr. Livingston 2nd – Frisina Y, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

Blue Haven Campground – Debt Extension

A motion was made by Mr. Richter to grant a 6-month extension, through August 14, 2024, to the financial agreement for Blue Haven Campground. Mr. Livingston 2nd – Frisina Y, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

New Business:

US Bank – Repair and Improvement Fund – Bond Indenture-Section 6.02 – Mrs. Kornman reviewed the Bond Indenture regarding removing money from the Repair & Improvement Fund for Capital Improvements, will discuss further at next month’s meeting.

877 Winding Way – Back Flow Prevention – Mr. Wise explained this property is by a dead-end manhole and is in a low flow area, customer has experienced backup at times and she requested NSSJMA put in a back flow preventor. Mr. Wise does not think back flow prevention will help, he is putting her on a quarterly flush schedule and believes that will solve the problem.

Bid/Quote Policy – Discussed and voted on in Solicitor’s Report.

Review Guidelines/Requirements for Policy on Condemned Property and Delinquency/Disconnection – Tabled until next meeting.

Camper/Building/Demo Permits – Tabled until next meeting.

M. Seman – Retirement – Board approved \$500.00 allowance for luncheon.

NSSJMA Management Credit Card Renewal & Reward Points – Mrs. Kornman would like to use the reward points earned from the credit cards to purchase products to donate to the local food banks to give back to the community.

A motion was made by Mr. Dickey to approve using the reward points from the credit cards to donate to the local food banks. Mr. Livingston 2nd – Frisina N, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

Trimble Unit – Precision Laser & Instrument – Mrs. Kornman had a discussion with Precision Laser & Instrument regarding the Trimble Unit compensation – they will either waive the yearly GIS fee or compensate roughly \$1,000.00 cash.

A motion was made by Mr. Richter for the cash compensation option. Mr. Frisina 2nd – Frisina Y, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

Pending Projects:

2024 Capital Improvements – Verizon/AT&T service checked at all stations for new alarm system. Mr. Wise reviewed contractor quotes and purchasing parts on Costars regarding the Automatic Transfer Switch and tying in the Blower Room- will discuss further at next month’s meeting.

Executive Session:

Meeting went into Executive Session to discuss personnel.

Formal Meeting Resumed at 8:07pm.

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

Meeting adjourned at 8:07pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Joe Livingston", written over the printed name.

Joe Livingston, Secretary