

North and South Shenango Joint Municipal Authority
Monthly Meeting
03/13/2024
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; Mr. Dickey, Asst Secretary/Asst Treasurer; Mr. Livingston, Secretary

Management Staff Present:

Mrs. Kornman, Mr. Wise

Visitors Recognition:

Customers on Trails End were present to ask questions regarding the upcoming Sanitary Sewer Extension. Will Graham, LSSE Assistant Engineer, discussed project plans and specs with customers. Closer to project start date, a meeting will be held for all Trails End Customers to further discuss the project.

Minutes:

February 14, 2024 meeting minutes were accepted as presented.

A motion was made by Mr. Livingston to approve the February 14, 2024 meeting minutes. Mr. Jewart 2nd – Frisina Y, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

Financial Report:

February 2024 Financial Report:

Primary Acct Balance for the month;
Beginning Balance.....\$ 447,936.42
Credits.....\$ 156,271.73
Debits.....\$ 98,515.25
Ending Balance.....\$ 505,692.90

Reserve Acct Balance for the month;
Beginning Balance.....\$ 133,990.43
Credits (Interest).....\$ 69.32

Credit (Monthly Transfer from Primary Acct).....\$ 1,000.00
Debits.....\$ 0.00
Ending Balance.....\$ 135,059.75

Certificates of Deposit;

Marquette Savings Bank...\$203,527.15 (07/15/2024)
Andover Savings Bank.....\$200,000.00

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

Engineer’s Report:

Will Graham was present.

GIS System – Backup training completed with Mr. Parks

NPDES Renewal – Awaiting DEP response

Trails End Sanitary Sewer Extension – LSSE has begun the DEP permitting process with the Planning Module – Component 3m process

Lift Station Back-Up Generator Project – Review of draft letters of support request for State Senator Michelle Brooks and State Representative Brad Roae

LSA Equipment Applications – Review of draft letters of support request for State Senator Michelle Brooks and State Representative Brad Roae

Bonnie Drive Easement Preparation – With Authority Solicitor

Preparedness, Prevention and Contingency Plan (PPC) – LSSE has begun the information gathering process. LSSE to perform a site visit March 14, 2024.

2023 Chapter 94 Report – Review and motion to sign the report.

A motion was made by Mr. Jewart to sign the 2023 Chapter 94 Report. Mr. Frisina 2nd – Frisina Y, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

Solicitor’s Report:

Brett Steadman was present.

No Report.

Manager's Report:

Mrs. Kornman reviewed 1st Street Sanitary Sewer Extension status.

Certified letters have been sent to customers on Trails End for upcoming Sanitary Sewer Extension.

DCNR stopped in the office regarding the Solar Eclipse on 04/08/24, suggested we close at 12:00pm to avoid high traffic, no objections from the Board.

4 Callouts for the month of February 2024, all link alarms

19 PA One Calls

New alarm system install is in progress, started this week.

Mr. Wise discovered that the Airline at the Plant is leaking in multiple spots. Mr. Wise hired a contractor to hydro-excavate due to buried lines/conduit; work is in progress.

While televising for tap specs on Shaker Road, Mr. Wise discovered an excessive amount of water coming from leaking taps. Would like to put a project together to resolve issues.

Unfinished Business:

Sewer Extension – 5550 Bonnie Lane – Application for Right of Way License on State Park Lands – Application has been submitted by Authority Solicitor.

NSSJMA Employee Job Titles / Pay Scales – Mr. Richter would like to add “efficient in QuickBooks” to Business Manager job description.

A motion was made by Mr. Dickey to set “NSSJMA Employee Job Titles/Pay Scales “as policy, Mr. Livingston 2nd – Frisina Y, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

Marquette Savings Bank – Certificate of Deposit \$203,527.15 – Renewal form to be signed

Andover Bank – Certificate of Deposit \$203,466.70 – Renewal
Renewal options; 5 months at 3.89% or 6 months at 5%

A motion was made by Mr. Livingston to go with the 6-month CD at 5%, Mr. Frisina 2nd – Frisina Y, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

US Bank – Repair and Improvement Fund – Bond Indenture Section 6.02 – In progress

NSSJMA Management Credit Card Renewal and Reward Points – Mrs. Kornman reviewed reward points and purchases made with points to donate to the local food banks, as discussed at last month’s meeting, presented receipts of purchases to Board.

Trimble Unit – Precision Laser & Instrument – In progress.

Review Guidelines/Requirements for Policy on;

Condemned Property
Delinquency/Disconnection

Discussed Township policy and procedures for condemnation and delinquent amount suitable for disconnection, will continue to discuss at next month's meeting.

Camper / Building / Demo Permits – Mrs. Kornman is in the process of reviewing with the Townships, will continue discussion at next month's meeting.

1st Street Sanitary Sewer Extension – Status
Extension Requests to avoid Lien on Property

- J. Griggs / Pakish
- C. Cunnard
- W. & L. Irwin

Board approved a one-time 6-month connection extension for Griggs/Pakish, Cunnard, and Irwin.

Pending Projects:

2024 Capital Improvements

Transfer Switch – Mr. Wise received 2 quotes; one from Arrow Electric for \$58,626.00 including parts and labor and one from Keystone Electrical Technologies, buying the parts from Costars for \$14,600.00 and labor of \$11,750.00, totaling \$26,350.00. Arrow Electric does not participate in Costars.

A motion was made by Mr. Livingston to approve the quote from Keystone Electrical Technologies for the Transfer Switch project, purchasing the parts through Costars. Mr. Jewart 2nd – Frisina Y, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

Alarms – New Alarm System installation began this week, discussed in Manager's Report.

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

Meeting adjourned at 8:15pm.

Respectfully Submitted,



Joe Livingston, Secretary