

North and South Shenango Joint Municipal Authority  
Monthly Meeting  
09/11/2024  
6:00pm

**Call to Order:**

Mr. Richter called the meeting to order at 6:02pm

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:**

Valerie and Chuck O'Brien were present and recognized.

Bruce and Jen Woyt, Mortals Key Brewery, were present to discuss the recent EDU Assessment requested by Honest Industries, completed by NSSJMA.

**Minutes:**

August 14, 2024 meeting minutes were accepted as presented.

A motion was made by Mr. Livingston to approve the August 14, 2024 meeting minutes. Mr. Jewart 2<sup>nd</sup> – Frisina Y, Jewart Y, Dickey Abstain, Richter Y, Livingston Y, motion carried.

**Financial Report:**

August 2024 Financial Report:

Primary Acct Balance for the month;  
Beginning Balance.....\$ 521,760.17  
Credits.....\$ 143,284.89  
Debits.....\$ 124,390.59  
Ending Balance.....\$ 540,654.47

Reserve Acct Balance for the month;

Beginning Balance.....	\$ 140,434.31
Credits (Interest).....	\$ 65.90
Credit (Monthly Transfer from Primary Acct).....	\$ 1,000.00
Debits.....	\$ 0.00
Ending Balance.....	\$ 141,500.21

Certificates of Deposit;

Marquette Savings Bank...\$207,155.51 (12/16/2024)

Andover Savings Bank.....\$203,466.71 (09/14/2024)

Accounts Receivable Reconciliation Report for the month of August 2024 - Reviewed

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

### **Engineer's Report:**

GIS System – Updating Base Map as requested by field crew. Layer being added for undeveloped lots that have tap present.

NPDES Renewal – Awaiting DEP response.

Trails End Sanitary Sewer Extension – LSSE has completed the Hydraulic Model and awaiting DEP Planning Approval prior to submitting the WQM permit.

2023 LSA Applications – 2023 Award Notices are expected at the September 17<sup>th</sup>, 2024 CFA Board Meeting.

2024 LSA Applications – Submit one application for the installation of back-up generators for Interceptor and Collector Stations and one application for Phases 3, 4 and 5 of the Pymatuning Village Club Tap Repair Project.

A motion was made by Mr. Richter to move forward with submitting LSA Applications for the generators and tap repair project. Mr. Livingston 2<sup>nd</sup> - Frisina Y, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

Sewer Tap Replacement Project – Pymatuning Village Club – Project has been broken down into Phases, LSSE to begin the design and bidding process on Phase 1. Service Order Authorization for Engineering on the entire project, budget to be reviewed monthly and engineering for next phase will not be completed until authorization from Board.

### **Solicitor's Report:**

Brett Stedman was not present.

No Report.

**Manager's Report:**

Two more connections have been completed on the 1<sup>st</sup> Street Sanitary Sewer Extension. Discussion took place regarding extensions for connection for remaining 5 connections and final connection due date before further action is taken.

A motion was made by Mr. Richter to make the final date for connection for all remaining 1<sup>st</sup> Street customers March 1, 2025, no exceptions. Mr. Livingston 2<sup>nd</sup> – Frisina Y, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

Tax Upset Sale debt has been protected in liens and submitted prior to sale.

Debt form has been submitted to Sharp Collections for review/approval. Collection/Disconnection Policy has been revised and sent to Brett Stedman for review/approval. Reviewed and discussed Collection/Disconnection Policy.

Blue Haven Campground is up for Tax Sale, all debt on accounts has been protected in liens prior to Tax Sale. Mr. Lieb contacted Mrs. Kornman via email to address the Board regarding his situation and plans on coming to the October meeting.

38 PA One Calls – Callouts; 5 power outages and 2 backups.

Office roof replacement - Capital Improvement item – Mr. Wise will work on getting quotes.

Flush Truck tank has been replaced. No objections from the Board to get rid of the old, damaged tanks.

**Unfinished Business:**

Sewer Extension – 5550 Bonnie Lane – Submitted to State – Pending.

1<sup>st</sup> Street Sewer Extension Review – North Shenango Twp.- Letter/Request from 1<sup>st</sup> Street Customer – Customer requested exemption from connection due to property being a second home/part time camp and costs associated with connection – Request denied by Board due to Township Ordinance of required connection.

Collection/Disconnection Policy – Reviewed and discussed in Manager's Report.

A motion was made by Mr. Richter to approve the procedure for collection of fees and filing municipal claims. Mr. Livingston 2<sup>nd</sup> – Frisina Y, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

New Employee Hire – Maintenance Tech.- 1 of 2 positions have been filled, Mr. Wise would like to continue to advertise to fill the second position. No objections.

**New Business:**

Honest Industries – EDU Assessment – After the recent EDU Assessment completed by NSSJMA and in accordance with Resolution 1993-6, billing for Honest Industries will be as follows; 17 EDUs billed for Gatehouse Winery, 13 EDUs billed for Mortals Key Brewery & Gift Shop, 1 EDU billed for Carried Away Recreation, and 1 EDU billed for the Stone House.

Andover Bank – CD Renewal

A motion was made by Mr. Livingston to roll over into a 6-month Cd. Mr. Jewart 2<sup>nd</sup> - Frisina Y, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

**Pending Projects:****2024 Capital Improvements****C-14 Check Valve Vault – Review Quotes**

1 quote was received from Mansfield Sanitation for \$9,500.00 to complete C-14 Check Valve Vault, including labor and materials.

A motion was made by Mr. Frisina to approve the quote from Mansfield Sanitation for C-14, as well as C-11 at same price of \$9,500.00, Check Valve Vault replacement. Mr. Dickey 2<sup>nd</sup> – Frisina Y, Jewart Y, Dickey Y, Richter Y, Livingston Y, motion carried.

Office Computers – Replacement – In progress.

Transfer Switch – Pending

C-1 Check Valve Vault – Completed (Switched out for C-11 due to Emergency) – Discussed in Manager's Report. No objections from the Board to complete C-11 as well, at same price quoted by Mansfield Sanitation for C-14.

**Tap Repairs – Tap Repair Project**

Project #1: Sunnyside Drive (3 Taps)

Project #2: Linn Road (2 Taps)

Project #3: Stillwater Trail (1 Tap) - Completed

**Completed Projects:**

C-1 Check Valve Vault Installation – Emergency Repair

Flush Truck Tank Installation

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

Meeting adjourned at 8:05pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Joe Livingston', written over a horizontal line.

Joe Livingston, Secretary