

POINT TOWNSHIP SEWER AUTHORITY

January 9, 2025

The Point Township Sewer Authority held its regular scheduled meeting at the Point Township Municipal Building on Thursday, January 9, 2025, at 7:00 pm.

Board members present; Karl Bettleyon, Robert Sulouff, Randy Yoxheimer, and Earl Persing. Board Member Sandra Sulouff is absent. Also, present; are Attorney Richard Shoch, Engineer Chase Kelch, and Authority employees; Fran McGovern, Donald Troxell and Michele Cope.

Richard Shoch will act as the inter-chair until one is appointed. Shoch asked for nominees for Chairman. Yoxheimer made a motion to nominate Karl Bettleyon as Chairman until another one can be named. R Sulouff second. Shoch asked if there are any other nominations, none. Shoch asked to have a motion to close the nomination, made by Yoxheimer, second by R. Sulouff; motion passed with four (4) votes, one (1) absentee.

Bettleyon took charge of the meeting. Bettleyon went down the list as follows:

Yoxheimer made a motion for each of the following:

- 2025 Vice Chairman – **Robert Sulouff**
 - Second by Bettleyon. Motion passed with four (4) votes, one (1) absentee.
- 2025 Secretary / Treasurer – **Michele Cope**
 - Second by Persing. Motion passed with four (4) votes, one (1) absentee.
- 2025 Engineer – **Chase Kelch**
 - Second by R Sulouff. Motion passed with four (4) votes, one (1) absentee.
- 2025 Maintenance - **Don Troxell**
 - Second by Persing. Motion passed with four (4) votes, one (1) absentee.
- 2025 Maintenance – Special Services – **Fran McGovern**
 - Second by Persing. Motion passed with four (4) votes, one (1) absentee.
- 2025 Solicitor – **Richard Shoch – Shoch Law** at \$150.00 hourly rate
 - Second by R Sulouff. Motion passed with four (4) votes, one (1) absentee.
- 2025 Special Counsel – **Kimberly Perimattei**
 - Second by R Sulouff. Motion passed with four (4) votes, one (1) absentee.
- 2025 Auditor – **Wagner, Dreese, Elsasser & Associates**
 - Second by R Sulouff. Motion passed with four (4) votes, one (1) absentee.
- 2025 Insurance Carriers – Cope will obtain quotes from several carriers.
- 2025 Depository Bank – **Northumberland National**
 - Second by R Sulouff. Motion passed with four (4) votes, one (1) absentee.
- 2025 Bank Signatory's
 - Yoxheimer made a motion for the signatory to be Karl Bettleyon, Sandy Sulouff and Robert Sulouff. Yoxheimer will be off as a signer for 2025.
 - Second by Persing. Motion passed with four (4) votes, one (1) absentee.
- 2024 Right to Know Officer – **Michele Cope**
 - Second by R Sulouff. Motion passed with four (4) votes, one (1) absentee.

Reorganizational meeting ended at 7:30 pm

Regular Business

Bettleyon called the January 9, 2025, meeting to order at 7:00 pm.

Persing questioned the minutes stating that a discussion after the December meeting was not added. Tabled approval of the minutes.

Cope went over the bills stating the total amount due for all bills is \$28,392.44 (twenty-eight thousand three hundred ninety-two dollars and forty-four cents). Discussion on a few invoices. Yoxheimer made a motion to pay the bills in the amount of \$28,392.44 (twenty-eight thousand three hundred ninety-two dollars and forty-four cents). R Sulouff second; the motion passed with four (4) votes, one (1) absentee. There was a discussion regarding the loan at the North'd National Bank which will be withdrawn to pay the 2nd WBRA invoice in the amount of \$151,948.05 (one hundred fifty-one thousand nine hundred forty-eight dollars and five cents). R Sulouff asked about the PO Box. Cope said the US Postal Service will allow a locked mailbox to be placed out front. They will have to come out to look at the area and inform us where will need to place the mailbox.

Public Comment

- No comment

Engineers Report

- Chase Kelch Reported:
 - Rt 11 Force Main Phase 1 – WBRA will coordinate the schedule for the directional drilling.
 - Rt 11 Force Main Future Phase – Nothing to report
 - Rt 405 Sewer Re-lining – Based on the opinion from the solicitor, we should be able to obtain 3 quotes from a COSTAR's approved vendor for this work. Kelch said the grant is valid through September 2026. McGovern did contact some contractors. He needs to get additional information from Troxell so he can put together a packet for the contractors.

Solicitors Report

- Richard Shoch reported.
 - Yoxheimer made a motion to pay the solicitors new rate of \$150.00 per hour. R Sulouff second; motion passed with four (4) yes votes and one (1) absentee.
 - The solicitor stated that he has placed a lien on Olive Branch Industry.
 - Cope stated that River Run/Snow Basin has paid the lien via direct deposit into our account. The only amount left unpaid was a \$15.00 electronic transfer fee. The board stated that amount could be written off.
 - Bettleyon made a motion to pay the West Branch Regional Authority's invoice of \$151,948.05 (one hundred fifty-one thousand nine hundred forty-eight dollars and five cents). Persing second, motion passed with four (4) votes one (1) absentee. There was discussion regarding the withdrawing of both amounts we paid WBRA. Yoxheimer said he is okay with withdrawing both amounts. It will be deposited into the general checking. Cope will contact Patti Pensyl at the North'd National Bank for instructions on withdrawal procedures.

System Maintenance

- Troxell reported:
 - Troxell reported that he had to replace a timer at the Strawbridge Road pump station.

Old Business

- Rt 11 Force Main –
 - Kelch discussed in engineering

- Rt 405 Relining – Discussed in Engineer Report
- Rt 405 Paving / Manholes – Nothing new
- Authority Garage – Troxell has a key and is using – Remove from Agenda
- Troxell's Ridge Road – Nothing new – Shoch will reach out to their Attorney
- Furmano's Sewage – Nothing new. Remove from agenda
- River Run Foods – Discussed in Solicitors report
- Portnoff Associates – Shoch is still working on resolutions regarding previous rates.
- Rt 11 Pump Station Storm Repairs – Quote received from the Insurance company. Yoxheimer made a motion to get the structure and fence repaired and pay for it with funds from the Insurance Company. R Sulouff second; motion passed with four (4) votes, one (1) absentee.
- Employee Handbook – Cope stated this is in reference to her current work schedule and she prepared a letter requesting to keep the same schedule. Yoxheimer asked her to read the letter and if they want a copy they can get it later. Shoch stated that at the last meeting, the board requested she put the request in writing. Persing asked why there is an executive session listed on the agenda. Cope stated that she thought the Board wanted to discuss other issues such as employee raises. Yoxheimer said he doesn't have the time nor the energy or the willingness to prolong this meeting any further so any issues will have to be tabled until next month. Shoch stated that the Board could have an executive session at another date. Persing said we need an executive session to discuss this. The board scheduled an executive session for January 21, 2025 at 7PM. Yoxheimer asked Cope to provide one (1) copy of the letter for the board to review.

New Business

- Rate Resolution – Tabled – Shoch said he needs to prepare a resolution for the historical rates. This is something that Portnoff needs.
 - Tap On Fee – Discussed. Kelch will figure what the tap on amount should be and discuss next month.
- Cope stated that she had to close the Authority credit card due to someone trying to hack it. Cope will look into a traditional credit card with a low charge limit.
- Stahl's on Ridge Road would like to break up their property into 2 (two) lots and would like sewer for one of the lots. Bradley Zeigler emailed a form from DEP that needs to be signed by an Authority member.
- Cope reported that the December bank statements were both balanced. There was an issue with a payment being deposited into our account that was the Borough's. Revenue collected was \$138,996.68 (one hundred thirty-eight thousand nine hundred ninety-six dollars and sixty-eight cents)..
- Delinquent Accounts
 - Total delinquent collected \$ 66,778.46 (sixty-six thousand seven hundred seventy-eight dollars and forty-six cents). Discussion ensued, R Sulouff questioned Spencer Woodson's account on Fryling Rd. Shoch thinks that Attorney Brosius has a lien on the property.
 - Phone calls were made on delinquent accounts. Any previous balance due or credits are highlighted on the new bills so the customer takes notice.
 - Cope stated that R Sulouff is on unemployment right now and since he gets a check for attending the meetings, the Authority has to pay \$2.14 (two dollars and fourteen cents) to the unemployment office

Motion to adjourn by Persing 8:45 PM; second by R Sulouff