

POINT TOWNSHIP SEWER AUTHORITY

March 13, 2025

The Point Township Sewer Authority held its regular scheduled meeting at the Point Township Municipal Building on Thursday, March 13, 2025, at 7:00 pm.

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

Regular Business

Persing called the March 13, 2025, meeting to order at 7:02 pm.

Persing stated that there was an executive session held on March 6, 2025, regarding personnel issues. The session lasted approximately 1 – 1 1/2 (one) hour.

Bettleyon made a motion to accept the February 13, 2025 minutes. Persing noted a change in verbiage. R Sulouff second with the change; the motion passed with 4 votes, 1 absent.

Cope went over the bills stating the total amount due for all bills is \$35,324.11 (thirty-five thousand three hundred twenty-four dollars and eleven cents). R Sulouff made a motion to pay the bills as noted. Bettleyon second; the motion passed with 4 votes, 1 absent.

Public Comment

- Persing stated that there are 2 (two) guests here. They have business later but we will take them now.
- Ethan Baker is from Wagner Dreese Elsasser and Assoc. and is here to present the 2023 audit. H stated that in their opinion the financial statements present fairly in all material respects, and the financial position and cash flows of PTSA ended in accordance with general accounting practices. They use the auditing standards accepted in the US of America. They believe the audit evidence obtained is sufficient and appropriate to provide a basis for the audit opinions. Ethan Baker reviewed portions of the 2023 Audit and suggested the Authority raise the fixed asset amount to \$5,000.00 (five thousand dollars). Bettleyon made a motion to raise the fixed asset capital threshold from \$1,000.00 (one thousand dollars) to \$5,000.00 (five thousand dollars). R Sulouff second; the motion passed with 4 votes, 1 absent.
- Brad Zeigler is here from Zeigler Surveying for the subdivision of the Stahl property located on Ridge Road. DEP is requesting a will-serve letter and any Highway Occupancy Permits must be reviewed and approved by the Authority before the Developer submits to Penn DOT. The letter stipulates that all fees will be paid by the property owner. R Sulouff made a motion to proceed with the will-service letter, stipulating that everything must come before the board for approval prior to submittal. Persing second; the motion passed with 4 votes, 1 absent.

Engineers Report

- Chase Kelch Reported:
 - Rt 11 Force Main Phase I – Per Jim Herr from WBRA, the bore under Rt 11 will occur on March 25, 2025. WBRA will do the connections either that day or the day after.
 - Rt 11 Force Main Phase II – The erosion and sediment control plan has been submitted. WBRA has stone already on site to begin this phase.
 - Rt 11 Force Main Future Phase – Persing, Troxel, McGovern and I met with the Borough to discuss the size, scope and anticipated costs of the project. The Borough seemed receptive and willing to work with PTSA to get this completed.
 - Rt 405 Sewer Re-lining – Nothing new from Kelch.

- CSVT Sewer Extension – Yoxheimer had a phone call from PA DOT regarding sewer services at the CSVT. Discussion ensued regarding the cost and possible funding for such a project.
- Discussion regarding camera work on the Sewer system. Kelch will apply for a grant from Pa Water & Small Streams for the camera work. R Sulouff made a motion to allow WBRA to camera the area of the Old Danville Highway and the Rt 11 pump station area. Persing second; the motion passed with 4 votes, 1 absent.

Solicitors Report

- Richard Shoch
 - Comments on the old business items listed below.

System Maintenance

- Troxell reported:
 - Troxell reported that he pulled manhole covers on Neitz Road and found clear water constantly flowing in the manhole. Pa Water was called and checked for a leak, they informed Troxell that there wasn't a leak. Per R Sulouff, that pipe was installed for Nottingham,

Old Business

- Rt 11 Force Main –
 - Kelch discussed in engineering
- Rt 405 Relining – Per Engineer nothing new to report
- Rt 405 Paving / Manholes – Nothing new
- Troxell's Ridge Road – Nothing new
- Portnoff Associates – Shoch stated that the Authority should make resolutions each year for the rates. Portnoff needs this to proceed with them. Shoch stated we need to ratify the 2024 rates and proceed with the 2025 rate resolution.
 - Rate Resolution – Bettleyon made a motion to approve Resolutions 01-2025 and 02-2025. Yoxheimer second; the motion passed with 4 votes, 1 absent.
- Pump Station Storm Repairs – Troxell stated that he has a contractor to rebuild the roof. He has been in touch with Apollo Fence. Cope stated that we did receive the insurance check of \$6,087.30 (six thousand eighty-seven dollars and thirty cents).
- Tap on Fee – Kelch stated this is an ongoing process.
- Subdivision Connections – DEP Form – Cope stated the DEP form needs a new signature because there was an issue with the previous application filed by Zeigler.
- US Postal Box – Cope stated that she talked to the Postmaster. He said hopefully he would be available to come out in late March or early April. Once a time and date are confirmed, Cope will contact the board so they can be present.
- QuickBooks Training – Cope stated that the trainer is still out of her office, plus we probably should wait for a new computer since the current one is very slow.
- Office Computer – Cope talked to Rich Wilson. He will come into the office to review what is currently used and what we need to purchase. Better Business Solutions provided two quotes ranging from \$2,128.00 (two thousand one hundred twenty-eight dollars) to \$2,437.99 (two thousand four hundred thirty-seven dollars and ninety-nine cents). Per Persing, Wilson gave him a quote of \$1,000.00 (one thousand dollars) for the computer and new monitors.

New Business

- PA Rural Water – Cope explained the information she obtained from PA Rural Water regarding the mapping of the sewer system. Per Yoxheimer, keep on the agenda for future discussion.

- 2023 Audit Management Letter - Cope stated that this is required by the Auditor for the 2023 audit. It was emailed to the members so they could review it and come into the office to sign once Shoch gets his legal letter completed.
- Resignation Sandy Sulouff – Persing stated that Sandy Sulouff resigned effective immediately. Persing asked the Point Township office to advertise for a new member.
- PLIGIT Credit Card – Cope stated that this place gives individual credit cards to employees and dollar limits as determined by the board. Persing made a motion to get the P-Card, 2 cards one for Troxell and one for Cope, with a limit of \$500.00 (five hundred) per day. Bettleyon second; the motion passed with 4 votes, 1 absent.
- Policy for Employee Public Meeting Time/Other Matters (OT/Comp/Lunch) – Shoch stated that they have been being paid a flat rate for the meetings but to comply with Pa Labor & Industry they should be paid their hourly rate. Cope may be into overtime since she is a full-time employee. Discussion ensued regarding a cutoff date for agenda items and times for Cope to leave 2 hours early on meeting week. Persing would like to keep the meetings at 1 (one) hour and have a work session before the meeting. Yoxheimer said he prefers to meet for as long as it takes. He wants to make sure everyone understands the items being discussed, questions answered and knowledge before voting. Shoch stated that the employees are not required by law to take a lunch break. Also, any comp time would need to be approved by the Chairman or board. Persing recommended going to the post office once a week instead of every day. Cope stated that there is a lot of mail, especially in the first few months of the year, plus if checks don't get deposited people are calling wondering why their check hasn't been cashed. Persing said that people send checks to other places so that's not an issue. Once the mail starts to get delivered at the office they will be eliminated. Discussion ensued regarding the payments at the bank and the payments being submitted at the office. Persing has checked into a machine from the bank that would process the checks electronically. Yoxheimer made a motion to change the form of reimbursement from the standard meeting attendance fee of \$40.00 (forty dollars) to whatever the regular hourly rate is for the 2 employees, plus Cope taking 2 hours off the week of the meeting. Also, if there is OT it would be used as comp time the next week. Persing second; the motion passed with 4 votes, 1 absent.
- Cope reported that the February bank statements have balanced. Revenue collected was \$212,736.11 (two hundred twelve thousand seven hundred thirty-six dollars and eleven cents).
- Delinquent Accounts
 - Total collected on delinquent \$4,046.77 (four thousand forty-six dollars and seventy-seven cents). Discussion ensued regarding the ability to shut off the water and the timeframe for Portnoff to take some accounts.
- R Sulouff stated that two areas on Stone School Road that are sinking. Discussion ensued on how to handle these issues.

Motion to adjourn by Bettleyon 9:50 PM; second by R Sulouff; motion approved unanimously.