

POINT TOWNSHIP SEWER AUTHORITY

June 12, 2025

The Point Township Sewer Authority held its regular scheduled meeting at the Point Township Municipal Building on Thursday, June 12, 2025, at 7:00 pm.

Board members present; Karl Bettleyon, Robert Sulouff, Randy Yoxheimer and Earl Persing, 1 (one) seat vacant. Also, present; are Attorney Richard Shoch, Engineer, Chase Kelch, and Authority employees; Fran McGovern, Donald Troxell and Michele Cope.

Regular Business

Persing called the June 12, 2025, meeting to order at 7:04 pm.

The meeting minutes were not in the packet. The members were emailed the minutes for review but wanted a printed copy before approval. Cope quickly printed and passed out, but there were a lot of other items to deal with and this was forgotten.

Cope went over the bills stating the total amount due for all bills is \$124,550.77 (one hundred twenty-four thousand five hundred fifty dollars and seventy-seven cents). Both phases of the Rt 11 Force Main have been completed. Cope and Troxell answered questions concerning a few bills. There was a discussion regarding the generators and the testing of the fluids. Persing made a motion to pay the bills as noted. Bettleyon second; the motion passed with 4 votes, 1 seat vacant.

Public Comment

- No public comment

Engineers Report

- Chase Kelch Reported:
 - Rt 11 Force Main Phase I – Project completed.
 - Rt 11 Force Main Phase II – Project completed.
 - Rt 11 Force Main Future Phase –Nothing new
 - Kelch stated that West Branch Regional Authority (WBRA) has been working on the overall system map. This is needed to determine the tap-on fee.
 - 2025 Small Water & Sewer Grant Program –The grant was submitted on April 30' 25. Likely, there won't be a decision until late this year or early next year.
 - Kelch stated that he is stepping back from his Engineering services. He will finish out the year, 2025. As of January 2026, the Authority will need a new Engineer. Kelch will help out as much as possible for a smooth transition and he will finish out everything he is working on. Discussion ensued.

Solicitors Report

- Richard Shoch
 - Report given under Old Business.

System Maintenance

- Troxell reported:
 - Troxell reported that we had a lightning strike at the Nottingham pump station. It blew the top off the pump, and the Mag starter was struck. The starter was replaced; and the pump was taken to Orchard Pumps. They quoted \$10,385.00 (ten thousand three hundred eighty-five dollars) to repair and \$28,000.00 (twenty-eight thousand dollars)

for a new pump. As discussed last month, the pumps have not been working properly so the discharge kit was replaced on one pump and needs to be done on the other pump. Each repair kit costs \$4,100 (four thousand one hundred dollars). Yoxheimer made a motion to repair the pump, replace the mag starter and move forward with the new discharge kits on each pump. Bettleyon second; motion passed with 4 votes, 1 seat vacant.

- Hunter & Lomison did the testing on the fuel, oil and coolant. There was a discussion regarding the fees charged and looking into another company next year.
- McGovern suggested we have a yearly checklist of preventative maintenance items, the generators being one of them. The air release valves should be cleaned yearly which will keep the system flowing correctly. Troxell said he can't do that alone, Yoxheimer suggested he contact West Branch Regional Authority to see if that's something they could take care of.

Old Business

- Rt 11 Force Main – Kelch discussed in the engineering report
- Rt 405 Relining – McGovern stated that he got one quote back out of the three he requested. "Shoch stated that for these grants, even though Co-Stars is used, the requirement is still to obtain 3 bids (he made reference to his previous written opinion). He recommended making sure we have documentation of the other bids that were solicited". The quote is \$83,000.00 (eighty-three thousand), grant obtained is \$130,050.00 (one hundred thirty thousand fifty dollars).
- Rt 405 Paving / Manholes – Nothing new. Cope has left a message with Pa DOT.
- Tap on Fee – Kelch discussed in the Engineering report
- 2025 Small Water & Sewer Grant Program - Kelch discussed in the Engineering report
- Troxell's Ridge Road – Shoch contacted Michetti regarding the preparation of an easement. There will not be any type of compensation.
- Portnoff Associates – Shoch stated Portnoff had questions on how we apply penalties and interest. A resolution needs to be signed stating what we apply and how it's applied. Going forward we need to have the software calculate as needed. Yoxheimer made a motion to approve the resolution for Portnoff's benefit to add the penalties as needed. Persing second; motion passed with 4 (four) votes, 1 seat empty.
- Rt 11 Pump Station Storm Repairs – Troxell needs to buy lights once we get the credit card. Persing asked if we had petty cash to use, and Cope stated we did not have petty cash. Yoxheimer asked Troxell to purchase and the Authority would reimburse him.
- US Postal Box – Cope closed the account and received a refund of \$32.00.
- QuickBooks Training – Cope stated this is on hold until the new office computer gets up and running.
- Office Computer – It is in the office but nothing has been transferred to it yet. Persing asked how long it's been there, Cope stated it came the Monday before last month's meeting. Rich Wilson said he needs assistance from the billing software vendor and Better Business Solutions.
- PLIGIT Card – Cope has a conference call scheduled for Monday which means the card will be coming soon.
- New Auditor – Persing had an appointment with Anthony Klacik to discuss the 2025 audit. Persing said he is only going to charge around \$1,000.00 - \$1,100.00 (one thousand to one thousand one hundred dollars). Yoxheimer made a motion to hire Klacik as the Auditor for the 2025 audit. Persing second; motion passed with 4 votes, 1 seat vacant.
- Nottingham Area Repair – Cope provided all the information to Shoch after the May meeting. Shoch stated he completely forgot and will work on this and give a report at the July meeting.

New Business

- Troxell presented his resignation, effective July 10th. He said he is having some personal issues and the job is getting to be too much for him. There was a lengthy discussion regarding who we can hire,

what is needed, how often and after-hour-call-outs. Persing will contact several wastewater contract providers for information. Bettleyon made a motion to accept Troxell's resignation; Yoxheimer second. The motion passed with 4 votes and 1 seat vacant.

- PaOne has sent a letter (letter given with meeting information) addressing the "Marking in white" questions. Cope stated that PaOne will be changing the delivery method of the calls. The One Call system will not be faxing the calls it will be email only. A discussion ensued, for the time being, all PaOne calls will be emailed to the office. Once someone is hired for the Collection Maintenance this will be revised. Bettleyon stated he would still like a PaOne call representative to attend the next meeting.
- Cope reported that the May bank statements have balanced. Revenue collected was \$99,551.24 (ninety-nine thousand five hundred fifty-one dollars and twenty-four cents).
- Delinquent Accounts
 - Total collected on delinquent was \$30,241.91 (thirty thousand two hundred forty-one dollars and ninety-one cents). Cope mailed 23 past-due notices. Zach Black, constable, will be contacted to serve approximately 15 water shut-off notices. All accounts that were served a with a water shut off notice, have been paid.
- Recorder off at 9:16 PM
- Recorder on at 9:34 PM
- Yoxheimer stated that Jennifer Wakeman from DRIVE applied for some grants for the property on Rt 11 where Encina was going to build. Yoxheimer would like a meeting with the Township, Sewer, Engineers and Wakeman to see exactly what she has in mind for that property. The Township office will contact Cope when they get information on the meeting.

The meeting closed by Bettleyon at 9:35 PM

Executive session