

POINT TOWNSHIP SEWER AUTHORITY

April 10, 2025

The Point Township Sewer Authority held its regular scheduled meeting at the Point Township Municipal Building on Thursday, April 10, 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 April 10, 2025, meeting to order at 7:00 pm.

Persing stated that there was an executive session held on April 3, 2025, regarding personnel issues. The session lasted approximately ½ hour starting at 7 pm.

Persing made a motion to accept the March 13, 2025 minutes. Sulouff second; the motion passed with 4 votes, 1 seat vacant.

Cope went over the bills stating the total amount due for all bills is \$42,583.07 (forty-two thousand five hundred eighty-three dollars and seven cents). Persing made a motion to pay the bills as noted. Bettleyon second; the motion passed with 4 votes, 1 seat vacant.

Public Comment

- Persing stated that we are going to jump to a new business item. Jean Smith is in attendance to present the yearly insurance quote. The person from Purdy didn't show up for the second year in a row. Jean Smith reviewed the policy stating that McKee Falls had an increase of 5%, making the yearly total \$11,211.00 (eleven thousand two hundred eleven dollars). This includes the Bond and auto coverage. There was a discussion on hiring MIB to complete a valuation of the pump stations and contents of the buildings. Yoxheimer made a motion to renew the Insurance policy as Jean Smith reviewed, in the amount of \$11,211.00 (eleven thousand two hundred eleven dollars). Persing second; the motion passed with 4 votes; one seat vacant.
- Glenn Boyer is in attendance to inquire about the options of sewer at 3196 Ridge Road. There was a discussion regarding connecting to the sewer, at his expense or trying to get a new on-lot septic system. The issue with connecting to the sewer is he would either have to place his lateral in the Penn DOT right-of-way or get easements from the 2 properties he would have to go through in order to connect.

Engineers Report

- Chase Kelch Reported:
 - Rt 11 Force Main Phase I – Boring is complete and the main is connected. As of last week, they had a little cleanup to do, but essentially this is completed.
 - Rt 11 Force Main Phase II – The main has been run to the Borough line.
 - Rt 11 Force Main Future Phase – Kelch stated that the size of this project will probably require an erosion and sediment control permit. This isn't a big deal in getting it other than extending the timeline. He feels we should have a conversation with the Borough to decide who will be the engineer for this project. Persing will schedule a meeting with the Borough.
 - Kelch stated that the tapping fee calculations are ongoing. A preliminary process was reviewed and a discussion was held. Kelch will continue working on this.
 - 2025 Pa Water & Sewer Grant Program – There was a discussion last month regarding the area east of the Rt 11 pump station. Kelch prepared a probable construction cost for this area. Yoxheimer made a motion to allow the chairman to sign the Resolution. Bettleyon second; the motion passed with 4 votes; one seat vacant. The Chairman and Vice Chairman will sign all the legal documents for the grant. Cope will add the signees to the letter and have it available for signing.

- Rt 405 Sewer Re-lining – Nothing new from Kelch.

Solicitors Report

- Richard Shoch
 - Report given under Old Business.

System Maintenance

- Troxell reported:
 - Troxell reported that repairs at the Rt 11 Pump Station are coming along. So far, the roof and fence have been completed, Troxell removed the tree and he will do the electrically once the weather warms up. As mentioned in the Engineers report, the Rt 11 Force Main is completed to the Borough line. Troxell reported that the main was hit by a contractor for PPL. Bettleyon asked if we paid for the repair or if we paid it. Troxell said the white line was painted on the day of the directional drilling. There was a discussion regarding Pa1 Calls rules on marking. Per Cope the Authorities Pa1 representative, it is not required by law that the contractors mark in white. The excavator will be billed and an AVR will be filed with Pa1.

Old Business

- Rt 11 Force Main – Kelch discussed in the engineering report
- Rt 405 Relining – McGovern said the contractors need to get in touch with Troxell or McGovern to look at the site so quotes can be obtained.
- Rt 405 Paving / Manholes – Nothing new
- Troxell's Ridge Road – Shoch stated he will be getting a draft to Michetti.
- Portnoff Associates – Shoch stated that he sent the Resolutions and hasn't heard back from them. He will give them a call for an update.
- Pump Station Storm Repairs – Discussed in the System Maintenance report
- Tap on Fee – Kelch discussed in the e\Engineering report.
- Rt 11 Pump Station Repairs - Troxell discussed in the Maintenance report.
- Subdivision Connections – Cope stated that DEP has approved the request.
- US Postal Box – Cope stated she spoke to the County GIS department for an address to be used for mail delivery. The address will be 759 Ridge Rd, Suite A. Persing stated that we will not be getting a new mailbox, all mail will be delivered to the existing mailbox. Persing said we need to submit a change of address at the post office and send out a change of address to our customers. Cope asked if we are sending that out or just changing it on our bills for future billings. The forwarded mail will get all the old bills to us. Yoxheimer made a motion to Cope to be the verification for the change of address from, the PO Box in Northumberland to the rural address at the office. Persing second; the motion passed with 4 votes; 1 seat vacant.
- QuickBooks Training – Cope stated she's waiting for the new computer to arrive before scheduling anything.
- Office Computer – Cope sent a text to Rich Wilson asking about the computer and he said it's coming. Persing said it is in the building. Wilson will have to get with Cope and the other companies used by the office for billing and support.
- Employee Policy Meetings – Persing made a motion Cope's hours will be changed on the week of the meeting. She will come in 1 hour late on Monday, leave 1 hour early on Wednesday and Thursday, return ½ hour prior to the meeting and stay ½ hour past the meeting. Yoxheimer second; the motion passed with 4 votes; 1 seat vacant.
- PLIGIT Card – Cope is working on completing all the paperwork. It will take approximately 2 months.
- Persing stated we could get a remote deposit machine from the NNB for the office. The machine would cost between \$600.00 - \$800.00, a remote setup fee of \$100.00 and a monthly fee of \$55.00. Yoxheimer asked how often Cope goes to the bank. Cope stated she has been going once a week.

She stated that she has to go to the bank to pick up the receipts. The money goes into the checking account but everything that needs to be done on the software needs to be done by Cope. There was a discussion regarding the bank's ability to scan the receipts for Cope. This will be looked into and discussed next month.

- PA Rural Water – Yoxheimer made a motion to remove PA Rural Water from the agenda. Sulouff second; the motion passed with 4 votes; 1 seat vacant.

New Business

- Yoxheimer stated that Kerstetter from Penn DOT called him stating that the original site they wanted to purchase to build a new facility has been sold. They are still looking into properties but sewer seems to be an issue. Discussion ensued regarding costs and area
- Yoxheimer stated that the reimbursements for the Township Kapp Heights Project have been submitted and the funds should be released in a few weeks. Yoxheimer made a motion to have Cope send Point Township an invoice for \$75,361.00 (seventy-five thousand three hundred sixty-one dollars). This is for reimbursement of paving per the change order. Sulouff second; the motion passed with 4 votes; 1 seat vacant.
- There was a discussion regarding the monies from the Northumberland County which was received for the Neitz Road pump station rehab project. A letter was sent to the County requesting the unused funds be used for one of our other projects. The County replied by stating we could use the money for another project. Yoxheimer stated that we need to reimburse the general fund for the monies we already spent on the Nottingham Pump Station rehab.
- Persing asked when we should get the balance of the money out from the NNB loan. There was a discussion on the loan at the Northumberland National Bank, which is being used for the Rt 11 Force Main Phase II project. Bettleyon made a motion to move the balance of the available funds to the checking account. Sulouff second; the motion passed with 4 (four) votes, 1 seat vacant.
- Cope reported that the March bank statements have balanced. Revenue collected was \$97,288.51 (ninety-seven thousand two hundred eighty-eight dollars and fifty-one cents).
- Delinquent Accounts
 - Total collected on delinquent \$12,550.77 (twelve thousand five hundred fifty-five dollars and seventy-seven cents).

Motion to adjourn by Persing at 9:58 PM; second by R Sulouff; motion approved unanimously.