

POINT TOWNSHIP SEWER AUTHORITY

February 13, 2025

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

Board members present; Karl Bettleyon, Sandra Sulouff, 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

Bettleyon called the February 13, 2025, meeting to order at 7:03 pm.

Bettleyon stated that there were 2 (two) executive sessions held since the January meeting. They were held on January 21, 2025 and February 7, 2025, each lasting more than 1 (one) hour. They were both held to discuss personnel issues.

S. Sulouff made a motion to accept the December 12, 2025 minutes, R. Sulouff second; the motion passed unanimously.

S Sulouff made a motion to accept the January 9, 2025 minutes. Persing second, the motion passed unanimously.

Cope went over the bills stating the total amount due for all bills is \$208,191.91 (two hundred eight thousand one hundred ninety-one dollars and ninety-one cents). This amount includes the 4th quarter 2024 invoice from the Northumberland Borough Sewer Department. Discussion on a few invoices. S Sulouff made a motion to pay the bills totaling \$208,191.91 (twenty-eight thousand three hundred ninety-two dollars and forty-four cents). R Sulouff second; the motion unanimously.

Public Comment

- There is a resident in attendance stating the sewer bill is too high. He wondered if there is any type of relief or assistance for people who can't afford the bills. Per the board, there isn't anything available. The rates were increased due to repairs and the cost of treatment.

Engineers Report

- Chase Kelch Reported:
 - Rt 11 Force Main Phase I – Per Jim Herr from WBRA, Zimmermans will come into bore under Rt 11, WBRA will do the connections. The estimate to have this done is \$12,727.00 (twelve thousand seven hundred twenty-seven dollars).
 - Rt 11 Force Main Phase II – Estimate of Phase II which is to the Borough line, is \$117,150.00 (one hundred seventeen thousand one hundred fifty dollars) plus the stump clearing of \$5,690.00 (five thousand six hundred ninety dollars). Yoxheimer made a motion to approve West Branch Regional Authority to perform Phase II at the cost of \$122,840.00 (one hundred twenty-two thousand eight hundred forty dollars). Persing second; motion passed unanimously.
 - Rt 11 Force Main Future Phase – Discussion regarding the project because it is a shared line with the Borough. Yoxheimer made a motion for Persing and Troxell to schedule a meeting with Jeremy Deitrick (NBSD) to discuss this project. Plus, McGovern goes along for technical issues. R Sulouff second; motion passed unanimously. Per Jim Herr, they could work into their schedule this year or next.
 - Rt 405 Sewer Re-lining – Nothing new from Kelch. McGovern stated that he gave all the contractors the information regarding the depth, length and manholes. There are 3 (three) Costar vendors that were contacted for quotes. The next thing they will want to do is come to look at the work site.

Solicitors Report

- Richard Shoch reported.
 - On the old business listed below.

System Maintenance

- Troxell reported:
 - Troxell reported that he had to replace a timer at Strawbridge Road. The tree that fell at the Rt 11 pump station has been cut up and disposed of.

Old Business

- Rt 11 Force Main –
 - Kelch discussed in engineering
- Rt 405 Relining – Discussed in Engineer Report
- Rt 405 Paving / Manholes – Nothing new
- Troxell's Ridge Road – Shoch spoke to Attorney Michetti regarding the type of document that needs to be put together to show what happened with the property.
- Portnoff Associates – Shoch went through old rate resolutions and was going to ratify them. Cope will retype an old resolution from Attorney Brosius office so we have a clearer picture for rates. Plus, the document will be available for future use.
- Rate Resolution – Shoch will get prepared.
- Rt 11 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).
- Employee Handbook – Per Shoch there are 2 items that they discussed making exceptions for, but not amending the handbook. The first is the unused time-off, it was and is in the handbook that PTO time cannot be carried over. The board indicated they wanted to do 2 things. The board discussed a payout of 120 hours from last year. Previous years would not be paid out or allowed to carry over. Plus going forward, since the Secretary is the only one in the office, pay out would be paid out at the end of the year if unused.
- Unused PTO – Yoxheimer made a motion to pay Cope for 120 hours from last year, 2024 and either use or payout 120 hours for 2025. Persing second; motion passed unanimously. Shoch will create a document for the file stipulating this for the future.
- Secretary Work Week – Shoch stated that Cope already requested continuing the 4-day work week. Yoxheimer made a motion to allow Cope to work longer days Monday through Thursday, having Friday off. R Sulouff second: Approved by Yoxheimer, S Sulouff, R Sulouff and Bettleyon. Persing voted no, he's not in favor of it. Shoch will include in the memorandum.
 - Cope asked about mileage for running the office errands, mainly the post office and the bank. It is documented in the handbook, which everyone agreed with. After some discussion, an invoice to be paid will be with the bills to be paid at the monthly meetings.
 - Discussion ensued regarding having the mail delivered to the office in an attempt to cut down on trips. Discussion regarding the postal service putting the mail in the office drop box. Cope will talk to the Postmaster and inform the Board Members when he can come out to look at the area for either a locked mailbox or using the office drop box.
- Amended Budget / COL Increase – Persing made a motion to give Troxell a 3% increase, and Cope 0%. Yoxheimer stated that because of the pension for Cope, they felt the back pay for the pension is compensation that will benefit her in the future. No cost of living raise for Cope until the back pension is paid. Yoxheimer second; motion approved unanimously.
 - Yoxheimer made a motion to amend the budget to reflect the 3% increase for Troxell but no raise for Cope. Will revisit it next year. Persing second; motion passed unanimously.
- Tap on Fee – Kelch has been working on the amount. He just needs a few more items to complete it.
- Yoxheimer mentioned that Cope told him we needed to pay interest on the money that was withdrawn from the loan. The regular payment would need to be paid once the 6 (six) month time period is up.

- 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. Chairman of the Board – Yoxheimer made a motion to allow Earl Persing to be Chairman of the Point Township Sewer Authority Board for the remainder of 2025. R Sulouff second; the motion passed unanimously.

New Business

- Maintenance Specialist Hourly Rate – McGovern said it should be Operation Specialist; he is requesting a \$5.00 (five dollar) per hour increase in his rate. The rate hasn't changed in 4 (four) years. Yoxheimer made a motion to have Fran McGovern go from \$40.00 (forty dollars) to \$45.00 (forty-five dollars) per hour. Persing second; motion passed unanimously.
- 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.
- QuickBooks Training – No information Diana Patton is out of the office until early March.
- Bank Signer – Secretary/Treasurer - Persing made a motion to allow Cope to be a bank signer. R Sulouff second; motion passed unanimously.
- Upgrade Hard Drive on Office Computer – Cope stated that the computer is running extremely slow. Better Business Solutions has been the company that remotes into the computer to assist if there are any issues. Plus, we have everything backed up to their location. Yoxheimer stated that for now we will continue to use them but for consistency throughout the building, we should be checking with Rich Wilson. Cope stated that the computer was upgraded in 2020. Yoxheimer asked Cope to check with Rich Wilson for a new computer system because at that age it's not worth upgrading.
- Cope reported that the January bank statements has balanced. There was an issue with a payment being deposited into our account that was the Borough's. Revenue collected was \$241,731.60 (two hundred forty-one thousand seven hundred thirty-one dollars and sixty cents). Cope transferred \$269,926.93 (two hundred sixty-nine thousand nine hundred twenty-six dollars and ninety-three cents).
- Delinquent Accounts
 - Total delinquent collected \$3,016.21 (three thousand sixteen dollars and twenty-one cents). Discussion ensued regarding the use of Portnoff and getting these accounts paid.
- Yoxheimer said the Board needs to have an executive session tonight. There will not be any business conducted after the executive session.

Motion to adjourn by Persing 9:32 PM; second by S Sulouff; motion approved unanimously.