

MILLCREEK TOWNSHIP SEWER AUTHORITY

MINUTES OF MEETING OF JANUARY 21, 2016

Chairman Sue Busse called the Annual Re-organizational Meeting to order at 4:32 PM, with the Pledge of Allegiance. Those in attendance were:

Board Members: Sue Busse, Pam Monaco, Leon Johnson, Nanci Lorei and Dan Bensur

Not In Attendance: Cindy Spizarny and John DiPlacido

Advisor: Attorney Tim Wachter **Staff:** David Sterrett, Rob Rodemoyer, Melanne Page
and David Wright

Visitors:

Millcreek Township Supervisors Brian McGrath, John Groh and John Morgan

Millcreek Township Treasurer Mark Zaksheske

Millcreek Township Engineer Richard L. Morris, P.E.

MINUTES: The Minutes of the meeting of December 17, 2015 were approved as submitted, upon motion by Dan Bensur and seconded by Leon Johnson.

RE-ORGANIZATION:

1. Appointment of Board Members – Mr. Sterrett reported that the Millcreek Township Board of Supervisors, on January 4, 2016, reappointed Sue Busse and appointed John DiPlacido, both terms end January 15, 2021.
2. Nominating Committee – The 2016 Slate of Officers was approved, upon motion by Nanci Lorei and seconded by Leon Johnson. The officers will be:

Chairman – Pam Monaco
Vice Chairman – Nanci Lorei
Secretary – David J. Sterrett, P.E.
Treasurer – Leon Johnson
Assistant Secretary – Dan Bensur
Assistant Treasurer – Sue Busse

Ms. Monaco then presided over the balance of the meeting. A 2016 Roster will be prepared and emailed to the members.

3. 2016 Meeting Notice – Mr. Sterrett reported that the Public Notice of the 2016 regularly scheduled Board meetings was published January 7, 2016 in the Erie Times-News.

The Agenda was then deviated to accommodate the time of the Millcreek Township Supervisors and staff:

OLD BUSINESS:

1. Millcreek Township Board of Supervisors – Upon invitation of the Millcreek Township Sewer Authority, the Millcreek Township Supervisors, Treasurer and

Engineer were in attendance for both Boards to meet with one another and discuss the relationship between the township and Authority. Discussion of a Storm Water Authority, the townships efforts to date and what, if any, role the township desires the Authority to take took place. Other topics discussed included office space and its rental and other services currently provided by the Authority.

Following conclusion of the discussion, the Supervisors and staff excused themselves and the Agenda was resumed.

FINANCIAL REPORTS: Ms. Page reported the following balances as of December 31, 2015:

OPERATING ACCOUNTS

Checking Account	@ 0.15%	\$1,045,047.28
FNB Money Market Account	@ 0.70%	<u>1,515,066.85</u>
		\$2,560,114.13

TRUST FUNDS

Bond Fund		\$ 197,823.24
-----------	--	---------------

ASSESSMENT RECEIPTS

Principal		\$ 6,260.77
Interest		1,953.95
Lien Fee		<u>0.00</u>
		\$ 8,214.72

Cash Disbursements for the month of December were reported as \$271,393.37. Tapping Fees for the 4th Quarter 2015 were reported as \$13,334.61. Following review of the Revenue & Expenditures Budget vs. Actual Report and the 4th Quarter 2015 Balance Sheet, the Financial Reports were approved with noted changes, upon motion by Sue Busse and seconded by Nanci Lorei. Ms. Page will provide the Board members with corrected Financial Reports.

OLD BUSINESS:

A. ADMINISTRATIVE

2. Management Consultant – The Joint Personnel and Finance Committees recommendation of December 10, 2015 was discussed. A Scope of Work will need to be written and finding qualified consultants is being investigated. Due to the absence of Ms. Spizarny and Mr. DiPlacido, the matter was tabled until the February meeting.
3. Executive Session – Personnel – Mr. Sterrett requested an Executive Session at the end of the meeting to discuss the Boards position on Martha Spear who was asked to continue to work through the month of January 2016. The Board decided to address the matter in open session with the result being a motion to request Ms. Spear to continue to work through March 2016 at which time her employment will be reconsidered. The motion by Dan Bensus and seconded by Nanci Lorei, was approved 4 – 1, Leon Johnson opposing.

B. CAPITAL PROJECTS – Mr. Rodemoyer reported the following:

1. Route 8 – Greene Township – Reviewing Chivers Construction Co. shop drawing submittals. The Wetlands Permit Application is being prepared by Hill Engineering, Inc. for submission by the end of January 2016. The pipe line design activity continues.
2. Walnut Creek Stabilization – Minimal activity at this time due to weather limitations, the Route 8 project and other pump station projects.

3. GIS – Evaluating Asset Management software providers.
4. Evans Road PS – Easements required for natural gas service, 3rd Quarter 2016 project.
5. Glenwood PS – Electrical improvements planned, 1st Quarter 2016 project.
6. Pump Station Study – To be finalized 2nd Quarter 2016.
7. Relief Bleeder Lines – Jim Brozell Construction to install bleeder line at Glenwood Park Avenue (near Cheery St. Ext.), weather dependent.
8. Mag-Meters & Recorders – Installation completed.

NEW BUSINESS:

- A. Disposition of Records – Resolution 2016-01 – Mr. Sterrett presented Resolution 2016-01 for Board approval, allowing specific records to be disposed of, was approved, upon motion by Sue Busse and seconded by Dan Bensusur.
- B. Open Records Officer and Deputy – Resolution 2016-02 – Mr. Sterrett presented Resolution 2016-02 for Board approval, naming Melanne Page as Open Records Officer and Shawn McClelland as Deputy Open Records Officer, was approved, upon motion by Sue Busse and seconded by Nanci Lorei.
- C. 2016 Board Member training – Mr. Sterrett announced the 2016 PMAA Board Member Training program is scheduled for March 17, 2016. Any Board member who would like to attend was asked to contact Mr. Sterrett. In addition, the December 2015 edition of The Authority magazine was provided to each member.
- D. State Ethics Commission Statement of Financial Interests – Mr. Sterrett passed out the Statement of Financial Interests forms for Board members to complete and return no later than May 1, 2016, so to be placed on file with the Authority.

SOLICITOR’S REPORT – Mr. Wachter instructed Ms. Page to register on the Office of Open Records web site as the newly appointed Open Records Officer, replacing Jan Agnello.

There being no additional business to come before the Board, the meeting adjourned at 6:13 PM, upon motion by Leon Johnson and seconded by Dan Bensusur.

SECRETARY