

Forward Township Sewer Authority Board (SAB)

Meeting Minutes
February 21, 2017

PRESENT:

Steven Buehler, Chair
Mark Wilson, Member

John Brooker, Vice Chair
Ron Wearing, Member

Tom Hartwig, Engineer

Tom May, Solicitor

Absent:

One Board position remains vacant

VISITORS:

None

CALL TO ORDER:

Chairman Buehler called the SAB meeting to order at 5:31 PM at the Forward Township Municipal building located at 207 Ash Stop Road, Evans City, Pennsylvania. All in attendance stood to honor the Flag by reciting the Pledge of Allegiance.

PUBLIC COMMENT:

None

COMMUNICATIONS:

The authority has received a letter from the Pennsylvania Department of Community and Economic Development requesting an annual report as required of all municipal authorities. It was suggested that Mark Wilson be listed on the report filing as the contact person for the authority. It was also suggested that the authority establish an e-mail account. This e-address should be listed on the report to the PA. D. C.E.D. Mr. Wilson will work with engineer's office to complete the report.

APPROVAL OF MINUTES:

Chairman Buehler motioned to accept the minutes of the board's regular monthly meeting on January 17, 2017. Mr. Wilson seconded the motion and the meeting minutes were approved as presented.

FINANCIAL REPORT:

Nothing to report

SOLICITOR:

Mr. May informed the board that he had conducted a title search on the SFTF facility at Meadow Ridge. After consulting with attorney Menchyck , who represents the Meadow Ridge HOA, it was found that the Meadow Ridge treatment plant is currently titled to the HOA while the parcel of land on which it is located is still titled to the land development company. Both Mr. May and Mr. Menchyck believe that the intent of the agreement between the developer and the HOA was that the land parcel title was to be conveyed to the HOA at the same time as the title to the facility was transferred. Mr. Menchyck will work to resolve this matter and will communicate with Mr. May.

Mr. May then informed the board of the revised state guidelines for the solicitation of bids by local municipalities in regard to the purchase of materials and services. Purchases of under \$10,700 do not require the solicitation of bids, but it is advised to do so. Purchase of \$10,700-\$19,700 require at least three phone quotes as bids. Purchases of over \$19,700 require a formal public bidding process.

Further, Mr. May presented a revised acquisition agreement in regard to the Meadow Ridge SFTF. This document reflected the suggestions submitted by Mr. Hartwig and Chairman Buehler since the January 17, 2017 meeting. If approved by the board, the agreement would be submitted to the Forward Township Board of Supervisors and the Meadow Ridge HOA Board and attorney for review and consideration.

Chairman Buehler moved to approve the Sewer Facility Acquisition Agreement between the Forward Township Sewer Authority and the Meadow Ridge Homeowners Association. Mr. Wearing seconded the motion and the motion passed.

ENGINEER:

Mr. Hartwig had previously provided the Board with a draft of a pro-forma operating budget and a customer rate analysis in regard to the Meadow Ridge SFTF. Some further discussion of that pro-forma budget took place.

ACTIVITIES:

None

OLD BUSINESS: The on-going efforts to identify a candidate for the vacant board position were discussed.

NEW BUSINESS:

None

Chairman Buehler moved to adjourn the meeting at 6:16 PM. Mr. Wilson seconded and the motion was approved.

The next meeting of the F.T.S.A. Board will take place on Tuesday, March 21, 2017 at 5:30 PM at the Township Building office.

Respectfully submitted,
Mark Wilson, recording secretary