

**Forward Township Sewer Authority  
Regular Meeting Minutes  
November 11, 2021**

**PRESENT:**

Chairwoman Emily Ladd  
Mark Wilson, Secretary/Treasurer  
Tom May, Solicitor  
Rucha Shah-Engineer  
John Ross-Engineer

Vice-Chairman David Nock  
Vance Hefley-Board Member

**ABSENT:** Board member, Ed Bricker-due to previous commitment

**VISITORS:**

None

**CALL TO ORDER:**

The meeting was called to order at 5:31 PM. The Board welcomed new member, Vance Hefley who was appointed by the Forward Township Board of Supervisors at their Oct. 12, 2021 to fill the unexpired term of Richard Grimes. The Supervisors also appointed Mark Wilson to a second five-year term to the Board. Solicitor May administered the oath of office to Mr. Hefley and Mr. Wilson before the meeting was called to order.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

Chairwoman Ladd moved to accept the minutes of the Board's Regular Monthly Meeting on Oct. 14, 2021. Vice-Chair Nock seconded the motion. The motion was approved with Mr. Hefley abstaining.

**COMMUNICATIONS:**

Additional concerns from residents about odors emanating from the treatment plant have been received.

The annual form for authorization of water service termination during the winter season has been received from Penn American Water. Mr. Wilson reports that he has completed and returned the authorization form.

Vice-Chairman Nock made a motion to authorize Secretary Wilson to draft a letter to those customers who are currently over 90 days in arrears in payment of their balance. Mr. Hefley seconded the motion and it passed unanimously.

**REPORTS:**

**FINANCIAL:**

Treasurer Wilson presented a financial report covering the period from October 14, 2021 to November 11, 2021 (a copy of the report accompanies these minutes). As of November 11, 2021, the Operating Fund Account had a balance of \$10,837.06 and the Capital Reserve Account had a balance of \$5,188.26.

Chairwoman Ladd moved to approve the payment of all current bills as detailed in the November 11, 2021 financial report. Vice-Chairman Nock seconded the motion. The motion was unanimously approved.

**SOLICITOR:**

Mr. May provided the Board with a proposal of services for the 2022 year.

Mr. Wilson moved to retain the services of D, M, K, C & G, LLP. and its representative, Tom May as solicitor to the Board for 2022. Chairwoman Ladd seconded the motion and it was approved unanimously.

**ENGINEER:**

Ms. Shah and Mr. Ross recommended that the Board accept the proposal of Gigliotti Properties to install grinder pumps at several locations in the proposed Meadow Ridge, Phase 4 residential development and that the Board authorize them and Solicitor May to develop an agreement between the Authority and the developer, Gigliotti Properties that identifies those locations, specifications as to the nature and installation of such devices, and the responsibilities of eventual owners of those installations in terms of maintenance and repair/replacement.

Mr. Wilson made a motion to accept the proposal by Gigliotti Properties to install such devices at the specified locations and to authorize its engineer and solicitor to draft an agreement in regard to the installation and maintenance of them. Chairwoman Ladd seconded the motion and it was unanimously approved.

**OPERATIONS REPORT:**

Plant operator, Lee Burt reported that the plant was operating normally with no issues at this time and that he had repaired the issue with the timing of the blowers. Mr. Wilson and Engineer Shah reported that they had joined Mr. David Borneman of Arcadis in a tour of the Meadow Ridge SFTF plant and that Mr. Borneman and Ms. Shah would contact Lee Burt to discuss potential changes to the process that might mitigate the odors that could be emanating from the plant.

**OLD BUSINESS:**

Mr. Wilson made a motion to authorize Mr. May to draft an agreement between the Authority and the Township that would provide for clerical and other administrative services by Township staff on behalf of the Authority. Chairwoman Ladd seconded the motion and it passed unanimously.

Treasurer Wilson presented and reviewed the 2022 Preliminary FTSA Budget. The Board discussed the budget.

Mr. Hefley made a motion to approve the 2022 Preliminary Budget and to authorize Mr. May to arrange its public advertisement. Vice-Chairman Nock seconded the motion and it was approved unanimously.

**NEW BUSINESS:**

None

Vice-Chairman Nock moved to adjourn the meeting. Mr. Hefley seconded the motion and it was approved unanimously at 6:23 PM.

The next regular monthly meeting is scheduled for December 9, 2021 at 5:30 PM.