

**Forward Township Sewer Authority
Regular Meeting Minutes
December 9, 2021**

PRESENT:

Chairwoman Emily Ladd
Mark Wilson, Secretary/Treasurer
Ed Bricker-Board Member
John Ross-Engineer

Vice-Chairman David Nock
Vance Hefley-Board Member
Tom May, Solicitor

ABSENT: Rucha Shah-Engineer

VISITORS:

None

CALL TO ORDER:

The meeting was called to order at 5:30 PM.

PLEDGE OF ALLEGIANCE TO THE FLAG

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

Vice-Chairman Nock moved to accept the minutes of the Board's Regular Monthly Meeting on Nov. 11, 2021. Mr. Hefley seconded the motion. The motion was approved with Mr. Bricker abstaining due to his absence at that meeting.

COMMUNICATIONS:

None

REPORTS:

FINANCIAL:

Treasurer Wilson presented a financial report covering the period from November 11, 2021 to December 9, 2021(a copy of the report accompanies these minutes). As of December 9, 2021, the Operating Fund Account had a balance of \$13,479.32 and the Capital Reserve Account had a balance of \$5,571.48.

Mr. Bricker moved to approve the payment of all current bills as detailed in the December 9, 2021 financial report. Chairwoman Ladd seconded the motion. The motion was unanimously approved.

Mr. Wilson recommended that the Board consider authorizing a transfer of \$2,000 from the Operating Account to the Capital Reserve Account.

Mr. Bricker moved to approve the transfer of \$2,000 from the Operating Account to the Capital Reserve Account. Vice-Chairman Nock seconded the motion and it was approved unanimously.

SOLICITOR:

Mr. May confirmed the public advertisement of the 2022 FTSA Annual Budget and the 2022 FTSA Monthly Meeting Schedule and that he had reviewed the letters informing customers whose accounts are in arrears of possible service shut-off and property liens and found them to be satisfactory. He is

continuing to draft a proposed agreement between the Authority and the Township in regard to clerical and administrative services. He and Mr. Wilson will continue to develop specific terms of the agreement.

ENGINEER:

Mr. Ross provided a report on the inspection of the Meadow Ridge plant and presented a number of suggestions as to how to best assure minimal odor emissions from daily operations. After some discussion the Board agreed to direct the plant operator to complete a daily log of effluent flows and PH, DO, UVT readings and to provide those logs to the engineer and the Board at the end of each month for review.

Mr. Ross updated the Board on the proposed Meadow Ridge Phase 4 sewage system extension plan. He advised the Board to insist that the proposed grinder pump installations be external from the buildings so as to allow free access to the Authority in the event of failure. The Board agreed with his recommendation and directed that the developer be advised of this directive.

OPERATIONS REPORT:

Plant operator, Lee Burt reported that the plant was operating normally with no issues at this time and provided the Board and the Engineer with the monthly operating DEP reports and test results. He recommended the Board consider a clean-out of the EQ tank as a possible solution to reported odor emissions.

OLD BUSINESS:

Treasurer Wilson presented and reviewed the 2022 FTSA Budget.

Mr. Bricker made a motion to approve the 2022 FTSA Budget. Mr. Hefley seconded the motion and it was approved unanimously.

Mr. Wilson will post a copy of the 2020 budget and meeting schedule on the Township website and the community bulletin board in the Administration Building.

NEW BUSINESS:

Mr. Wilson provided copies of the 2021 FTSA fee and rate schedule and asked the Board to review them in preparation of the January meeting.

The Board discussed the possibility of soliciting quotes for a video-mapping of the Meadow Ridge sewer system so as to have documentation of the system and for maintenance purposes.

Vice-Chairman Nock moved to adjourn the meeting. Mr. Bricker seconded the motion and it was approved unanimously at 6:40 PM.

The next regular monthly meeting is scheduled for January 13, 2022 at 5:30 PM.