

**Forward Township Sewer Authority  
Reorganization and Regular Meeting Minutes  
January 13, 2022**

**PRESENT:**

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

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

**ABSENT:**

John Ross-Engineer

**VISITORS:**

Mr. Lee Burt of Burt's Creative Solutions, plant operator

**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**PUBLIC COMMENT: None**

**ANNUAL BOARD REORGANIZATION AND ELECTION OF BOARD OFFICERS FOR 2021**

The Board requested that Mr. May assume the position of temporary chairman in order to conduct the election of board officers. Mr. May then opened the nomination process for those positions.

Mr. Wilson nominated Emily Ladd as Chairwomen of the Board; the nomination was seconded by Mr. Bricker. Mr. Wilson moved to close the nominations. Mr. Bricker seconded the motion; motion was approved. As no other nominations were offered Mr. May called the vote for the position of Chair. Mrs. Ladd was elected Chairman of the Authority Board unanimously.

Mr. Wilson nominated Dave Nock as Vice-Chairman of the Board; the nomination was seconded by Mrs. Ladd. Mr. Wilson moved to close the nominations. Mr. Bricker seconded the motion, motion was approved. As no other nominations were offered Mr. May called the vote for the position of Vice-Chairman of the Board. Mr. Nock was elected Vice-Chairman of the Board unanimously.

Mrs. Ladd nominated Mark Wilson as Board Secretary and Treasurer; the nomination was seconded by Mr. Nock. Mr. Bricker moved to close the nominations. Mr. Hefley seconded the motion; motion was approved. As no other nominations were offered Mr. May called the vote for the position of Board Secretary/Treasurer. Mr. Wilson was elected Secretary/Treasurer of the Board unanimously.

Mr. May relinquished the chair to Chairwoman Ladd

**APPOINTMENT OF PROVIDERS OF PROFESSIONAL SERVICES:**

The Board was reminded that the firm of Dillon, McCandless, King, Colter & Graham was appointed to the position of Board Solicitor at its November 2021 meeting. The firm will once again be represented by Mr. Tom May.

Mr. Bricker moved to appoint Tom Hartwig to provide engineering services for the year 2022. Mr. Nock seconded the motion and it passed unanimously.

Mr. Wilson moved to appoint Chad Alviani, CPA to provide accounting services for 2022. Mrs. Ladd seconded the motion and it passed unanimously.

Mr. Wilson moved to appoint Mark C. Turnley, CPA to conduct the financial audit of the Authority's financial records for 2021. Mrs. Ladd seconded the motion and it passed unanimously.

**APPROVAL OF MINUTES:**

Mr. Hefley moved to accept the minutes of the Board's Regular Monthly Meeting on December 9, 2021. Mr. Nock seconded the motion. The motion was unanimously approved.

**COMMUNICATIONS:**

None

**REPORTS:**

**FINANCIAL:**

Treasurer Wilson presented a financial report covering the period from December 9, 2021 to January 13, 2022 (a copy of the report accompanies these minutes). As of January 13, 2022, the Operating Fund Account had a balance of \$11,823.55 and the Capital Reserve count had a balance of \$7571.77.

Mr. Bricker moved to approve the payment of all current bills as detailed in the January 13, 2022 financial report. Mr. Nock seconded the motion. The motion was unanimously approved.

**SOLICITOR:**

Mr. May reviewed the revised proposed Agreement between the Authority and Forward Township in regard to clerical and administrative services and other accommodations. These revisions were suggested at the Township Board of Supervisors meeting on January 11, 2022. The Authority Board was in general agreement with the revision with some suggestions. Mr. May will include those suggestions in a further revision for consideration by the Board of Supervisors at their February meeting.

**ENGINEER:**

Mr. Wilson will provide Mr. Hartwig with information and documents so as he can assume the responsibilities of Authority Engineer.

**OPERATIONS REPORT:**

Lee Burt, Plant Operator reviewed the information contained in his monthly reports to the DEP and explained several of the variables that comprise his daily log at the plant. The Board had requested a clarification of the nature of his daily log of operations. Mr. Burt explained that this information is provided in the monthly reports and should be reviewed by the Authority engineer to assure plant operational efficiency. The Board also requested that Mr. Burt complete the replacement of diffusers in one of the tanks at the plant. In addition, Mr. Burt is to obtain quotes as to the pumping of the solids accumulated in the digester at the plant.

Mr. Bricker made a motion to authorize an expenditure of up to \$1,100 for the diffuser replacement project. Mrs. Ladd seconded the motion and it passed unanimously.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

Mr. Wilson made a motion to authorize the firm of Mark Turnley, CPA to conduct the audit of the 2021 financial records of the Authority. Mr. Bricker seconded the motion and it passed unanimously.

**ADJOURNMENT:**

Mr. Bricker moved to adjourn the meeting. Mr. Hefley seconded the motion and it was approved unanimously at 6:29 PM.

The next regular monthly meeting is scheduled for Feb. 10, 2022 at 5:30 PM.