

**Fairview Township Sewer Authority – District 2
Board Meeting Minutes
December 20, 2017**

The Fairview Township Sewer Authority Board Meeting was held on Wednesday, December 20, 2017 at 2:55 p.m. in the Fairview Township Sewer and Water Authority

Members Present: Bryan Griswold - Chairman
 Dan Heher – Vice Chairman
 Melanie Lion – Treasurer
 David Wright
 Sharon Knoll

Others Present: Mark Corey, Authority Engineer
 Dan Miller – Authority Solicitor
 Charles Giewont, Manager
 Pete Kraus, Township Supervisor
 Mark Gennuso, Township Supervisor

Visitors:

APPROVAL OF MINUTES

Motion was made by Dan Heher and seconded by Melanie Lion to accept the minutes of the Sewer Authority Meeting of November 15, 2017. All were in favor.

PUBLIC COMMENT

NEW BUSINESS

A. 2018 Budget

The proposed budget for 2018 will have no rate adjustment.

Motion was made by Dan Heher and seconded by Melanie Lion to approve the 2018 Budget expenditures in the amount of \$1,536,312.00. All were in favor.

The budget for 2018 includes upgrading the Edgewood Pump Station and some sanitary line grouting to reduce infiltration.

B. Delinquency Fees

After each billing cycle, there are 200 to 250 accounts that delinquent and need several reminders to get their account brought up to date. State law allows the Authority to impose a fee that is reasonable. A time study shows that with the

coping, envelope, postage and labor, it costs about \$1.75 to mail out these notices. If no response is received after the two notices, the resident if they are on the Authority's water system, will be posed for shutoff of their water. This fee will add an additional \$25.00 to their next bill.

Motion was made by Melanie Lion and seconded by David Wright to add the \$1.75 charge for each delinquent notice that is mailed out and \$25.00 to post the residence for shutoff. All were in favor.

C. White Birch Estates

The developer of the White Birch Estates is ready to start construction and needs the agreements signed to move forward.

Motion was made by Dan Heher and seconded by Melanie Lion to have the necessary Board Members sign the Developer Agreement for White Birch Estates. All were in favor.

D. Orchard Street Sanitary Sewer

The Manager had some of the area surveyed for elevations to see how far the sanitary sewer could be extended. There needs to be some more work done, but a meeting in January could happen if several options are explored.

E. Personnel Matters

An executive meeting was called for at 3:25 p.m. The meeting was reconvened at 4:10.

Motion was made by Dan Heher and seconded by Sharon Knoll to give the employees a pay increase of 1.5%. The Administrative Assistant and Manager will both receive a 2% bonus for the additional work load since Michelina Renshaw's retirement.

Motion was made by David Wright and seconded by Melanie Lion to keep the 7% of the employee's straight wages into their S.E.P. pension plan. All were in favor.

Employees will be working on certain goals in 2018 in order to receive bonuses if the work goals are met.

F. 2018 Appointments

Motion was made by Dan Heher and seconded by Melanie Lion to retain Mark Corey as Authority Engineer. All were in favor.

Motion was made by Dan Heher and seconded by David Wright to retain Dan Miller as Authority Solicitor. All were in favor.

Motion was made by David Wright and seconded by Dan Heher to retain Buseck, Barger, Bleil & Co. as Auditors. All were in favor.

Motion was made by Sharon Knoll and seconded by David Wright to have PNC Bank as depository for District 2 funds. All were in favor.

Motion was made by David Wright and seconded by Dan Heher to appoint Bryan Griswold and Chairman for 2018. All were in favor.

Motion was made by David Wright and seconded by Melanie Lion to appoint Dan Heher as Vice Chairman for 2018. All were in favor.

Motion was made by Bryan Griswold and second by Melanie Lion to appoint David Wright as Secretary for 2018. All were in favor.

Motion was made by Bryan Griswold and seconded by David Wright to appoint Melanie Lion as Treasure for 2018. All were in favor.

Motion was made by Melanie Lion and seconded by David Wright to appoint Sharon Knoll as Asst. Secretary/Treasurer. All were in favor.

FINANCIAL REVIEW

A. Expenditures

A list of expenditures for December 2017 was provided to the Board.

Motion was made by David Wright and seconded by Dan Heher to pay the listed expenditures from the sewer fund. All were in favor.

B. Treasurer's Report and Trust Account Balances

Treasurer's Report and Trust Account information were provided to the Board for December 2017. The report was accepted and approved by all.

Action Items: Meeting for Orchard and Lakeview area for Sanitary Sewer

Meeting with Merrill Lynch for February meeting.

Bid for Edgewood Pump station

UNFINISHED BUSINESS

A. Safety and Security

January Training – Avoiding Slips and Trips

Supervisors Comment:

None

Meeting Notice for January 17, 2018

The next regular meeting will be held on Wednesday, January 17, 2018 at 2:00 p.m.

ADJOURNMENT

There being no further business to come before the Board, a motion was made by David Wright seconded by Dan Heher to adjourn the meeting at 4:12 p.m. All were in favor.

Respectfully Submitted,
Charles T. Giewont, Jr.
Charles Giewont, Manager