

MINUTES

LOWER SALFORD TOWNSHIP AUTHORITY

17 May, 2023

The Meeting of the Board of the Lower Salford Township Authority was held on May 17, 2023, at the Lower Salford Township office 379 Main Street, Harleysville PA. The meeting was called to order at 7:30 p.m. by Karl Janetka, Chairman.

PERSONS IN ATTENDANCE:

- A. Member: Karl Janetka, Chairman; Richard Prescott, Vice-Chairman; Dave Scheuren, Secretary; James Natale, Treasurer; and Barry Bohmueller, Assistant Secretary/Treasurer.
- B. Staff: Craig Forwood, Operations Manager; Connie Weimer, Business Manager; and Merle Ochrach, Esq., Hamburg Rubin Mullin Maxwell & Lupin.

APPROVAL OF MINUTES:

Upon the motion of Mr. Prescott, seconded by Mr. Bohmueller, the Board voted to approve the Minutes of the April 18, 2023, meeting by a vote of 5 in favor, 0 against.

PUBLIC FORUM:

None.

TREASURER'S REPORT:

The written report of the Treasurer, dated May 17, 2023, was distributed and is attached to the Minutes as Exhibit "A." The activity of \$328,909.70 includes Operating Expenses for \$116,445.47, Capital Requisitions for \$109,866.55, PLGIT Procurement Card for \$42,858.91 and \$59,738.77 for payroll, federal and state tax transfers. There were \$5,847.80 of Professional Services Escrow Releases, and no Construction Escrow releases and no Maintenance Bond releases. Upon the motion of Mr. Prescott, seconded by Mr. Bohmueller, the Board voted to approve the May 17, 2023, Treasurer's Report by a vote of 5 in favor, 0 against.

SOLICITOR'S REPORT:

Ms. Ochrach reported on the status of a customer in bankruptcy, the satisfaction of a SWASS judgement note, and work done on the Almac development.

PLANT OPERATIONS REPORT:

- A. The Plant Operations Report dated May 17, 2023, was distributed, and is attached to these Minutes as Exhibit "B."
- B. The monthly flow comparison reports for April 2022 and April 2023 were distributed to the Board Members and are attached to these Minutes are Exhibit "C."
- C. **Mainland Orbal Project** – Mr. Forwood reported on a change order for the electrical conduit with a cost estimate of \$3,000.

BUSINESS MANAGER’S REPORT:

- A. The written Business Report dated May 17, 2023, was distributed and is attached to these Minutes as Exhibit “C.”

OLD BUSINESS:

537 Plan Analysis – The detailed spreadsheets for all parcels within Lower Salford Township were forwarded to the Authority engineer to review. The June 20th meeting is the tentative date to be presented to the Board.

Grant Programs – Potential projects for grant programs are under review by the staff and Authority engineer.

NEW BUSINESS:

Staffing Requirements –Several organization charts were presented for discussion. The recommendation for the Business Office is to add a part-time position and the replacement of the business office manager position. Based on the preliminary discussion, the Board agreed the business manager’s position should include a financial background. The Board agreed with Ms. Weimer’s recommendation to transition the management of the developer’s projects to the Authority engineer. Mr. Forwood presented several options for consideration including the requirement for each employee in operations to obtain an operator’s license. He will research possible DEP classes offered to prepare for the test for further discussion at the next meeting.

EXECUTIVE SESSION:

None.

ADJOURNMENT:

There being no further business, upon the motion of Mr. Prescott, seconded by Mr. Scheuren, the Board voted to adjourn the meeting at 8:38 p.m. by a vote of 5 in favor, 0 against.

Respectfully submitted,

Connie Weimer