

# MINUTES

LOWER SALFORD TOWNSHIP AUTHORITY

19 September, 2023

The Meeting of the Board of the Lower Salford Township Authority was held on September 19, 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; and James Natale, 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. Scheuren, the Board voted to approve the Minutes of the August 15, 2023, meeting by a vote of 4 in favor, 0 against.

## PUBLIC FORUM:

None.

## TREASURER'S REPORT:

The written report of the Treasurer, dated September 19, 2023, was distributed and is attached to the Minutes as Exhibit "A." The activity of \$460,825.85 includes Operating Expenses for \$180,599.65, Capital Requisitions for \$184,345.41, PLGIT Procurement Card Operating for \$31,092.80, Capital Requisitions for \$5,533.08 and \$59,253.91 for payroll, federal and state tax transfers. There were \$15,353.63 of Professional Services Escrow Releases, and no Construction Escrow releases and no Maintenance Bond releases. Upon the motion of Mr. Prescott, seconded by Mr. Scheuren, the Board voted to approve the September 19, 2023, Treasurer's Report by a vote of 4 in favor, 0 against.

## SOLICITOR'S REPORT:

Ms. Ochrach reported the Lederach Village Grinder Pump agreement was completed, the hearing for the TMA sale was cancelled as all parties were in agreement, and the 59 Fretz Road Reservation of Capacity Agreement was executed.

## PLANT OPERATIONS REPORT:

- A. The Plant Operations Report dated September 19, 2023, was distributed, and is attached to these Minutes as Exhibit "B."
- B. The monthly flow comparison reports for August 2022 and August 2023 were distributed to the Board Members and are attached to these Minutes as Exhibit "C."

- C. **534 Walker Circle Easement Agreement** – Mr. Forwood presented a proposal to draft an easement agreement to allow the property owner to install a fence across a small portion of the existing sanitary sewer easement. The property owner would be responsible for removing the fence should the Authority need to access the area for future repairs. The Board agreed to the request and the property owner is to cover half of the costs to prepare the agreement.
  
- D. **659 Meadow Lane Easement Agreement** – Mr. Forwood presented a proposal to draft an easement agreement to allow the property owner to replace an existing overhead walkway between the existing house and the existing above ground pool. The existing sewer easement runs under the overhead walkway. The property owner would be responsible for removing the fence should the Authority need to access the area for future repairs. The Board agreed to the request and the property owner is to cover half of the costs to prepare the agreement.
  
- E. **Mainland Plant Request** – Mr. Forwood presented a current employee’s request to hunt deer with a bow on the Mainland Plant property. This has been approved in the past for a former employee. The Board agreed to the request.
  
- F. **Mainland at Creekside Flow from 4 Apartments** – Mr. Forwood reported the meter pit has not been installed. The developer has four apartment units that are ready for occupancy by the middle of October. Ms. Weimer explained how the billing could be done in the interim until the meter pit is operational. Towamencin Township agreed to the interim billing method. Upon further discussion, the Board agreed to allow the four apartment units to discharge flow, but no additional units will be allowed until the meter pit is operational.
  
- G. **Grant Application Update** – Mr. Forwood reported on the Local Share Account Grant program for eligible projects from \$25,000 to \$1,000,000. His recommendation is to submit applications for the Manor Road and Alderfer Road Sewer Replacement project at \$950,000 and the Mainland Plant Streambank Restoration project at \$250,000. The Board agreed to have the Authority engineer prepare the applications.

BUSINESS MANAGER’S REPORT:

- A. The written Business Report dated September 19, 2023, was distributed and is attached to these Minutes as Exhibit “C.”
  
- B. **Resolution No. 23-09-19 Disposition by LSTA for the Destruction of LSTA Records Accounts Payable Check Stock Bank Account Closed** - Upon the motion by Mr. Prescott, seconded by Mr. Scheuren, the Board voted to execute Resolution No. 23-09-19 Disposition by LSTA for the Destruction of LSTA Records Accounts Payable Check Stock Bank Account Closed by a vote of 4 in favor, 0 against.

- C. **494 Stover Road Execute Sanitary Sewer Easement** – Upon the motion by Mr. Prescott, seconded by Mr. Scheuren, the Board voted to execute the Sanitary Sewer Easement for 494 Stover Road by a vote of 4 in favor, 0 against.
  
- D. **355 Maple Avenue Sewer Account Payment Extension Request** – The owner of the property requested the Board’s consideration to extend the second quarter sewer rental due date to the end of September. The invoice will include the late fee. The Board agreed to the request as long as the payment is received on time.
  
- E. **Holiday Dates** – The Board agreed on the date of 12/8/23 to hold the holiday dinner.

OLD BUSINESS:

**Staffing Requirement** – The employment advertisement was posted on September 11, 2023.

NEW BUSINESS:

None.

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 8:30 p.m. by a vote of 4 in favor, 0 against.

Respectfully submitted,

Connie Weimer