

# MINUTES

LOWER SALFORD TOWNSHIP AUTHORITY

5, April 2023

The Workshop Meeting of the Board of the Lower Salford Township Authority was held on April 5, 2023, in person and via Zoom. The meeting was called to order at 7:00 a.m. by Karl Janetka, Chairman.

## PERSONS IN ATTENDANCE:

- A. Members: Karl Janetka, Chairman; Richard Prescott, Vice-Chairman; Dave Scheuren, Secretary; Jim Natale, Treasurer; and Barry Bohmueller, Assistant Secretary/Treasurer.
- B. Staff: Craig Forwood, P.E. Operations Manager and Connie Weimer, Business Manager.

## APPROVAL OF MINUTES:

Upon the motion of Mr. Scheuren, seconded by Mr. Prescott, the Board voted to approve the minutes of the March 1, 2023, meeting by a vote of 5 in favor, 0 against.

## PUBLIC FORUM:

Mr. Chris Herr of Maillie LLP reviewed the 2022 Audit Financial Report. The report issues a clean opinion as it is in accordance with GAP and GASB principles, there were no scope limitations, and they received all requested information to conduct the audit. Mr. Herr reviewed the Audit Executive Summary with the Board (copy attached to these minutes). The scope of the audit involved the review of the bank confirms, reconciliations, capital assets were tested, depreciation, liabilities and the pension plans. The billing registers were reviewed for the four quarters and the commercial accounts were calculated to ensure the customer accounts were billed correctly. Payroll and the employees' W2s were analyzed, and individual invoices were tested with accounts payable. He explained the reason for the increase in payroll expense is due to the negative investment returns in the pension plans. There was an increase in the maintenance costs due to the rising costs of inflation. The balance sheet is strong with no debt. There were two year-end adjusting entries required, one for the pension plan and one for depreciation expense.

## OPERATIONS MANAGER:

- A. **Status Long Range Projects** – Mr. Forwood presented his report. The 537 Plan capacity review is in process by the office staff. The Quarry Road draft easements are under review before meetings can be set up with the property owners. The Harleysville SCADA Phase I is almost complete and work has begun on Phase II. ACS is drafting a proposal to install SCADA at the Lederach pump station. Details should be available for the next meeting. The I&I televising schedule for 2023 will be sent to the contractor in a few weeks. The Mainland Plant orbital start date is scheduled for the middle of May. The Mainland Plant centrifuge project is on hold until the 537 Plan review is completed. Another company contacted Mr. Forwood to schedule a centrifuge demonstration. A copy of the report is attached to these minutes.
- B. **Collection System Projects** - Mr. Forwood reviewed his memo dated March 30, 2023, which identifies the various projects within the collection system and a proposed timeline from 2023 to 2028. The locations include the Quarry Road pump station, Harleysville Interceptor and Route 113, Manor and Alderfer Roads, Bullfrog Creek, Mainland Interceptor/Godshall Road, and the Peter Becker Interceptor. It was suggested that alternative methods such as pipe bursting or pipe lining be investigated where appropriate for cost savings. It was also suggested that the Authority research possible grant funds for these projects.
- C. **Sewer Main Ownership Flow Chart** – Based on the recent issues from DEP regarding ownership, Mr. Forwood presented a flow chart which will assist in distinguishing the ownership of the collection system between the Authority and a private owner.

## BUSINESS MANAGER:

- A. Transfer \$180,000 from TD Bank to PLGIT** – Ms. Weimer requested approval to transfer \$180,000 from TD Bank Revenue account to purchase a new CD with PLGIT. Interest rates continue to be around 5%. Upon the motion of Mr. Janetka, seconded by Mr. Natale, the Board approved the transfer of \$180,000 to the Authority's PLGIT account for the purchase of a new CD by a vote of 5 in favor, 0 against.
- B. 355 Maple Avenue** – The new owner of the property has not paid the first quarter sewer invoice which was due on March 31, 2023. Customer statements are due to be mailed out this week which will include a late fee of 15%. The Board agreed to the suggestion to place a call to the customer and mail the late notice.

## OLD BUSINESS:

None.

## NEW BUSINESS:

**Quarry Road Project Update** – The Authority staff met with the developer of the property located at 196 Main Street to discuss their proposed project relative to the Authority's Quarry Road plans. The developer is willing to work with the Authority to potentially coordinate the two projects. The Board agreed the Authority staff should contact Mr. Smith to discuss the options.

## ADDITIONAL ITEMS TO THE AGENDA:

Mr. Forwood requested two items related to an intern and summer help be added to the agenda. Upon the motion of Mr. Prescott, seconded by Mr. Bohmueller, the Board voted to approve the additional items to the agenda by a vote of 5 in favor, 0 against.

- A. Summer Help – Mr. Forwood requested approval for summer help. Mr. Westmeyer worked last summer for the Authority and is available to return from May 1, 2023, through June 9, 2023. Mr. Forwood has another candidate for the remainder of the summer. The Board approved the request for summer help.
- B. Career Study Program – Mr. Forwood presented a request from a Perkiomenville Valley high school senior to job shadow for a senior internship project. The internship is from May 15<sup>th</sup> through May 31<sup>st</sup>. Mr. Forwood knows the student from scouts. He is also the brother of last year's student intern. The Board approved the request.

## EXECUTIVE SESSION:

None.

## ADJOURNMENT:

There being no further business, upon the motion of Mr. Prescott, seconded by Mr. Bohmueller, the Board voted to adjourn at 8:05 a.m. by a vote of 5 in favor and 0 against.

Respectfully Submitted,

Connie Weimer