

MINUTES

SUSQUEHANNA TOWNSHIP AUTHORITY

REGULAR MEETING

June 2, 2020

Chairman Anthony Salomone called to order the Regular Meeting of the Susquehanna Township Authority on Tuesday, June 2, 2020 at 7:00 PM via video conference.

AUTHORITY MEMBERS PRESENT

Anthony Salomone
Sean Sanderson
Yves Pollart
Garry Brinton
Frank Lynch
Steven Napper
Thomas Ward

AUTHORITY PERSONNEL PRESENT

David Kratzer, Township Manager
Jill Lovett, Director of Finance
Stan Laskowski, Caldwell & Kearns
Joel Kostelac, GHD

OTHERS IN ATTENDANCE

Brian Marchuck, Brown, Schultz, Sheridan & Fritz

APPROVAL OF MINUTES

Regular Meetings of May 5, 2020

Motion by Mr. Ward, Second by Mr. Napper to approve the minutes of the Regular Meeting of May 5, 2020. The Motion was approved unanimously.

CITIZENS COMMENTS

None

TREASURER'S REPORT

Motion by Mr. Ward, Second by Mr. Napper to approve the Treasurer's Report for the month of May 2020. The Report was approved unanimously.

2019 (AUG 1 – DEC 31) AUDIT REVIEW

Mr. Marchuck of Brown, Schultz, Sheridan & Fritz (BSSF) presented the Audited Financial Statements for the period of August 1, 2019 through December 31, 2019. BSSF has issued an unmodified (clean) opinion. Mr. Lynch

motioned to accept the August 1, 2019 through December 31, 2019 audit with a modification to reflect the transfer of stormwater assets from the Township to the Authority, which occurred on December 30, 2019. Mr. Brinton seconded. The Motion was approved unanimously.

STORMWATER MGMT. FEE

Mr. Kratzer inquired as to the Authority's intentions regarding the potential of further delaying the implementation of the stormwater utility fee. The Authority previously delayed the effective date of the fee recognizing the impacts of COVID-19. The new effective date of the fee is May 1, 2020. After discussion, the consensus was to proceed with billing in July for service rendered during the months of May, June, and July. Ms. Lovett reported staff is targeting the educational letter to go out to residents at the beginning of July.

UNFINISHED BUSINESS

None

REPORTS OF COMMITTEES

<u>Planning & Construction</u>	No Report
<u>Budget & Finance</u>	No Report
<u>Personnel & Insurance</u>	No Report
<u>Pension</u>	No Report
<u>Rates & Regulations</u>	No Report
<u>Liaison to Board of Commissioners</u>	No Report
<u>Liaison to Planning Commission</u>	No Report

REPORTS OF AUTHORITY STAFF

<u>Manager</u>	Written report submitted for the month of May 2020. Discussion occurred relative to the assessment of late fees, certified mailing charges, and collection efforts in light of COVID-19. The consensus at this time was to
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proceed as is customary but to potentially reevaluate moving forward.

Solicitor

Mr. Laskowski updated the Board on discussion relative to the Shut Off Agreement between Capital Region Water (CRW) and the Authority. Mr. Laskowski spoke to CRW legal counsel about the requested revisions and is anticipating the revised agreement to be presented at the next meeting.

Mr. Laskowski presented to the Board Resolutions No. 2020-08 through Resolution No. 2020-13 for condemnation of easements on 6 properties relating to the Southeast Sanitary Sewer Extension Project along with Declaration of Taking. Attempts to notify the property owners have been made several times and with no response to date. Mr. Ward motioned to approve Resolutions No. 2020-08 through 2020-13. Mr. Lynch seconded. The Motion was approved unanimously.

Engineer

Written report submitted for the month of May 2020; copy attached.

Public Works Director

Written report submitted for the month of May 2020; copy attached.

Mr. Pollart asked about the deductive meters and the approval process for these meters. Mr. Kratzer stated the deduct meters are from older projects within the Township and the current staff does not have insight into those approvals or documentation explaining the rationale for such. Mr. Ward suggested procedures be set up for requesting deduct meters in the Rates & Regulations and that moving forward such should be presented to the Board for approval. Mr. Ward motioned to update the Rates & Regulations to include requirements relative to deduct meter approval and usage. Second by Mr. Napper and the Motion was approved unanimously.

CORRESPONDENCE

None

NEW BUSINESS

None

ADJOURNMENT

Mr. Sanderson made a motion to adjourn the meeting at 8:21 P.M. Mr. Napper seconded the motion. The Motion was approved unanimously.

Signed: _____


Yves Pollart P.E., Secretary