

## **COPLAY WHITEHALL SEWER AUTHORITY**

**THE REGULAR MEETING** of the Coplay-Whitehall Sewer Authority was called to order by Chairman James Hahn at 7:00 p.m. on the 21<sup>st</sup> day of September 2023.

**BOARD MEMBERS** present were:

<b>Paul F. Geissinger (absent)</b> <b>James Hahn</b> <b>Dennis Wehr, Jr</b>	<b>Paul D. Boyle</b> <b>Joseph J. Marx</b>	<b>Joseph Bonshak</b> <b>James Roth</b>
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**MANAGER:** Matthew Harleman

**BUSINESS MANAGER:** Anita Smith

**AUTHORITY SOLICITOR:** Andrew Schantz, Davison & McCarthy P C

**ENGINEER:**

**LIAISONS:** NONE

**PRESS:** NONE

**CITIZENS** present: Mike Melosky, Operations Manager

**CHAIRMAN** James Hahn called the meeting to order.

Mr. Hahn called for the Pledge of Allegiance to the Flag.

Mr. Hahn called for the reading of the minutes of the Regular Meeting of August 17, 2023.

**MOTION WAS MADE BY MR. MARX, SECOND BY MR. WEHR, APPROVING THE MINUTES OF THE REGULAR MEETING AUGUST 17, 2023 WITH ANY AND ALL ADDITIONS /DELETIONS AS NOTED, DISPENSING WITH READING OF SAME. 6 AYES, 0 NAYES, 1 ABSENT. MOTION CARRIED.**

Mr. Hahn asked if anyone would like to address the board.

No one stepped forward.

**1. Written –**

**MOTION MADE BY MR. BOYLE, SECOND BY MR. MARX, TO ACCEPT THE AUGUST 2023 MANAGER'S FIELD REPORT AS PRESENTED AND TO MAKE THE WRITTEN REPORT PART OF THE OFFICIAL MINUTES. 6 AYES, 0 NAYES, 1 ABSENT. MOTION CARRIED.**

**2. Verbal-**

Mr. Matthew Harleman said that he has a couple of items to report. First the dump truck body is now installed on our truck and is in the back garage if anyone is interested in seeing it. We are happy with having a dump truck to use. This was paid for by the proceeds of the solar panel and tractor that was auctioned on MUNIBID earlier this year.

Mr. Harleman continued, I would like to recommend a Letter of Credit reduction for the 4601 Quarry Street project. The current balance on the letter of credit is \$51,290.80 to be reduced to \$10,434.30 based on the inspections and work to be completed to date.

**MOTION MADE BY MR. BONSHAK, SECOND BY MR. WEHR, TO ACCEPT THE LETTER OF CREDIT REDUCTION FOR THE 4601 QUARRY STREET PROJECT FROM \$51,290.80 TO THE REDUCED AMOUNT OF \$10,434.30. 6 AYES, 0 NAYES, 1 ABSENT. MOTION CARRIED.**

*Mr. Harleman said at a previous meeting we approved the bid for Performance Pipeline Inc. to do manhole to manhole linings for \$169,692.10. Since we have not worked with this company in the past, I asked Keystone Consulting Engineers for a quote to have a full-time inspector on the project during the installation. They have given me a quote of \$15,250.00.*

*After much discussion the board made no motion on the quote for manhole lining inspections.*

**B. ADMINISTRATIVE REPORTS - Monthly Financial Report presented for Board review after general review:**

**MOTION MADE BY MR. WEHR, SECOND BY MR. BONSHAK, TO APPROVE THE AUGUST 2023 FINANCIAL REPORT AS PRESENTED BY THE TREASURER. 6 AYES, 0 NAYES, 1 ABSENT. MOTION CARRIED.**

*See attached listings for the invoices listed to be paid.*

**MOTION MADE BY MR. BONSHAK, SECOND BY MR. WEHR, TO APPROVE THE AUGUST 2023 INVOICES FROM THE 1<sup>ST</sup> NORTHERN BANK ACCOUNT AS PRESENTED BY THE TREASURER. 6 AYES, 0 NAYES, 1 ABSENT. MOTION CARRIED.**

**C. CORRESPONDENCE AND OTHER MISCELLANEOUS DATA**

1. Memo dated September 21, 2023 regarding the 2024 Minimum Municipal Obligation (MMO) CWSA Pension Plan (Total \$95,353.00 due 1/2024)

**MOTION MADE BY MR. BOYLE, SECOND BY MR. ROTH, TO APPROVE THE 2024 MINIMUM MUNICIPAL OBLIGATION (MMO) for \$95,353.00. 6 AYES, 0 NAYES, 1 ABSENT. MOTION CARRIED.**

2. Memo to hire Ben Hudak on October 2, 2023 for the Maintenance Department

**MOTION MADE BY MR. ROTH, SECOND BY MR. BOYLE, TO APPROVE THE HIRE OF BEN HUDAK ON OCTOBER 2, 2023 FOR THE MAINTENANCE DEPARTMENT. 6 AYES, 0 NAYES, 1 ABSENT. MOTION CARRIED.**

3. KISS Managers meeting agenda with CWSA notes.
4. KISS managers meeting slide show
5. KISS Managers meeting minutes by LCA (may be revised)

Operations Committee – Mr. Roth reported normal operations.

Administrative Committee – Mr. Marx reported normal operations.

Financial Committee-- Mr. Wehr reported normal operations.

Clear Water Committee—Mr. Wehr (for Mr. Geissinger) reported normal operations.

Safety Committee—Mr. Bonshak reported normal operations.

**OLD BUSINESS –**

**NEW BUSINESS –**

**ADJOURNMENT –**

**MOTION MADE BY MR. ROTH, SECOND BY MR. BOYLE, TO ADJOURN THE MEETING. 6 AYES, 0 NAYES, 1 ABSENT. MOTION CARRIED.**

**The meeting was adjourned at 7:20 PM.**

A handwritten signature in black ink, appearing to read 'J. Roth', is written above the typed name.

**Respectfully submitted,  
James Roth, Asst Secretary**