

**JEFFERSON TOWNSHIP SEWER AUTHORITY
MINUTES
JUNE 18, 2024 – REGULAR MEETING**

Meeting called to order at 6:00 p.m. by Chairman Matthew Pendrak

Pledge of Allegiance to the Flag was given.

Roll Call: Jason Hollister, Barbara Mehne, Matthew Pendrak, Adeline Rocco, and Kayla Zorechak (virtual) were all present. Attorney Magnotta was absent (vacation).

Announcements: Chairman Pendrak announced that an Executive Session was held on June 17, 2024 at 5:30 p.m. regarding personnel (job interviews).

Chairman Pendrak read the public participation rules.

Public Comment on Agenda Items:

Frank Kane – Asked for answers on last month’s bill list – why did we pay Wind River \$37,000? Jason Hollister clarified that the bill, as printed on the May Bill List was for 3,710.50. Mr. Kane also asked about why the monthly revenue exceeded the number of EDUs that are on the system. He also asked about the property at 53 E Shore Dr. Jason Hollister provided an update that Portnoff is still on track to make the deadline for the October Sheriff Sale.

Minutes from the April regular meeting were posted. A motion was made by Jason Hollister, seconded by Adeline Rocco to accept the minutes as presented. Ayes carried (5-0).

Treasurer Report was read by Barbara Mehne. A motion to accept the report was made by Jason Hollister and seconded by Adeline Rocco. Ayes carried (5-0).

Written Communication: None.

Unfinished Business: None.

Action on the Bills: A motion was made by Jason Hollister, seconded by Barbara Mehne to pay all bills and payroll as posted. Ayes carried (5-0). Frank Kane indicated that the bill list was missing on the bulletin board. Copies were provided to attendees at the conclusion of the meeting.

New Business:

Customer #2016-001004 – A motion was made by Jason Hollister, seconded by Barbara Mehne, to send correspondence to Protstoff with proof of payment that was researched and located in financial records from 2012 regarding this property. Ayes carried (5-0).

Maintenance Technician Position – Jason Hollister mentioned that we had over a dozen applicants for the job and the top 3 candidates were interviewed. A motion was made by Jason Hollister, seconded by Barbara Mehne to hire Stephen Cleveland for the full-time position at a rate of \$25/hour for the 90-day probationary period, increasing to \$26/hour upon successful completion of probationary period. Paid federal holidays and 2 weeks PTO. Hiring dependent upon successful completion of background check and pre-employment drug test. Ayes carried (5-0).

CD Rate Change – Chairman Pendrak made a motion to move money currently in Fidelity CD account into a new CD with Fidelity at a rate of 4.8% for 10-month term and to add an additional \$10,000 to the

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balance of the new CD from the revenue account. Motion seconded by Jason Hollister. Ayes carried (5-0).

Public Participation Policy – Resolution 2024-6. Jason Hollister indicated that Attorney Magnotta had suggested the change to the public participation policy and had reviewed and approved the policy. A motion was made by Jason Hollister, seconded by Adeline Rocco to adopt Resolution 2024-6. Ayes carried (5-0)

WHEREAS, Section 10, Rules and Regulations for the Conduct of Meetings, of the Pennsylvania Sunshine Act, of July 3, 1986, P.L. 388, 65 P.S. §§ 271-86 (amendments inclusive) provides for Municipal Authorities to adopt, by official action, the rules and regulations necessary for the conduct of its meetings and the maintenance of order; and,

WHEREAS, Section 710.1 of the Pennsylvania Sunshine Act provides for public comment during the public comment portion of all regular and special meetings; and,

WHEREAS, the Jefferson Township Sewer Authority deems it to be in the best interest of maintaining the rules of order to establish a policy regarding public comment at Sewer Authority meetings;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson Township Sewer Authority, hereby establishes guidelines for the conduct of its meetings and the maintenance of order by providing for the following:

1. Residents and/or rate-payers of Jefferson Township Sewer Authority have a right to address comments to the Sewer Authority. Comments may be addressed to the Authority at the designated public participation at the beginning of the meeting or prior to the Authority taking official action on a matter which is properly before the Authority.
2. Members of the public wishing to address the Authority should speak from the podium and begin by stating their full name and address for the record. In addition, a sign-in sheet will be kept on the podium and each speaker shall record their name and address on the sheet.
3. Public comment will be limited by the Chairperson to a length of time to be determined, and unless otherwise stated at the beginning of the meeting, will not exceed four (4) minutes. There shall be no interruptions when a member of the public has been granted the floor by the Chairperson.
4. Comments may be addressed; however, questions to the Authority will likely not be answered at the time of public comment since the Authority reserves the right to research and provide an appropriate answer based upon the facts surrounding the question.
5. A copy of these rules for public participation at meetings shall be posted in the meeting room and read/summarized by the Chairperson at the beginning of each meeting.

Adopted by the Jefferson Township Sewer Authority this 18th day of June, 2024.

A motion to adjourn was made by Matthew Pendrak, seconded by Jason Hollister. Ayes carried (5-0). Meeting adjourned at 6:16 p.m.