

CTMA BOARD MEETING MINUTES

Wednesday, December 18, 2024 5:00PM

1. **CALL TO ORDER** – Vice-Chairman Lou Dussia called the meeting to order at 5:01PM.
 - 1.1. Present: Jerry Heltzel, Lou Dussia, Jason Peters, Vince Duckett, Jim English, and Emily Onuffer.
 - 1.2. Not Present: Andrea Stapleford
 - 1.2.1. Guests in attendance: There were no guests in attendance.
 - 1.3. Public Comment: There were no public comments
2. **REVIEW OF PREVIOUS MINUTES**

Motion to approve the November 20, 2024, meeting minutes as presented.
ACTION: Motion made by Jim English, second by Jerry Heltzel, --- Motion passed.
3. **BILLS AND ACTION FOR PAYMENT**

Motion to approve the bills for payment between November 21 – December 18, 2024 totaling \$17,750.68
ACTION: Motion made by Jason Peters, second by Jerry Heltzel, --- Motion passed
4. **COMMUNICATION**
 - 4.1. Solicitor's Report
 - 4.2. Delinquent Accounts
 - 4.2.1. \$9,715.71 for 30 accounts not including Brookside
 - 4.2.1.1. 8 accounts to Stapleford and Byham \$7,533.21
 - 4.3. Correspondence – there was no correspondence
5. **TOWNSHIP REPORTS**
 - 5.1. Treasurer's Report

Motion to approve the November Treasurer's report
ACTION: Motion made by Lou Dussia, second by Jason Peters, --- Motion passed.
 - 5.2. The board requested that Emily assess the revenue and expenses for 2025 to see if there is enough to make extra principal payments on the loan for the next meeting.

Motion to approve the up to 10 hours of overtime pay for Emily Onuffer to process 2025 sewer booklets.
ACTION: Motion made by Jason Peters, second by Vince Duckett, --- Motion passed.
6. **UNFINISHED BUSINESS**
 - 6.1. Erie Bank CD rate – called last week but did not get a response. Emily to make an appointment with Sara at Erie Bank.
7. **NEW BUSINESS**
 - 7.1. Purchased 10 new pumps and retrofit kits on the recommendation of Sam Anderson with A&B Heating. The board requested that Emily reach out to Sam to see if we should have a holding tank fiber glass tube on hand.
 - 7.2. Deiss & Halmi Engineering as 2025 Authority engineer

Motion to retain Deiss & Halmi Engineering for 2025.
ACTION: Motion made by Jason Peters, second by Lou Dussia, --- Motion passed.
 - 7.3. Vince Duckett term – the board will recommend keeping Vince Duckett as a board member for the next term to the Conewango Township Board of Supervisors.
8. **PUBLIC COMMENTS**
9. **OTHER MATTERS AND BOARD MEMBER COMMENTS**
 - 9.1. The 2024 4th quarter mobile home park reports were accepted. The board requested that Emily reach out to each park to introduce herself and to share the rules. Also to update the names on the quarterly mobile home park audit form.

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10. ADJOURNMENT

Motion to adjourn.

ACTION: Motion made by Jason Peters, second Vince Duckett, --- Motion Passed. Meeting adjourned at 5:31 PM.

Respectfully Submitted,
Emily Onuffer
Secretary-Treasurer

A handwritten signature in dark ink, appearing to read 'Emily Onuffer', is written over the typed name.