

CTMA BOARD MEETING MINUTES

Wednesday, April 16, 2025 5:00PM

1. CALL TO ORDER - Chairman Jason Peters called the meeting to order at 5:00 PM.

- 1.1. *Present:* Jerry Heltzel, Lou Dussia, Jason Peters, Vince Duckett, Jim English, and Emily Onuffer.
- 1.2. *Absent:* Solicitor Andrea Stapleford
- 1.3. Public Comment: There were no guests in attendance

2. REVIEW OF PREVIOUS MINUTES

Motion to approve the March 19, 2025, meeting minutes as presented.

ACTION: Motion made by Jason Peters second by Lou Dussia, --- Motion passed.

3. BILLS AND ACTION FOR PAYMENT

Motion to approve the bills for payment between March 20 – April 16, 2025 totaling \$17,653.53

ACTION: Motion made by Jim English, second by Jason Peters, --- Motion passed

4. COMMUNICATION

- 4.1. Solicitor's Report – The solicitor was not in attendance.
- 4.2. Delinquent Accounts
 - 4.2.1. Emily presented the collection chart from Stapleford & Byham
- 4.3. Correspondence
 - 4.3.1. NWMA letter
 - 4.3.2. Region 6 & 7 spring meeting
 - 4.3.3. Miller Pump Supply introduction
 - 4.3.3.1. Emily to contact and ask them to attend a meeting.
 - 4.3.4. A&B report

5. TOWNSHIP REPORTS

5.1. Treasurer's Report

Motion to approve the February Treasurer's report

ACTION: Motion made by Jason Peters, second by Vince Duckett, --- Motion passed.

6. UNFINISHED BUSINESS

6.1. Warren Generation Station update

- 6.1.1. Jason investigated the property. He spoke to 2 different people and inspected the onsite sewer system. It was determined that the sewer was capped in 2021.

Motion for Emily to delete all sewer charges after capped date.

ACTION: Motion made by Lou Dussia, second by Jerry Heltzel, --- Motion passed.

7. NEW BUSINESS

7.1. Audit results

- 7.1.1. Reviewed the audit results. There were not concerns or findings.

7.2. CD maturity date

- 7.2.1. Sara with Erie Bank stated the penalty for withdrawing the funds prior to the maturity date on 9/11/2025, would be \$2,812.85. After discussion the board, it was determined they did not want to proceed with withdrawing the funds. Additionally, a motion was made to give Emily permission to search for the best interest rate once notification comes from the bank at the time of maturity.

Motion for Emily to find the best rate upon maturity of CD in September 2025.

ACTION: Motion made by Lou Dussia, second by Jerry Heltzel, --- Motion passed.

7.3. Insurance Renewal

- 7.3.1. Jason and Emily met with Nichole with Rossbacher Insurance to review the renewal. Jason recommended the board accept the renewal.

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Motion to renew the Rossbacher Insurance for another year.

ACTION: Motion made by Jim English, second by Jason Peters, --- Motion passed.

8. PUBLIC COMMENTS

9. OTHER MATTERS AND BOARD MEMBER COMMENTS

- 9.1. The next meeting is the 2nd Wednesday in May. This is a change from the regular schedule of the 3rd Wednesday. This change was made to accommodate Emily's vacation.

10. ADJOURNMENT

Motion to adjourn.

ACTION: Motion made by Jason Peters, second Jerry Heltzel, --- Motion Passed. Meeting adjourned at 5:53PM.

Respectfully Submitted,
Emily Onuffer
Secretary-Treasurer

