

CTMA BOARD MEETING AGENDA

Wednesday, August 21 5:00PM

1. **CALL TO ORDER** – Chairman Jason Peters called the meeting to order at 5:18PM.
 - 1.1. Present: Jerry Heltzel, Lou Dussia, Jason Peters, Vince Duckett, Andrea Stapleford, and Emily Onuffer.
 - 1.1.1. Absent: Jim English.
 - 1.1.2. Guests in attendance: Jody Anderson
 - 1.2. Public Comment
2. **REVIEW OF PREVIOUS MINUTES**
 - 2.1. **Motion** to approve the June 19, 2024, meeting minutes as presented.
ACTION: Motion made by Lou Dussia, second by Vince Duckett --- Motion passed.
3. **BILLS AND ACTION FOR PAYMENT**

Motion to approve the bills for payment between May 22 – June 19, 2024 totaling \$16,059.63, and between June 20 – August 21, 2024 totaling \$7,538.86, with notice to West Penn Oil that they are responsible for the bill from A&B Heating in the amount of \$9,808.25.

ACTION: Motion made by Lou Dussia, second by Vince Duckett --- Motion passed
4. **COMMUNICATION**
 - 4.1. Solicitor's Report
 - 4.1.1. Proposed a change in the way late fees and penalties are being processed as of 1/1/2025. Currently, a monthly late fee of \$14 are processed as well as a finance charge of 10% (\$0.63) are assessed on the 16th of each month. This process is 2 steps. As of 1/1/2025 the monthly late fee would be on charge of \$15 and only 1 step.
Motion to create a resolution to adopt the late fee process as of 1/1/2025.
ACTION: Motion made by Jerry Heltzel, second by Vince Duckett --- Motion passed
Motion to spend up to \$2,500 in litigation fees to file a claim for expenses already spent on the Pierce vs. Conewango suit.
ACTION: Motion made by Jason Peters, second by Lou Dussia --- Motion passed
 - 4.1.2. **EXECUTIVE SESSION** was entered into at 5:35PM and exited at 5:42PM
Motion to authorize Andrea to reply to the case with the Brookside to accept the recommendation of 11 EDUs plus all the costs involved to be paid by the Brookside.
ACTION: Motion made by Jason Peters, second by Lou Dussia --- Motion passed
 - 4.2. Delinquent Accounts
 - 4.2.1. Late fees and finance charges were assessed for August payments.
 - 4.3. Correspondence
 - 4.3.1. A&B reports
 - 4.3.2. Rural PA Survey
 - 4.3.3. Tax Claim Bureau report
 - 4.3.4. Perry Bankruptcy
 - 4.3.5. CD 2487
 - 4.3.6. CD 2495
 - 4.3.7. Small flow treatment reports
 - 4.3.7.1. 1800 Weiler Rd
 - 4.3.7.2. 146 Miller Hill
 - 4.3.7.3. 5154 Jackson Run
 - 4.3.7.4. 935 Creamery Rd
 - 4.3.7.5. 1824 Keller Rd
 - 4.3.7.6. PO Box 43
 - 4.3.8. Well permit
 - 4.3.9. 2nd quarter flow report
 - 4.3.10. Pierce vs. Conewango

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5. TOWNSHIP REPORTS

5.1. Treasurer's Report

Motion to accept the June and July 2024 Treasurer's Reports.

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

6. UNFINISHED BUSINESS

6.1. Big pump house generator

6.1.1. Received 2 bids for the installation of a new generator at the Big Pump House.

6.1.1.1. NEWCO proposal was \$53,100

6.1.1.2. Northwest Service Co. proposal was \$46,570

Motion to award the bid to the lowest bidder Northwest Service Co.

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

6.1.1.3. Emily to reach out with results to each company and A&B Heating.

6.2. Wet well UPDATE

6.2.1. A new wet well was purchased.

6.3. 41 Yankee Bush Rd

6.3.1. Home owner was not in attendance.

6.3.2. Emily to ask Sam for written documentation of incident.

7. NEW BUSINESS

7.1. West Penn Oil pump concern

7.1.1. Jody Anderson indicated he had serviced the pump when called for the issue.

7.1.2. Jason and Lou will craft a response to be sent to company.

7.2. Butternut is now WPMH Communities

8. PUBLIC COMMENTS

9. OTHER MATTERS AND BOARD MEMBER COMMENTS

10. ADJOURNMENT

Motion to adjourn.

ACTION: Motion made by Jason Peters, second Vince Duckett --- Motion Passed. Meeting adjourned at 6:04 p.m.

Respectfully Submitted,
Emily Onuffer
Secretary-Treasurer

