

MINUTES  
Greenfield Township Sewer Authority  
April 24, 2025

Roll Call: Nick Bonczkiewicz, Glen Shifler, Don Flynn, Patty Apostolakes,  
Travis Long, JHA, and Harry Coleman, Solicitor  
Absent: Melissa Graziano

- Motion to dispense with the reading of last month's minutes by Bonczkiewicz, 2nd Shifler, all in favor.

Agenda Questions: none

Engineer report on file from JHA:

1. DCED grant application is 95% complete; action for Graziano to send a copy of the 2022 Audit Report.
  2. Mike Franco, sewer operations manager, will begin submitting monthly operations reports.
  3. JHA noted a billing error and will reimburse the Sewer Authority.
  4. Generators are completed; everything is working, all training completed.
  5. Grants will be announced in September – October timeframe.
  6. Shifler noted that the DEP has GTSA on a program to maintain a no-violations schedule and asked why Jesse was unable to keep this under control. Shifler gave JHA a current copper report which JHA responded that all tests were done. Shifler asked JHA to follow up with Graziano to close this out.
  7. JHA noted that going forward, they will submit monthly reports in lieu of attending monthly meetings to save costs to GTSA.
  8. Shifler read an Effluent Report and Process Masters Report that was submitted by Mike Franco.
- Motion to accept the Engineer's Report was made by Bonczkiewicz, 2<sup>nd</sup> by Flynn, all in favor.

New Business:

1. Shifler gave an update on the GTSA website refresh and noted that Chri Zabrowski, an IT specialist, is reviewing the website and will submit an estimate; a refund was sent to GTSA from the previous vendor.
2. Apostolakes noted that the online payment process is working properly without any issues; this was in response to a comment made at the March meeting.
3. An estimate was submitted from Custom Process Solutions for a chemical additive treatment plan of \$2,799.90 (every 2.5 months) for the cost of delivery, installation, training, and chemical treatment at the sewer plant. Motion was made by Flynn to purchase this plan, 2<sup>nd</sup> by Bonczkiewicz, all in favor.
4. Grant ownership letter was signed by Shifler.
5. DEP Inspection Report was submitted by Jeremy Miller, DEP wastewater treatment operations advisor, noting a positive site visit with Mike Franco, to include items that are being done, as well as recommendations.

6. Shifler addressed Greenfield Township Supervisor Sue Totsky to request a meeting with the supervisors and NEIC regarding transferring permits for new construction to GTSA and to assist with NEIC not being responsive and transparent on new builds and sewer services.
7. Shifler noted that a GTSA officer might be needed to interact with customers and the community on all sewer matters to include meeting with customers, assisting them with sewer questions, following proper guidelines, and raising awareness of any new construction, repairs, etc. Bonczkiewicz suggested Justin Ford as a part-time employee. Solicitor Coleman recommended that Graziano begin a search for a person, subject to Coleman's review and research if this part-time position needs to be advertised. Bonczkiewicz made a motion to proceed, 2<sup>nd</sup> by Flynn, all in favor.

#### Old Business:

1. Shifler commented about a customer who has not paid a fee since February 2023 on their empty lot and if preparing an ordinance change to the non-payment of empty lots could be done. Solicitor Coleman commented that a resolution (or policy) could be a solution, and he would prepare a draft for review. Shifler recommended that delinquent customers have 30 days to pay and become current on their fees or be subjected to purchase a new sewer permit. Flynn recommended adding that any property that is sold, the annual lot fee will not be transferable.
2. Graziano will send the mapping estimate to JHA
3. Portnoff did not send a detailed April report that was requested by Apostolakes; however, a report listing 20 delinquent customers was submitted. Solicitor Coleman will follow up with Portnoff regarding a more detailed report to include all customer statuses and balances.
4. Insurance claim was closed on the pump station power surge incident.

#### Treasury Report:

1. Flynn read all financial reports, including those from NEP Tax & Accounting.
2. Motion to approve the Treasury Report by Bonczkiewicz, 2<sup>nd</sup> by Flynn, all in favor.

#### Public Comment:

1. Resident Mike Wagner asked the GTSA board if he has any options regarding a sewer lien on properties that he is planning to purchase from a delinquent customer. Mike commented that he is working with the customer (his next door neighbor) to purchase two lots from a group of multiple lots which are recorded on one deed. The two lots that Mike would like to purchase do not include sewer systems and asked the board if these two lots could be released from the lien. Solicitor Coleman will research and report back to the board. He suggested a hybrid payment to satisfy the lien with the purchase of the property and re-lien the other lots. Travis Long noted that there are two factors as to why customers are paying lot fees: 1) the total capacity of the sewer plant to accommodate the number of sewer systems that are currently online or to be added online; and 2) to reserve a sewer line for future use.
- Note: an executive session was held on Tuesday, April 15 at the sewer plant.
  - Next meeting May 29, 2025 @ 7:00 pm
  - Motion to adjourn by Flynn, 2<sup>nd</sup> Bonczkiewicz, all in favor.