

**BRADYS RUN SANITARY AUTHORITY
BOARD MEETING MINUTES
January 15, 2024**

The Board of the Bradys Run Sanitary Authority held its regular monthly meeting on Monday, January 15, 2024 beginning at 6:30 p.m. Present were: Authority Board members: Brian O’Roark, Jay Paisley, Jim Bouril, Dan Woodske, Bryan Wright; Jennifer Dinterman, Recorder; Joe Gianvito, KLH Engineers, Inc; Shannon Steele, Solicitor.

INPUT FROM THE PUBLIC

Eddie Trzeciak, attended the meeting to represent KLH Engineers; Todd Beatty, Erik Moore, Jeremy Greer, Anthony Shaffer and Linda Newhouse – are employees of the Authority. Mr. Beatty spoke for the employees to express that they have a vested interest in the Authority and everyone is looking forward to working with the board and wants a good relationship with the board. He hopes the board picks a good manager. Mr. Bouril expressed that the board wants the same things that the employees do.

BOARD ACTIONS

Minutes of Previous Meeting:

Mr. Woodske made a motion to approve the Oct. 16, 2023 minutes, seconded by Mr. Paisley. Mr. O’Roark, Mr. Paisley, Mr. Bouril and Mr. Woodske approved the motion; Mr. Wright abstained. The motion passed.

REQUIRED APPROVAL ACTIONS

Board Organizational Decisions for 2024:

Officers for 2024:

Chairman: Mr. O’Roark opened nominations for chairman. Mr. Woodske made a motion to nominate Mr. Bouril for chairman, seconded by Mr. Wright. Mr. Paisley, Mr. Bouril, Mr. Woodske, and Mr. Wright approved. Mr. O’Roark opposed. The motion passed. Therefore, the chairman of the board of the BRSA for 2024 will be Mr. Jim Bouril. Mr. Bouril continued with the nominations.

Vice-Chairman: Mr. Wright made a motion to nominate Mr. Woodske for vice-chairman, seconded by Mr. Bouril. Mr. Bouril, Mr. Paisley, Mr. Woodske and Mr. Wright approved. Mr. O’Roark opposed. The motion passed. Therefore, the vice-chairman of the board of the BRSA for 2024 will be Mr. Dan Woodske.

Secretary: Mr. O’Roark made a motion to nominate Mr. Paisley for secretary, seconded by Mr. Woodske. Mr. O’Roark and Mr. Paisley approved. Mr. Bouril, Mr. Woodske, and Mr. Wright opposed. The motion did not pass. Mr. Woodske made a motion to nominate Mr. Wright for secretary, seconded by Mr. Bouril. Mr. Bouril, Mr. Woodske, and Mr. Wright approved. Mr. O’Roark and Mr. Paisley opposed. The motion passed. Therefore, the secretary of the board of the BRSA for 2024 will be Mr. Bryan Wright.

Solicitor Appointment: Mr. O’Roark made a motion to nominate Ms. Shannon Steele as solicitor for 2024, seconded by Mr. Wright. The motion passed unanimously.

Engineer Appointment: Mr. O’Roark made a motion to nominate KLH Engineers, Inc. as consulting engineer for 2024, seconded by Mr. Wright. The motion passed unanimously.

Independent Auditor Appointment: Mr. Woodske made a motion to nominate Mr. Mark Turnley, CPA as independent auditor for 2024 seconded by Mr. O’Roark. The motion passed unanimously.

EXECUTIVE SESSION

At 6:53 PM, Mr. Woodske made a motion to adjourn to an Executive Session, seconded by Mr. Paisley. The motion passed unanimously.

Discussion and Motion on hiring an interim manager

Mr. Woodske made a motion to hire the Chippewa Township Manager – Mr. Mark Taylor – on a part-time basis, as the interim manager and pay him half the previous manager’s salary, with no benefits, seconded by Mr. Wright. Mr. Bouril, Mr. Woodske and Mr. Wright approved. Mr. O’Roark and Mr. Paisley opposed. The motion passed.

Discussion and Motion on bond signatures

Mr. Woodske made a motion to add the interim manager and all board members as signers on bond documents (i.e. bond requisitions), seconded by Mr. Wright. The motion passed unanimously.

Discussion and Motion on signing checks

Mr. Woodske made a motion that there be three signatures on all checks, seconded by Mr. Paisley. The motion passed unanimously.

Discussion and Motion on Resolution of how many board members and names on bank signature cards

Mr. Wright made a motion that the previous manager – Mr. Ken Meverden – and previous chairman of the board – Mr. Dave Smilek – remain on the First National Bank signature cards for all bank accounts until all the checks they signed have cleared. In addition, the interim manager – Mr. Mark Taylor – and all board five (5) board members – Mr. Jim Bouril, Mr. Dan Woodske, Mr. Brian O’Roark, Mr. Jay Paisley, and Mr. Bryan Wright are to be added as signers to all of the bank accounts at First National Bank for a total of eight signers, seconded by Mr. Woodske. The motion passed unanimously.

Discussion and Motion on ACH approvals

Mr. Wright made a motion to approve the interim manager and Mr. O’Roark for approving ACH transactions, seconded by Mr. Paisley. The motion passed unanimously.

Discussion and Motion on plant operation expenses

Mr. Woodske made a motion to allow the plant superintendent – Mr. Todd Beatty - to make emergency purchases if the interim manager is unavailable, seconded by Mr. Paisley. The motion passed unanimously.

Discussion and Motion on payroll

Mr. Woodske made a motion to allow Mr. Woodske to approve payroll/timesheets if the interim manager is unavailable, seconded by Mr. Paisley. The motion passed unanimously.

Discussion and Motion on shut-off plan

Mr. Woodske made a motion that the interim manager or plant superintendent will accompany BFMA on Authority water shut-offs, seconded by Mr. Wright. The motion passed unanimously.

Discussion and Motion on manager's job description

Mr. Woodske made a motion to accept the manager's job description that Mr. Bouril provided, seconded by Mr. Paisley. Mr. Bouril, Mr. Woodske, Mr. Paisley approved. Mr. Wright abstained. Mr. O'Roark opposed. The motion passed.

Discussion and Motion on new board policy

Mr. Wright made a motion to table the discussion on the new board policy until he has time to look at the policy manual, seconded by Mr. Woodske. The motion passed unanimously.

Discussion and Motion on Governance Policy

Mr. O'Roark made a motion to table the discussion on Governance Policy, seconded by Mr. Wright. Mr. Woodske, Mr. O'Roark, Mr. Paisley, and Mr. Wright approved the motion. Mr. Bouril opposed. The motion passed.

Discussion and Motion on hiring a new manager

Mr. Woodske made a motion to table the discussion on hiring a new manager, seconded by Mr. O'Roark. The motion passed unanimously.

MONITORING

The board acknowledged reviewing Financial Planning and Budgeting. There were no concerns.

The board acknowledged reviewing Financial Condition and Activities. There were no concerns.

INFORMATION GATHERING

Financial Report

Mr. Meverden presented the Financial Report, indicating that as of Dec. 31, 2023, revenue exceeded expenses by \$1,015,376.08.

Wastewater Treatment Plant and Sewer System Report

Mr. Meverden presented the Wastewater Treatment Plant and Sewer System Report. The board expressed no concerns.

Manager Notes

Mr. Meverden presented the board members with a letter from the Plant Superintendent regarding a force main leak at the Lakeview pump station, an incident report from DEP regarding the force main leak at the Lakeview pump station, 2024 Operating Budget, 2024 Capital Improvement Budget, an updated Vendor List, a Board Member Contact List, a list of Capital Improvement Projects and a Development Update as of Dec. 31, 2023.

Bill Payments Online

The board acknowledged receiving and reviewing the electronic bill payments and expressed no questions or concerns.

Monthly Meetings

The board will meet the third Monday of every month at 6:30 PM.

EXECUTIVE SESSION

At 7:30 PM, Mr. Woodske made a motion to adjourn to an Executive Session, seconded by Mr. Wright. The motion passed unanimously.

At 7:43 PM, Mr. Woodske made a motion to return to the regular meeting, seconded by Mr. Paisley. The motion passed unanimously.

ADJOURNMENT

Mr. Woodske made a motion to adjourn, seconded by Mr. Wright. The meeting was adjourned at 7:45 pm.

Secretary

Chairman