

BRIGHTON TOWNSHIP SEWAGE AUTHORITY

REGULAR MEETING MINUTES

December 15, 2025

Mr. Sheffer called the December 15, 2025 meeting of the Brighton Township Sewage Authority, located in the Municipal Building, 1300 Brighton Road, Beaver, PA 15009 to order at 7:00 P.M. There were no visitors present.

PRESENT: Jeffrey S. Maze, Vice Chairman (By telephone)
Bryan W. Flaugh, Secretary
Gordon R. Sheffer, Treasurer
Jeffrey L. Ziegler, Administrative Manager
Wyatt D. Dishar, Asst. Engineer, LSSE
Garen Fedeles, Solicitor

ABSENT: Mark Piccirilli, Chairman
Jack E. Erath, Assistant Secretary/Treasurer
Larry Lennon, Jr., P.E. LSSE

VISITORS: None

Public Comment: There was no public comment.

Minutes: Mr. Flaugh made a motion, seconded by Mr. Sheffer, vote unanimous, to approve the minutes of the November 17, 2025 Regular Meeting.

Treasurer's Report: Mr. Sheffer made a motion, seconded by Mr. Flaugh, vote unanimous, to approve the November 2025 Treasurer's Report and to file for audit.

Bill Lists: Mr. Flaugh made a motion, seconded by Mr. Sheffer, vote unanimous, to ratify the November bills list as submitted.

Vanport Township Municipal Authority: The Board reviewed the VTMA minutes of the October 27, 2025, Regular Meeting. VTMA August minutes indicated that the Vanport Authority Engineer recommended a joint meeting with the Vanport Township Municipal Authority and the Brighton Township Municipal and Sewer Authorities. The meeting took place on November 24, 2025 at 7:00pm.

The Board reviewed the 2024/2025 Service Fee calculation as prepared by KLH Engineers, Inc., on behalf of VTMA. The calculations indicate that BTSA owes VTMA \$20,067.10. Discussion ensued on the current sewer agreement and how the fee is calculated. BTSA representatives will meet with VTMA staff to discuss and better understand how expenses are being billed to the BTSA. Staff will report back to the board after the meeting takes place. Mr. Flaugh made a motion,

seconded by Mr. Sheffer, vote unanimous, to authorize payment in the amount of \$20,067.10 to VTMA for sewage system expenses.

Personnel: Removal from Probation: Zack Riley has completed his 180-day probationary period. Crew Chief Logan Brice and Mr. Ziegler recommended that he be removed from probationary status and his rate of pay be increased to \$24/hour effective November 19, 2025. Mr. Flaugh made a motion, seconded by Mr. Sheffer, vote unanimous, to remove Zack Riley from probation and increase his hourly rate of pay to \$24/hour effective November 19, 2025.

Review Status of Subdivision and Land Development Plans:

- **Roberts Run Subdivision – Final Approval Status** – This is a 53-lot residential subdivision off of Tuscarawas Road. Revised plans have not been submitted. The Engineer reported that there is not update on this item this month.
- **Deerfield Preserve Review Plan Status/Authorize Inspection** – We are in the maintenance period ending November 20, 2026.
- **Sheerin Farm Plan of Lots – Deed of Dedication/Bond Release** – We are in the maintenance period ending February 15, 2027. There was no update on this item this month.

Excess Consumption Policy: Kimberly Keenan – 105 Foxwater Trail: The property had consumption of 37,000 gallons. The average consumption is 23,000 gallons per quarter. A calculation under the Relief Policy shows that sewer relief of \$61.60 is warranted under the policy. Mr. Flaugh made a motion, seconded by Mr. Sheffer, vote unanimous, to grant relief in the amount of \$61.60 as calculated.

Excess Consumption Policy: Kim Kovalesky – 135 Orchard Drive: The property had consumption of 38,000 gallons. The average consumption is 5,000 gallons per quarter. A calculation under the Relief Policy shows that sewer relief of \$114.40 is warranted under the policy. Mr. Flaugh made a motion, seconded by Mr. Sheffer, vote unanimous, to grant relief in the amount of \$114.40 as calculated.

2026 Budget Adoption: The Engineer presented the 2026 Budget for adoption. The budget was reviewed at the October 20st and November 17th meetings. The engineer noted a couple of changes in the budget since it was reviewed in November including the change to Fund 30 showing the current expected expenditure of approximately \$250,000 to VTMA for their Capital Improvements. Discussion ensued and the decision was made to adjust the Vanport STP line item from \$250,000 to \$206,963 balancing the budget. Mr. Flaugh made a motion, seconded by Mr. Sheffer, vote unanimous, to adopt the 2026 Budget.

Engineer's Report: The Engineer had no further report.

Solicitor's Report: The Solicitor had no further report.

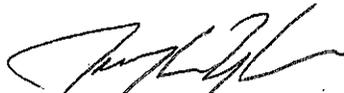
Crew Chief's Report: Mr. Brice reviewed the flow report and completed work throughout the month. He reported that there is an issue with the check valve at the Lisbon pump station. He

noted that he can hear leaking past the valve, but it is not enough to spin the pump or move the meter. He reported that the gate valve will not seal off the pipe so the check valve can be inspected.

Additional Business: None.

Adjournment: There being no further business Mr. Flaugh made a motion, seconded by Mr. Sheffer, vote unanimous, to adjourn the meeting at 7:35 P.M.

Respectfully submitted,



Jeffrey E. Ziegler, Manager