BRIGHTON TOWNSHIP SEWAGE AUTHORITY

REGULAR MEETING MINUTES

November 17, 2025

Mr. Piccirilli called the November 17, 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: Mark Piccirilli, Chairman
Jeffrey S. Maze, Vice Chairman
Bryan W. Flaugh, Secretary
Gordon R. Sheffer, Treasurer
Jeffrey L. Ziegler, Administrative Manager
Brad Cochran, Operations Supervisor
Wyatt D. Disher, Asst. Engineer, LSSE
Garen Fedeles, Solicitor

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

VISITORS: None

Public Comment: There was no public comment.

Minutes: Mr. Maze made a motion, seconded by Mr. Sheffer, vote unanimous, to approve the minutes of the October 20, 2025 Regular Meeting.

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

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

Vanport Township Municipal Authority: The Board reviewed the VTMA minutes of the September 29, 2025, Regular Meeting. As noted in the VTMA August minutes the meeting recommended by the Vanport Authority Engineer between the Vanport Township Municipal Authority and the Brighton Township Municipal Authority has been scheduled for 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 capital improvements and VTMA. It was determined to add this to the list of items to discuss at the meeting with VTMA on November 24th.

Municibid Participation: Brighton BTSA partnered with the Township to use the Municibid.com on-line auction platform for the sale of equipment. The on-line auction was advertised and bids closed on November 5th, 2025. The high bids received for the listed items are as follows:

2025 Ford Super Duty Rear Bumper	$125.00	Evangelos Katrakazos
2017 Ford Super Duty Rear Bumper	$100.00	Dale Festerman
2025 Ford Super Duty Tailgate	No Bid	
2017 Ford Super Duty Tailgate	No Bid	
White Utility Trailer	No Bid	

Mr. Sheffer made a motion, seconded by Mr. Flaugh, vote unanimous, to accept the high bids as presented for the items listed above in as-is condition.

Authorizing Sale of Unsold Equipment: The following equipment were listed on Municibid and did not sell: (1) 2025 Ford Super Duty Tailgate; (1) 2017 Ford Super Duty Tailgate; (1) White Utility Trailer. An offer was made by Russell Berry to purchase all three items for $400.00. Mr. Flaugh made a motion, seconded by Mr. Maze, vote unanimous, to authorize the sale of (1) 2025 Ford Super Duty Tailgate; (1) 2017 Ford Super Duty Tailgate; (1) White Utility Trailer to Russell Berry of Chambersburg, PA in as-is condition for $400.00.

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 the developer is working with the conservation district.

- 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. The solicitor reported that the dedication of the sewer line extension was accepted at the September meeting and it has been filed.

2024 Annual Audit & Financial Report: The 2024 Annual Audit & Financial Report has been completed and issued by Turnley Robertson & Associates, LLC. The Auditor clarified that the Authority books are reported on an accrual basis and that the outstanding balance due from Brighton Wellness is not required to be disclosed in the Auditor's Report. The Board discussed the Auditor's recommendations to develop an accounting procedures manual and to consider cyber security training. The Engineer will research what their other clients are doing for risk assessment and patrolling the system. The Manager will confer with the Auditor for recommendations related to development of a procedures manual and with the Auditor and MGSoft for cyber security business practice recommendations. Mr. Sheffer made a motion, seconded by Mr. Piccarilli, vote unanimous, to accept the 2024 Annual Audit & Financial Report as completed and issued by Turnley Robertson & Associates, LLC. and ratify the authorization for the Chairman and Manager to sign the management representation letter.

2026 Budget Second Reading: The Engineer presented the second reading of the 2026 Budget. A reduction in revenues of slightly more than $21,000 is projected, primarily due to slowed development and the resultant decrease in connection fees. Discussion took place on the 12% increase in health insurance for 2026. The Board elected to budget Health Insurance at the 2025 budget amount. The expenses do not have any significant changes, with the largest increases expected in labor and maintenance and supplies. Discussion took place on the large capital line item that Vanport Township Municipal Authority has added to their budget for capital improvements. This will have a significant impact on the BTSA budget and is the major unknown for the 2026 Budget. The budget will be presented for adoption at the December 15th meeting.

Resolution No. 2025-07 DCED LSA Grant Walnut Street Sanitary Sewer Replacement Project: As authorized at the September meeting, an application has been prepared requesting grant funds in the amount of $936,000.00 through the 2025 DECED Local Share Account Statewide Grant Program to be used for the Walnut Street Sanitary Sewer Replacement Project. Mr. Sheffer made a motion, seconded by Mr. Flaugh, vote unanimous, to approve Resolution 2025-07 to file the application through the 2025 DECED Local Share Account Statewide Grant Program requesting grant funds in the amount of $936,000.00 for the Walnut Street Sanitary Sewer Replacement project.

Resolution No. 2025-08 DCED LSA Grant Hemlock Street Sanitary Sewer Improvements Project: As authorized at the September meeting, an application has been prepared requesting grant funds in the amount of $731,250.00 through the 2025 DECED Local Share Account Statewide Grant Program to be used for the Hemlock Street Sanitary Sewer Improvements Project. Mr. Flaugh made a motion, seconded by Mr. Maze, vote unanimous, to approve Resolution 2025-08 to file the application through the 2025 DECED Local Share Account Statewide Grant Program requesting grant funds in the amount of $731,205.00 for the Hemlock Street Sanitary Sewer Improvements project.

Engineer's Report: Mr. Lennon said that he is following up with Pride Masonry, Inc. on the corrective action plan for the Dawson Ridge Sewer Rehabilitation Project under the maintenance bond. The Engineer reported that Pride Masonry is still trying to finish things up at this time.

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

Crew Chief's Report: Mr. Brice reported on work completed throughout the month. He reported that there were 57 One Calls as well as 11 callouts in the month of October. He reported that all 8 generators were inspected and there were no problems identified. Mr. Brice stated that RAM completed the valve work at the Todd Pump Station and that the epoxy that was used to repair one of the pumps is continuing to be effective and consequently both sides are presently working. Mr. Brice noted that Zachary Riley will complete his new hire probation this month. Discussion ensued on placing an item on the agenda for next month increasing his pay in accordance with the pay scale.

RAM Industrial Service Pump Installation Proposal - At the October meeting the Board approved proposal No. P25079-NFPT from RAM Industrial Service Solutions for two (2) new Flygt Dry-Pit Replacement Pumps at the Todd Road Pump Station. The Board reviewed the RAM Industrial Service Solutions proposal to install the two (2) new pumps for $61,192.00. The Engineer has reviewed the proposal and can report and make a recommendation. Mr. Maze made a motion, seconded by Mr. Sheffer, vote unanimous, to approve proposal No. P25079-Insta for RAM Industrial Services to install two (2) new Flygt pumps which replace the existing four (4) pumps that are in series at the Todd Pump Station in the amount of $61,192.00 through COSTAR Contract 008-E23-1027.

Additional Business: None.

Adjournment: There being no further business Mr. Flaugh made a motion, seconded by Mr. Maze, vote unanimous, to adjourn the meeting at 8:05 P.M.

Respectfully submitted,

Jeffrey L. Ziegler, Manager