

BRIGHTON TOWNSHIP MUNICIPAL AUTHORITY

REGULAR MEETING MINUTES

January 20, 2025

Mr. Sheffer called the January 20, 2025 meeting of the Brighton Township Municipal Authority to order at 7:45 P.M. The meeting was in the Municipal Building, 1300 Brighton Road, Beaver, PA 15009. No visitors were present.

PRESENT: Mark Piccirilli, Chairman
Jeffrey S. Maze, Vice Chairman
Bryan W. Flaugh, Secretary
Gordon R. Sheffer, Treasurer
Bryan K. Dehart, Administrative Manager
Brad Cochran, Operations Supervisor
Wyatt D. Disher, Asst. Engineer, LSSE

ABSENT: Jack E. Erath, Assistant Secretary/Treasurer
Samuel J. Orr, III, Solicitor
Larry Lennon, Jr., P.E. LSSE

There was no **Public Comment**.

Reorganization for 2025: Mr. Sheffer made a motion, seconded by Mr. Maze, vote unanimous, to appoint Mark Piccirilli as Chairman for 2025.

Mr. Maze made a motion, seconded by Mr. Flaugh, vote unanimous, to nominate and elect the following slate of officers for 2025:

- Jeffrey S. Maze, Vice Chairman
- Bryan W. Flaugh, Secretary
- Gordon R. Sheffer, Treasurer
- Jack E. Erath, Assistant Secretary/Treasurer

Mr. Sheffer made a motion, seconded by Mr. Maze, vote unanimous, to make the following appointments of Operating Officials for 2025:

- Samuel J. Orr, III as Solicitor and approve his compensation consistent with 2024 rates.
- Lennon, Smith, Souleret Engineering, Inc. as Authority Consulting Engineer and accept their proposal by letter dated December 5, 2023 and approve the schedule of fees effective January 1, 2024.
- Brad Cochran as Operator and Operations Supervisor.
- Bryan K. Dehart as Administrative Manager.

Mr. Sheffer made a motion, seconded by Mr. Flaugh, vote unanimous, to accept the proposal of Mark C. Turnley, CPA to prepare notes financial statements and complete the audit for the year ended December 31, 2024 in the amount of \$10,250 in accordance with his three (3) year proposal dated January 10, 2023.

Mr. Piccirilli made a motion, seconded by Mr. Sheffer, vote unanimous, to designate PNC Bank as Depository and designating the Board of Directors, Manager and Dawn Librich as authorized signers on the accounts, with two (2) signatures required on all checks. The Authority will also continue to use PLGIT for investment of Authority funds.

Mr. Flaugh made a motion, seconded by Mr. Sheffer, vote unanimous, to designate the Board of Directors as the authorized signers to disburse funds from the US Bank Trust accounts.

Mr. Maze made a motion, seconded by Mr. Flaugh, vote unanimous, to set the meeting dates and times for 2025 and for January 2026 as the third Monday of each month at 7:30 PM in the Municipal Building, 1300 Brighton Road, Beaver, PA 15009 as follows:

Monday, February 17, 2025
Monday, March 17, 2025
Monday, April 21, 2025
Monday, May 19, 2025
Monday, June 16, 2025
Monday, July 21, 2025
Monday, August 18, 2025
Monday, September 15, 2025
Monday, October 20, 2025
Monday, November 17, 2025
Monday, December 15, 2025
Monday, January 19, 2026

Mr. Maze made a motion, seconded by Mr. Sheffer, vote unanimous, to set Holidays for 2025 and January 2026 as follows:

April 18, 2025	Good Friday
May 26, 2025	Memorial Day
July 4, 2025	Independence Day (Friday)
September 1, 2025	Labor Day
November 11, 2025	Veterans Day (Tuesday)
November 27, 2025	Thanksgiving Day
November 28, 2025	Day after Thanksgiving
December 25, 2025	Christmas Day (Thursday)
December 26, 2025	Day After Christmas (Friday)
January 1, 2026	New Year's Day (Thursday)

Mr. Piccirilli made a motion, seconded by Mr. Sheffer, vote unanimous, to approve Resolution No. 2025-01 Conflict of Interest/Code of Ethics Policy: The Board previously

determined that they would annually approve and sign a Resolution setting forth a Conflict of Interest and Code of Ethics Policy.

Minutes of December 16, 2024 Regular Meeting and December 30, 2024 Special Meeting: Mr. Maze made a motion, seconded by Mr. Sheffer, vote unanimous, to approve the minutes of the December 16, 2024 Regular Meeting and December 30, 2024 Special Meeting.

December Treasurer's Report: The Board reviewed the Treasurer's Report. December activity was as follows:

Revenue Account Balance December 1, 2024	\$ 70,758.36
December Utility Receipts	\$180,425.92
Transfer from PLGIT	\$200,000.00
Connection & Tapping Fees	\$ 0.00
NSF	\$ 70.56
Lien Letters	\$ 70.00
Deduct Meters(0)	\$ 0.00
December Expenses/Transfer	(\$374,993.04)
Revenue Account Balance December 31, 2024	\$ 76,331.80
 Payroll Account Balance December 31, 2024	 \$ 10,174.11
 PLGIT Operating Account Balance December 31, 2024	 \$206,865.35
PLGIT PRIME Operating Balance December 31, 2024	\$273,200.22
PLGIT HRA Account Balance December 31, 2024	\$ 17,031.74
 PLGIT Capital Account Balance December 31, 2024	 \$186,727.79
PLGIT PRIME Capital Balance December 31, 2024	\$814,106.03

The coverage factor for the month of December was 1.88.

Mr. Piccirilli made a motion, seconded by Mr. Maze, vote unanimous, to approve the December Treasurer's Report as read and file for audit.

Ratify December Bill List: After review, Mr. Maze made a motion, seconded by Mr. Sheffer, vote unanimous, to ratify the December bills list.

Contract No. 24-W1 Lead Free Meter Procurement - H2O PA Grant: The Authority has received a \$300,000 COVID-19 ARPA H2O PA grant award for meter replacements. Funding is to be expended by September 30, 2026. The Board has awarded and executed the contract for the meter procurement to EAP Industries, Inc. in the total amount of \$420,905. The Engineer presented for consideration Pay Application No. 1 in the amount of \$272,755. This represents all meters in the Base Bid, with the exception of the 1" meters. The meters in the Add Alternates will be delivered at a later date.

Mr. Sheffer made a motion, seconded by Mr. Maze, vote unanimous, to approve Pay Application No. 1 in the amount of \$272,755.

Mr. Cochran reported that since last Monday (January 13, 2025) there have been 72 meters installed.

Requisition No. 25-01: The Engineer presented and recommended for approval Requisition No. 25-01 from the Surplus Tap In Account for payment to EAP Industries, Inc. in the amount of \$272,755 for Partial Payment No. 1.

Mr. Sheffer made a motion, seconded by Mr. Maze, vote unanimous, to approve and authorize execution of Requisition No. 25-01 for payment to EAP Industries, Inc. in the amount of \$272,755.

Excess Consumption Policy: Evans – 1013 Colvin Drive: The property had consumption of 573,000 gallons at the last reading, and an additional 182,000 gallons since that time. The charges for this consumption are \$12,442.95. Service is turned off at this time until repairs are made. No action has been taken for repairs. Confirmation must be made that repairs have been made to the plumbing to eliminate the cause of the large consumption. There has been no change of status.

Mr. Sheffer made a motion, seconded by Mr. Flaugh, vote unanimous, to grant water relief for the two (2) following accounts as calculated:

Quinn – 150 Maple Drive: The property had reading of 155,000 gallons that exceeds the average consumption of 4,000 gallons. A calculation under the Relief Policy shows that water relief of \$497.38 is warranted under the policy for this quarter.

Paone – 117 Wishart Drive: The property had reading of 58,000 gallons that exceeds the average consumption of 19,000 gallons. A calculation under the Relief Policy shows that water relief of \$111.00 is warranted under the policy for this quarter.

Plan Review/Development Status: Deerfield Preserve – Phase I consisting of 40 lots is under construction. Final dedication is pending. At the August meeting the Board accepted a proposal for LSSE to prepare as built drawings, legal descriptions, and exhibits of the water system. The Engineer reported that the survey work is completed and the drawings and exhibits are substantially completed. A Deed of Dedication needs to be prepared.

Roberts Run Subdivision – Application has been filed for a 53-lot residential subdivision. A plan review was recently completed. The developer needs to submit material and cost estimates for the Developer's Agreement. There is no change of status.

Clover Communities – We are in the maintenance period ending May 18, 2026.

Operating Procedures & Drought Contingency Plan Updates: At the December meeting the Operations Supervisor advised that updates are to be made to the Operating Procedures

and the Drought Contingency Plan. Mr. Cochran reported that they are currently working on the updated procedures.

Water Service Line Inventory: The Engineer discussed the Water Service Line Inventory that is part of the lead and copper rules. A report to DEP was made by the October 16 deadline. LSSE is updating that data spreadsheet as survey responses are received, and as the BTMA maintenance crew updates the information based upon meter changes, or interior inspections.

Water System Master Plan Proposal: The 2025 Budget includes funding to prepare an updated Water System Master Plan. The Engineer distributed a draft Service Order Authorization that listed the various areas of study. The last full study is dated November 1997 and updated in February 2014. Mr. Dishler requested comments on the draft with the expectation that a final proposal and cost estimate can be presented at the February meeting.

Brighton Rehab & Wellness: Mr. Dehart reported that a payment was made this month, but the account is still delinquent.

VTMA Water Sales Agreement: The new Water Sales Agreement with VTMA has been executed. It is effective January 1, 2025 and is for a term of 32-years.

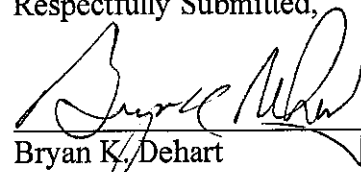
Ohioville Borough Municipal Authority Sales Agreement Extension: OBMA has been asked to agree to an extension of the existing Agreement with BTMA for the purchase of water to January 14, 2055. A proposed Agreement to make this change was sent to Attorney Paul Steff, the Solicitor for OBMA. Mr. Dehart spoke with Attorney Steff who reported that the proposal is being reviewed and discussed by the OBMA.

Monthly Operating Report: The monthly Operation Supervisor's Report was reviewed. The 2024 Unaccountable Water Loss was 14.48%. During the month there were 21 replacement meters installed and two (2) new construction meters installed; there was one (1) service connection installed during the month. During 2024 a total of 269 water meters were replaced. Nine (9) water samples were taken during the month and all fell within normal guidelines. There were two (2) waterline breaks during the month, making the 2024 total 18.

Additional Business: There was no additional business.

Adjournment: Mr. Sheffer made a motion, seconded by Mr. Flaugh, vote unanimous, to adjourn the meeting at 8:20 P.M.

Respectfully Submitted,



Bryan K. Dehart
Administrative Manager