

# **BRIGHTON TOWNSHIP SEWAGE AUTHORITY**

## **REGULAR MEETING MINUTES**

**January 20, 2025**

Mr. Maze called the January 20, 2025 meeting of the Brighton Township Sewage Authority to order at 7:00 PM. The meeting was located in the Municipal Building, 1300 Brighton Road, Beaver, PA 15009. No visitors were present.

**PRESENT:** Mark Piccirilli – Chairman  
Gordon R. Sheffer – Vice Chairman  
Jeffrey S. Maze, Secretary  
Bryan W. Flaugh – Treasurer  
Bryan K. Dehart, Manager  
Logan Brice, BTSA Operator  
Wyatt D. Dishler, Asst. Engineer, LSSE  
Garen Fedeles, Esq. – Solicitor

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

There was no **Public Comment**.

### **Reorganization for 2025:**

Election of Officers – Mr. Maze made a motion, seconded by Mr. Sheffer, vote unanimous, to nominate and elect Mark Piccirilli as Chairman for 2025.

Mr. Maze made a motion, seconded by Mr. Sheffer, vote unanimous, to nominate and elected the following Board Officers for 2025:

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

Appoint Operating Officials – A motion made by Mr. Piccirilli, seconded by Mr. Sheffer, vote unanimous, to appoint the 2025 operating officials as follows:

- Garen Fedeles, Esquire, Solicitor  
Santicola, Steele & Fedeles; 722 Turnpike Street, Beaver, PA 15009  
And approving retainer and fee schedule.

- Lennon, Smith, Souleret Engineering, Inc. as Consulting Engineer and approving their schedule of fees effective January 1, 2025.
- Bryan K. Dehart, Manager
- Logan Brice, Crew Chief

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. Sheffer made a motion, seconded by Mr. Maze, 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. Maze made a motion, seconded by Mr. Sheffer, vote unanimous, to set the meeting dates and times for 2025 and for January 2026 as the third Monday of each month at 7:00 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. Flaugh, 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)

The Board previously determined that they would annually approve and sign a Resolution setting forth a Conflict of Interest and Code of Ethics Policy. Mr. Flaugh made a motion, seconded by Mr. Sheffer, vote unanimous, to approve and sign **Resolution No. 2025-01** Conflict of Interest/Code of Ethics Policy. All Board members will sign the resolution.

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

**Treasurer's Report:** Mr. Sheffer made a motion, seconded by Mr. Maze, vote unanimous, to approve the December 2024 Treasurer's Report and to file for audit.

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

**Vanport Township Municipal Authority:** The Board received the VTMA minutes of the November 25, 2024 Regular Meeting.

**Excess Consumption Policy:** 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 sewer relief of \$748.00 is warranted under the policy for this quarter. Mr. Maze made a motion, seconded by Mr. Flaugh, vote unanimous, to grant sewer relief of \$748.00 as calculated.

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 sewer relief of \$165.00 is warranted under the policy for this quarter. Mr. Sheffer made a motion, seconded by Mr. Flaugh, vote unanimous, to grant sewer relief of \$165.00 as calculated.

**Review Status of Subdivision and Land Development Plans:**

- **Sheerin Farm Plan of Lots – Construction Status** – This is a four (4) lot subdivision of the Sheerin property located at 4270 Dutch Ridge Road. A pressurized public sewer system proposed as part of the plan and is under construction. The Engineer reported that the second force main crossing of Dutch Ridge Road to the manhole in the Antler Ridge Plan has been installed. Remaining is the testing and manhole coatings. The manhole coating is weather dependent.
- **Deerfield Preserve Review Plan Status/Authorize Inspection** – This is a 92-lot phased subdivision. Phase I consist of 40 lots by gravity sewer. At the August meeting the Board accepted a proposal for LSSE to prepare as built drawings, legal descriptions, and exhibits of the sewage system. The Engineer has provided all of the exhibits and the Deed of Dedication is prepared. This will be sent for execution pending completion of similar documents for the BTMA. The balance of the letter of credit will be retained in lieu of a maintenance bond. If it proves to be insufficient at the conclusion of the maintenance period further action can be taken.

- **Roberts Run Subdivision – Final Approval Status** – This is a 53-lot residential subdivision off of Tuscarawas Road. Revised plans have not been submitted.

**Lift Station Standard Details:** The Board previously received and commented on standard details for sewage lift stations. The Engineer presented and updated version that incorporated all prior review comments. A final change was made to the drawing at the meeting regarding a flange design change. Mr. Sheffer made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve the Brighton Township Sewage Authority Sewage Lift Station Design Requirements and Standard Details with the additional change made this date.

**Engineer's Report:** Mr. Dishler said that no reply has been received to the notice to the contractor of corrective actions needed under the maintenance bond for the sewage rehabilitation work in the Dawson Ridge Plan. The contractor is Pride Masonry, Inc. LSSE will meet with the staff and Solicitor to determine how to proceed.

Mr. Dishler said the air release valve was inspected on Chestnut Street. Lone Pine will purge the manhole to have it drain properly.

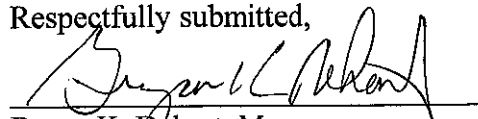
**Solicitor's Report:** Mr. Fedeles reminded the Board members of the requirement to file the Statement of Financial Interest.

**Crew Chief's Report:** The flow report was reviewed. Mr. Brice reported on work through the month. Mr. Brice said that TEC Electric is to start on the heater repairs this week. The Crew Chief said he has recently spoken with RAM Industries. The annual pump station maintenance should take place soon. They also delivered at the end of December the spare parts previously ordered. A quote from RAM is expected for installation of the gate valves and check valves at the Dawson Ridge P.S. Work previously approved with Chaffee Excavating of pending receipt of materials ordered from L.B. Water. Dylan Well service was called for repairs at the Todd Road P.S. A pressure switch and expansion tank were repaired. TEC Electric will be installing new sensors at the Todd Road P.S.

**Additional Business:** There was no additional business.

**Adjournment:** There being no further business Mr. Sheffer made a motion, seconded by Mr. Maze, vote unanimous, to adjourn the meeting at 7:42 P.M.

Respectfully submitted,



Bryan K. Dehart, Manager