

AMENDED 12/5/24

LEMON TOWNSHIP TUNKHANNOCK TOWNSHIP
JOINT MUNICIPAL SEWER AUTHORITY

November 7th, 2024
Meeting Minutes

Officers & others present: Chairman Veto Barziloski, Jr., Ed Hetzel, Dave Smith, Samantha Hoover, Doug Smith, consultant, Bill Lawrence, Rebecca Kilmer, secretary

Public Sign-in sheet on file

Chairman Barziloski opened tonight's meeting with the pledge to the Flag.

Following a brief review of minutes, Smith moved to accept October minutes as recorded, Hoover seconded, approved by all.

Barziloski asked for public comments and/or questions from the floor. No response.

Financial reports for all accounts were reviewed. Hoover motioned to accept financial reports on all bank accounts, Smith seconded, the motion carried.

A list of invoices was reviewed for approval. Barziloski motioned to pay all invoices in the amount of \$45,228.85 Hoover seconded, the motion carried.

Several Milnes & Shadowbrook people were in attendance regarding the Sewage Facilities Planning Module for Shadowbrook Greens. Mick Goodwin, engineer with Milnes began their report on the status of the Project. Tunkhannock Township is the entity to approve the expansion with their signatures and the Authority's signature for approval and will be delivered to DEP.

Hoover motioned to approve and sign the Sewage Facilities Planning Module to advance Shadowbrook's connection to the LTTTJMSA sewage plant. Barziloski seconded the motion and approved by all.

In Steve's absence, Doug gave a short report on recent activity. A printed list of items is attached. Steve's email regarding the Change orders waiting for DEP approval was also discussed.

As requested from the October meeting, Bill provided Resolution #2024-11-01 providing an amendment to the Authority's Rules & Regulations to authorize interest charges of 1.5% on late payments. Hoover motioned to approve Resolution #2024-11-01, Barziloski seconded, and carried by all.

Kilmer requested to purchase a Utility billing program rather than continue using Quickbooks for monthly customer billing. Too many problems and Quickbooks support is

not readily available and will be less with the new year because of a family health issue. The billing programs that were searched were presented with Core being the most cost effective and providing the needed service. Hoover suggested Zoho as a better alternative. Smith motioned to adopt the Zoho program, Hoover seconded, the motion carried.

Kilmer also informed the Board that the current payroll service will no longer provide payroll in 2025. A few options were presented. Barziloski suggested that Lemon Twp could do 1 payroll since they use the Quickbooks software for their payroll. Samantha Hoover, Lemon Twp secretary seemed to agree with the idea and will check with Chairman Keefe.

With no further business, Hetzel motioned to adjourn at 7:20 PM, Barziloski seconded, and the motion carried.

Rebecca G. Kilmer, secretary

Date