Burgettstown-Smith Township Joint Sewerage Authority
377 Joffre Bulger Rd. Burgettstown, Pa. 15021
P.O. Box 389 Burgettstown, Pa. 15021
(724)947-9609 Fax (724)947-9614
Office Hours: Mon. 8am-4pm Tues. Closed Wed.-Fri. 8am-4pm
Closed the first business day of the month.

MINUTES OF THE
BOARD MEETING
ON
May 6, 2026

Pam Church called the meeting to order at 6pm

ROLL CALL

Pamela Church, Kim McGee, Jim McGee, Rich Creps , Bill Jordan and Anthony Gianfrancesco answered roll call.

Lane Turturice-Solicitor, Shari Crawford-Authority Manager. Keith Straight-Redcon engineer

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Don Zalaznik-wanted to discuss the "Grinder Pump Policy"; doesn't feel it's fair that the Authority changed the policy stating that the homeowner would be responsible for grinder pump maintenance, replacement and all work pertaining to it. Mr Zalaznik was informed the Authority would have to do some research on the policy and was to return to the meeting next month for resolution.

MEETING MINUTES

Motion to accept the minutes from April 1, 2026, meeting made by Rich Creps Seconded by Bill Jordan all in favor none opposed motion carries.

Motion to accept the agenda May 6, 2026, meeting made by Kim McGee. Seconded by Rich Creps

TREASURERS REPORT (See Attached Report)

Motion to pay the bills for March 2026, made by Jim McGee. Second by Bill Jordan all in favor none opposed motion carries.

Motion to accept the Treasurer's Report for April 2026, made by Anthony Gianfrancesco. Second by Rich Creps, all in favor none opposed motion carries.

MANAGERS REPORT (See attached report).

Motion to accept the Managers report made by Pam Church. Second, by Rich Creps all in favor none opposed motion carries.

SEWERAGE TREATMENT PLANT REPORT (See attached report)

I & I REPORT (See attached report)

COLLECTIONS SYSTEM REPORT (See attached report)

Motion to accept Sewage Treatment Report made by Jim McGee Seconded by Anthony Gianfrancesco all in favor none opposed motion carries.

ADMINISTRATION AND BILLING REPORT (See attached report).

Motion to accept administration/billing report made by Bill Jordan. Seconded by, Jim McGee all in favor none opposed motion carries.

ENGINEERS REPORT (See attached report)

Motion to accept the engineers report made by Rich Creps. Seconded by Kim McGee, all in favor none opposed motion carries.

LEGAL REPORT (See attached report)

Motion to accept the legal report made by Rich Creps. Seconded by Jim McGee all in favor none opposed motion carries.

Mr. Turturice to draft a policy for office Credit Card usage and also a policy for determining eligibility for the Non-Profits to receive a discounted sewage rate.

OLD BUSINESS

Motion to accept bid from Crawford Lawncare made by Pam Church seconded by Rich Creps, Anthony Guianfrancesco opposed vote is 5-1 motion carries.

NEW BUSINESS

Motion to approve Tank Rehabilitation for the plant made by Anthony Gianfrancesco seconded by Rich Creps, all in favor none opposed motion carries.

Motion to change office hours to Monday- Friday 8am-4pm nor will we no longer be closed for billing on the first business day of the month. Effective May 18th,2025 made by Rich Creps. Seconded by Bill Jordan, all in favor none opposed motion carries.

Motion to change full-time hours from 32 hours to 40 hours per week for employees made by Rich Creps. Seconded by Bill Jordan, all in favor none opposed motion carries.

Motion to do annual Performance appraisals prior to the yearly budget made by Rich Creps. Seconded by Bill Jordan, all in favor none opposed motion carries.

Motion to stagger paid time off made by Rich Creps. Seconded by Bill Jordan, all in favor none opposed motion carries.

Motion to made by Bill Jordan. Seconded by Anthony Gianfrancesco all in favor none opposed motion carries.

Motion to discuss and approve random drug testing on personnel effective May 18th, 2026- TABLED to discuss at a later date???

Motion to approve company vehicles are not to be used for personal purposes, should remained parked at the office or plant except when an employee is on call, and that all company vehicles should be labeled w/ pertinent business information, logo, phone #, etc. made by Rich Creps. Seconded by Jim McGee all in favor motion carries.

Motion to approve that any board member can request a key to gain entrance into the BSTJSA office when the office is CLOSED, any board member can request monthly uinvoices to be scanned and emailed to them by the Friday prior to any meetings, made by Rich Creps. Seconded by Anthony Gianfrancesco all in favor none opposed.

~Discuss sending quotes to contractors to be sealed in envelopes and opened at the next business meeting.

~Discuss and approve by Motion: All sanitary sewer manhole covers to be marked in Smith Twp.

~ Discuss properties being turned over to municipalities that have sewage liens. - TABLE

~ Approve to ratify the purchase of a repair kit and module for the UV Disinfectant bank. ***Motion*** made by Anthony Gianfrancesco seconded by Rich Creps all in favor none opposed motion carries.

~ Discuss and approve by Motion for the board members to attend the PMAA conference in September. Everyone is to let Shari know by Friday May 29,2026.

CORRESPONDENCE

Motion to adjourn meeting made by Pam Church. Seconded by Anthony Gianfrancesco all in favor none opposed motion carries.

Respectfully submitted by, Shari Crawford

The foregoing minutes were approved **as** written **this** 3rd **Day of** June **2026 while in regular session.**

Pamela Church
Board Chairperson

Attest: Kimberly McGee
Secretary/Treasurer

(SEAL)