

**YARDLEY BOROUGH SEWER AUTHORITY**  
**Bucks County, Pennsylvania**

**MINUTES OF MEETING OF September 14, 2023**

The regular monthly meeting of the Board of the Yardley Borough Sewer Authority (the Authority) is called to order by Chairman Carl Perella at 7:01 p.m. on September 14, 2023, at Yardley Borough Hall, 56 South Main Street, Yardley, Pennsylvania after notice had been given to the members of the Board of the Authority and the general public as required by law. Those present in addition to Mr. Perella are Board members David Collins, Mark McDevitt, and Barry Sharer; Alexander Dyke, P.E. and Brian Brochon, E.I.T. of Gilmore & Associates, Inc., the Authority Consulting Engineers; Blake Dunbar, Esquire of Robert L. Brant & Associates; Phil Smythe, Pump Station Operator, and Christine Ventresca, Operations Administrator.

The Chair comments that the minutes of the previous regular meeting had been distributed to all Board members prior to the meeting. Mr. Perella moves that the minutes of the regular Board meeting on August 9, 2023 be approved as submitted. Mr. Collins seconds the motion. Motion carries 4-0.

Mrs. Ventresca presents the Authority's Profit and Loss Statement (Budget vs. Actual) through August 2023 and the Balance Sheet (Previous Month Comparison) as of August 31, 2023.

The report of Delinquent Accounts with balances over sixty days is also presented by Mrs. Ventresca. She reports that 19 customers received demand for payment letters and 4 properties are eligible to be posted. Two properties were liened during August.

There was extensive discussion of the need for a policy regarding the posting and liening of delinquent accounts. Mrs. Ventresca will look for prior written policies and report back to the board. Mr. Dunbar will ask other Authorities what are their policies.

Mrs. Ventresca presents the Operations Administrator Report. For the month of August, \$84,981.15 in sewer payments, \$179.18 in adjustments and \$281.44 in penalties were applied. There were \$77,285.69 in billings for the month. 184 customers paid a total of \$11,829.95 via ACH. 65 credit card payments were processed. There were 6 sewer certifications processed for August. Customer bills for August usage were mailed September 5, 2023 with payment due by September 25, 2023

Payment in the amount of \$10,872.57, was requested from Aqua America/Lower Makefield Township for the JUF Capital Expenses (pump station and sewer system) for August 2023.

The monthly bills, as listed on a Bill List totaling \$31,412.55, are presented by Mrs. Ventresca for consideration by the Board. Mr. Sharer moves that the bills included on the Bill List be approved for payment as presented. Upon the second of Mr., Perella the motion is unanimously approved.

Mr. Smythe stated that there was nothing to report regarding the Pumping Station.

Messrs. Brochon and Dyke present a Consulting Engineer's Report. Mr. Brochon received several bids for replacing the lateral outside of 100 N Main St. The work is estimated to cost \$25,000 to \$30,000 because the road will need to be closed while the work is performed. Mr. Brochon will participate in a meeting with PennDot regarding the capital project.

Mr. Dunbar presents the Solicitors report. He notes 2 properties were liened in August.

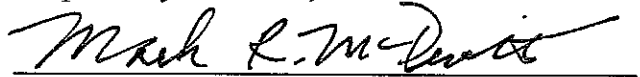
At 8:04 p.m., Mr. Perella makes a motion to enter into Executive Session. Mr. Sharer seconds the motion. Mr. Perella concludes the Executive Session at 8:16 p.m.

Mr. Collins makes a motion to approve the Draft 2023-23 Budget. Mr. Perella seconds the motion. Motion carries.

Mr. Collins makes a motion to purchase flower and to hold a dinner, for no more than \$800, in honor of Mrs. Cler, upon her retirement from the Authority. Mrs. Ventresca will make the arrangements.

There being no further business to come before the Authority, upon the motion of Mr. Perella and seconded by Mr. Collins, and approved unanimously, the meeting was adjourned at 8:36 p.m.

Respectfully submitted,



Mark McDevitt, Assistant Secretary



Christine Ventresca, Operations Administrator