

**BURGETTSTOWN-SMITH TOWNSHIP JOINT SEWAGE AUTHORITY
REGULAR BUSINESS MEETING**

May 6, 2026

Call to Order

Pledge of Allegiance

. All public comments and questions pertaining to the agenda items or non agenda items will be addressed during Public Comments.

Board Members:	Chairman:	Pamela Church
	Vice Chairman:	Richard Creps
	Secretary/Treasurer:	Kim McGee
	Board Member	Anthony Gianfrancesco
	Board Member	William Jordan
	Board Member	James McGee
	Solicitor	Lane Turturice
	Engineer	Keith Straight

Roll Call:

Any additions to the May 6, 2026, meeting agenda?

Motion to pass the May 6, 2026, meeting agenda.

Motion to pass April 1, 2026, meeting minutes

Persons to be heard: Mid Atlantic storage

Treasurer's Report:

- Discuss financial reports and Invoices
- Discuss and Approve by Motion: New Credit Card Policy for employees
- How Many Gas Cards are given and who has access to them.
- Discuss: What Vendors are we using and what benefits do the BSTJSA get in return.
- Discuss and Approve by Motion: Opening a Quill account for office supplies and cleaning products.
- Review and Approve by Motion Payment of Bills
- Review and Approve by Motion Treasurer's Report

Manager's Report: Review and Approve by Motion

System's Operations Report: Review and Approve by Motion

Administration and Billing Report: Review and Approve by Motion:

Engineering Report:

Discussion and Approve by Motion:

- quotes for rehabbing and or replacing the tanks at the plant.
- Cost to dewater and clean the tanks

Review and Approve by Motion: Legal Report:

Old Business:

Discussion and approve by motion to accept a bid for lawncare

Discuss Non-Profit Sewage Report

- Approve by motion for providing up to \$1,000 in free services annually to listed non-profits
- have Solicitor Lane Turturice draft a non-profit contribution policy for current and future use. Effective on June 1, 2026

SVFD

BVFC

Burgettstown Community Library

Fort Vance Historical Society

Burgettstown Senior Center

New Business:

- Approve by motion: Change in office hours. Monday – Friday from 8:00 AM to 4:00 PM. Office will no longer be closed on the first business day of the month. Effective May 18, 2026
- Approve by motion: Change in full time status from 32 hours per week to 40 hours per week for employees. Effective May 18, 2026
- Approve by motion: Performance appraisals will be conducted for employees once a year before budget time.
- Discussion: Paid time off days should be staggered
- Discussion: Part time personnel: What are her duties and reasons for being called out
- Discussion and Approve by motion: Is Drug testing being done. For the BSTJSA to do random drug testing on personnel. Effective May 18, 2026
- **Company Vehicles: Approve by motion:** Effective May 18, 2026
- Company vehicles must not be used for personal purposes.
Vehicles should remain at the Authority Plant or Office, except when a plant employee is on a weekend call for the plant and may park the vehicle at their home.
All company vehicles are to be labeled with logo and pertinent information and type of labeling ex. (Reflector)
- Any board member is entitled to request the key code to gain entry into the BSTJSA office when the office is closed.
- Any board member may request that **monthly** invoices be scanned and emailed to them with their meeting documents on the Friday prior to the Wednesday regular business meeting.
- Approve by Motion: Send out quote forms to contractors and quotes or bids are to be submitted in a sealed envelope to be opened at the next business meeting.
- Discussion and Approve by Motion: All sanitary sewer manhole covers be marked in Smith Township.

- Approve to ratify the purchase of a repair kit and module for the UV Disinfectant bank
- Discuss Properties being turned over to municipalities that have sewage liens.
- Discuss and Approve by motion: PMAA conference attendance by board members.

Any Board member that wants to attend the PMAA conference in September let Shari know by the end of May.

Correspondence:

Board Members Comments/Questions

Public Comments:

Adjournment: