

## Millcreek Richland Joint Authority Meeting Minutes

January 8, 2024

The Millcreek-Richland Joint Authority Meeting of January 8, 2024, was called to order by John Wolgemuth, Authority Chairman at 7:02 P.M.

Present: James Bottomley; John Wolgemuth; Arthur Wealand, Rebecca Schnoke, Jessica Weaver, and Cody Shalters

Also in attendance: Dan Hershey, Amy Leonard, Esq., Jan Klaus, and Justin LaTourette

The Authority voted to reorganize pursuant to the reorganization agenda.

Mr. Bottomley made a motion, seconded by Mr. Wealand, to appoint Mr. Wolgemuth as the Authority Chairman. All voted in favor.

Mr. Wolgemuth made a motion, seconded by Mr. Bottomley, to appoint Mr. Wealand as the Authority Vice-Chairman.

Ms. Schnoke made a motion, seconded by Mr. Wolgemuth, to appoint Ms. Weaver as the Authority Secretary. All voted in favor.

Mr. Wolgemuth made a motion, seconded by Mr. Bottomley, to appoint Mr. Shalters as the Assistant Secretary for the Authority. All voted in favor.

Mr. Wolgemuth made a motion, seconded by Ms. Weaver, to appoint Ms. Schnoke as the Authority Treasurer. All voted in favor.

Mr. Wolgemuth made a motion, seconded by Mr. Wealand, to appoint Mr. Bottomley as the Assistant Treasurer for the Authority. All voted in favor.

Mr. Wolgemuth made a motion, seconded by Ms. Schnoke, to appoint Ms. Leonard and the law firm of Henry & Beaver LLP as the Authority's Solicitor. All voted in favor. Ms. Weaver abstained.

Ms. Schnoke made a motion, seconded by Mr. Wolgemuth, to appoint Maxine Maser of Stanilla, Siegel & Maser as the Authority's Auditor. All voted in favor.

Mr. Wolgemuth made a motion, seconded by Ms. Schnoke, to approve PLGIT, Jonestown Bank & Trust, and Wells Fargo as depositories for the Authority. All voted in favor.

Mr. Wolgemuth made a motion, seconded by Ms. Schnoke, to affirm the meeting schedule as published in the Lebanon Daily News. All voted in favor.

Mr. Wolgemuth made a motion, seconded by Ms. Schnoke, to appoint Good, Firestone, and Remlinger as the Bookkeeper for the Authority. All voted in favor.

Mr. Wolgemuth made a motion, seconded by Ms. Schnoke, to appoint Diversified Technologies as the Sewer Billing Agent for the Authority. All voted in favor.

Ms. Schnoke made a motion, seconded by Mr. Wolgemuth, to appoint Justin LaTourette and Purified Operations, LLC as the Sewer System and Pump Station Licensed Operator for the Authority. All voted in favor.

Mr. Wolgemuth made a motion, seconded by Mr. Bottomley, to permit officers to pay invoices and requisition between meetings if doing so would result in a discount or avoid accrual of a penalty. All voted in favor.

Public Comment: none

Secretary's Report:

The minutes of the December 4, 2023, meeting were offered. No corrections were noted. Ms. Schnoke made a motion, seconded by Mr. Wolgemuth, to approve the December 4, 2023, meeting minutes. All voted in favor.

Treasurer's Report:

The Treasurer's Report and bills to be paid were reviewed for December 2023. Mr. Wolgemuth made a motion, seconded by Mr. Bottomley, to pay all bills marked with asterisks as presented on the December Treasurer's report. All voted in favor. Ms. Weaver abstained.

Discussion about requesting to reduce trash pick up at pump stations, from three to one. Mr. Wolgemuth made a motion, seconded by Mr. Bottomley, for Ms. Leonard to send a letter to Richland Borough regarding a request to reduce trash units from three (3) pump stations to just one (1). All voted in favor.

The only account at JBT is the revenue account. Payments are deposited there but the balance is usually low as most of the funds are swept to the PLGIT account.

Mr. Wolgemuth made a motion, seconded by Mr. Shalters, to approve the Treasurer's report. All voted in favor.

Mr. Wolgemuth made a motion, seconded by Ms. Schnoke, to approve the proposed 2024 budget. All voted in favor.

Justin LaTourette – Purified Operations LLC:

There were high levels at Station 1 and Station 2 due to the recent rain. An auto dialer on the alarm for Station 1 went bad, but Mr. LaTourette replaced it. The approximate cost was \$400. Station 2 also had some issues with high levels due to rain. Mr. LaTourette replaced some equipment at Station 2 as well.

Mr. LaTourette received a call on December 11, 2023, regarding 81 E Main St. Newmanstown. The property was having issues with sewage backup, so Mr. LaTourette checked the manhole. The issue was located on the property and not within the Authority's system. The property owner, Ben Lapp, had Septic Solutions look into the issue and jetted it. The cleanouts may have been broken when the property owner did some remodeling recently. The property owner reports that the property is now a 2-unit dwelling even though it is currently only billed for one (1) EDU. The property owner did not contact the Authority or get permission for the additional unit. The property owner also did not follow up with the Authority after this interaction. Newmanstown Water has agreed not to turn on the water for the second unit until he is cleared by the Authority and Newmanstown Water. Mr. LaTourette witnessed a similar issue at the same property last week, sewage was running into the street from the same property. He contacted Septic Solutions to resolve the issue.

Ms. Leonard will send the property owner a certified letter giving him two (2) weeks to respond, or the Authority will make the repairs and bill the property owner.

Dan Hershey – Hershey Engineering:

Mr. Hershey plans to have the Chapter 94 report for next month.

Ditchcreek finished televising the lines and found a few spots that need repair and jetting. The Authority should expect a cost proposal to repair and jet at next month's meeting. The total cost for the televising for the year was \$21,489. The televising should finish up in 2024.

No updates on the Elm Street development.

Reviewed and discussed the proposal from John F. Martin about the Ash Road project. Ms. Leonard and Mr. Hershey will respond to Attorneys Wertz and Andrews with feedback on the updated proposal.

Mr. Hershey plans to start the capital improvement plan this month.

Amy Leonard, Solicitor:

Ms. Leonard reviewed the job posting for the Administrative Assistant position. Board members will be provided with a paper version. The position is posted on the website. Applicants should submit resumes by email or mail. Ms. Leonard will post the position on Indeed.

Board Member Reports: none.

Correspondence: none.

Old Business:

Mr. Shalters was appointed by Richland Borough.

Sewer bills were mailed today. Some bills will still need to be adjusted due to issues with the transition to Diversified Technologies, but the majority of the bills were fine.

There are some commercial accounts. Mr. LaTourette will read those meters, which is something Mr. Klaus used to do. There has been a discrepancy with some of the commercial billings that will need to be adjusted to reflect actual usage.

No information about delinquent accounts was provided but prior balances were carried over to Diversified Technologies. Diversified Technologies will provide the list for shut offs and any properties that need to be posted. Someone from the Authority will need to be present for any shutoffs even though the water company is the one who performs the shutoff.

New Business:

Ms. Schnoke discussed potential problems regarding payment with the switch to Diversified Technologies. They typically deposit funds remotely, but their system is not compatible with JBT's system. The Board discussed exploring other institutions or accounts that would be compatible with Diversified Technologies.

Mr. Wolgemuth made a motion, seconded by Mr. Shalters, to open a revenue account with Wells Fargo, so long as it is compatible with Diversified Technologies. All voted in favor.

There being no further business to come before the Authority, Mr. Shalters made a motion, seconded by Ms. Schnoke, to adjourn the meeting. Meeting adjourned at 9:14 P.M.

Respectfully submitted by  
Secretary, Jessica Weaver