

## **Millcreek Richland Joint Authority Meeting Minutes**

**November 3, 2025**

The Millcreek-Richland Joint Authority Meeting of November 3, 2025, was called to order by, Authority Vice-Chairman Tyler Shanaman at 7:04 P.M.

Present: James Bottomley, Rebecca Schnoke, Cody Shalters, Tyler Shanaman, and Jessica Weaver

Absent: John Wolgemuth

Also in attendance: Bernadette Girello, Dan Hershey, Justin LaTourette, and Amy Leonard

Public Comment: none.

### **Secretary's Report:**

The minutes of the October 6, 2025, meeting were offered. Mr. Bottomley made a motion, seconded by Mr. Shalters, to approve the October 6, 2025, meeting minutes. All voted in favor.

### **Treasurer's Report:**

The Treasurer's Report and bills to be paid were reviewed for October 2025. Mr. Shanaman made a motion, seconded by Mr. Bottomley, to pay all bills marked with asterisks as presented on the October Treasurer's report. All voted in favor.

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

The JBT account was closed on 10/31/25.

Ms. Schnoke confirmed that the Authority's current auditor is retiring. She and Bernadette will explore new options and provide information at the December meeting.

Ms. Schnoke submitted the trash exemption request form to Richland Borough. Richland Borough will address it at the December meeting.

Ms. Schnoke contacted Good, Firestone & Remlinger by email a week and a half ago regarding moving the bill paying to their office, as previously approved. There was no response. She will follow up by telephone. If there is no response by 11/14, she will try to explore other options.

Mr. Shanaman made a motion, seconded by Ms. Schnoke to approve \$100 donations to the Neptune and Newmanstown fire companies. All voted in favor.

Justin LaTourette – Purified Operations LLC:

Mr. LaTourette provided a written report. There were no violations during the month of October. Pump Stations 1, 3, & 4 were cleaned by Kline's. Pump Stations 2 and 5 were cleaned by Septic Solutions.

The generators were serviced. The compressor in Pump Station 2 went bad. Mr. LaTourette replaced it with a spare and ordered another.

Dan Hershey – Hershey Engineering:

Mr. Hershey provided a written report.

Mr. Shanaman made a motion, seconded by Mr. Bottomley to approve Ms. Leonard issuing a letter to 117 E. Main St. regarding their capacity request to set up a \$5,000 escrow. All voted in favor.

A meeting will be scheduled to discuss replacing the lining for Pump Station 2.

Barry Ludwig sent an email that Myerstown Borough authorized Rettew to do a feasibility study for the treatment plant at a cost of \$39,000. Since it is over \$20,000, they consider it to be a capital improvement, which requires the Authority to cover 1/3 of the costs.

Ms. Schnoke made a motion, seconded by Mr. Bottomley to approve payment of \$13,733.38 to Myerstown Borough for the costs to Rettew for the feasibility study. All voted in favor.

There was discussion about the need to revisit the cost sharing agreement in 2026, once the Board is fully filled

Pump Station 2 is scheduled to start construction in February with a May completion date.

The PennBID due date is 11/20/25. Mr. Hershey will discuss the options in-depth at the December meeting.

Mr. Hershey and Ms. Leonard explored LSA grant funding to assist with the force main and Pump Station 4 capital improvements. The deadline to apply is 11/30/25. Mr. Hershey recommends requesting the maximum of \$1 million to address the force main upgrades and have the funds focused on reimbursement for construction.

Mr. Hershey will begin reaching out to get advice about funding sources for the force main and Pump Station 4 project. The LSA grant application outcome would only be known next year.

Mr. Hershey will provide a proposal to include the design work for review and voting for the December meeting.

Amy Leonard - Solicitor:

Mr. Shanaman made a motion, seconded by Mr. Bottomley, to apply for LSA grant funds in the amount of \$1 million for the force main project, designating Mr. Shanaman and Ms. Weaver as the Authority representative to execute any documents. All voted in favor.

Ms. Leonard will advertise the proposed 2026 meeting dates.

Mr. Shanaman made a motion to approve the proposed dates, seconded by Mr. Shalters. All voted in favor.

Administrative Assistant Report:

Ms. Girello is looking for a new cleaning person.

There are 22 inactive accounts. Some are vacant lots. Ms. Girello will give the list to Mr. LaTourette to check the status of each and compare the list with the water companies' billing. She will provide a list of addresses and if the account needs to be reactivated for the December meeting.

There was discussion about the need for a clear policy for payment plans and delinquent accounts. The Authority decided that any delinquent accounts that request a payment plan would need to ensure that their current bill is paid while on a payment plan. If any payments are missed, the account will be shut off until paid in full, and no further options for a payment plan will be permitted. The terms of the payment plan will be such that any delinquent balance will be paid over six months. The policy will go into effect 1/1/26. Ms. Leonard will draft a resolution for the December meeting.

The account at 110 E. Main St. was closed and needs to be reactivated. Mr. LaTourette will check to see if the property line was capped.

Ms. Girello expressed some safety concerns and requested the Authority explore a video doorbell or camera system.

Ms. Girello provided the year each board member's term ends. She will clarify if the term ends in January or December of that year.

Correspondence:

Mr. Shalters tendered his resignation effective 11/3/25. The Authority submitted it to Richland Borough.

Board Member Reports: none.

Old Business: none.

New Business: none.

There being no further business to come before the Authority, Mr. Shalters made a motion, seconded by Mr. Shanaman, to adjourn the meeting. Meeting adjourned at 8:26 P.M.

Respectfully submitted by  
Secretary, Jessica Weaver