

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

**December 1, 2025**

The Millcreek-Richland Joint Authority Meeting of December 1, 2025, was called to order by, Authority Vice-Chairman, Tyler Shanaman at 7:13 P.M.

Present: James Bottomley, Rebecca Schnoke, 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 November 3, 2025, meeting were offered. Ms. Schnoke made a motion, seconded by Mr. Shanaman, to approve the November 6, 2025, meeting minutes. All voted in favor.

Treasurer's Report:

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

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

Ms. Schnoke made a motion, seconded by Mr. Bottomley to adopt the 2026 budget. All voted in favor.

Ms. Schnoke reached out to several potential new auditors and received four responses.

Mr. Shanaman made a motion, seconded by Ms. Schnoke, to select Maher Duessel as the new auditor. All voted in favor.

Ms. Schnoke spoke with Greg from Good Firestone and Remlinger about taking on the bill paying responsibility, as previously approved. It would cost \$400 per quarter in addition to the payroll costs. They would enter all invoices, print checks, reconcile the accounts, and payroll. They would provide the treasurer's report. The beginning of the year is the best time to transition.

Justin LaTourette – Purified Operations LLC:

Mr. LaTourette provided a written report. There were no violations during the past month. The generators were tested for their annual test.

Dan Hershey – Hershey Engineering:

The PennBID results have come in. Mr. Hershey will follow up to clarify some of the bids and provide a recommendation at the January 2026 meeting.

Ms. Schnoke made a motion, seconded by Ms. Weaver to approve the Hershey engineering proposal costs of \$221,850 to begin the Pump Station 4 improvements. All voted in favor.

Mr. Hershey will write a letter regarding the planned survey of the force main that will be mailed to all effected property owners so that they are aware someone will be on the easement. Ms. Girello will send out the letters on behalf of the Authority.

The LSA grant was submitted. They contacted Mr. Hershey to ask some clarifying questions about the Authority's proposal. Their decision is expected in September 2026.

Amy Leonard - Solicitor:

The 2026 Authority meeting dates were published.

Ms. Schnoke made a motion, seconded by Mr. Bottomley to adopt Resolution 2025-2 regarding the policy delinquent payment plans. All in favor

Administrative Assistant Report

Billing delinquents: Termination notices will go out this week for any unpaid accounts, with a copy of the new payment policy resolution.

She and Mr. LaTourette went over the inactive account list. She will have to report about each “inactive” account (address/reason) for the January 2026 meeting. The 110 E. Main Street account is active and being billed. Mr. LaTourette televised the line and it is connected.

Ms. Girello looked into some cleaning options for the Authority office building. Son of Angels Cleaning service provided quote of \$132 for cleaning once every four weeks.

Ms. Girello looked into a variety of video doorbell and cameras for general safety at the Authority office.

Mr. Shanaman made a motion, seconded by Mr. Bottomley, to permit Ms. Girello to spend up to \$200 for a video doorbell or camera for the Authority office. All voted in favor.

Correspondence: none.

Board Member Reports: none.

Old Business: none.

New Business: none.

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

Respectfully submitted by  
Secretary, Jessica Weaver