

Millcreek Richland Joint Authority Meeting Minutes

March 2, 2026

The Millcreek-Richland Joint Authority Meeting of March 2, 2026, was called to order by, Authority Chairman, Tyler Shanaman at 7:05 P.M.

Present: James Bottomley, Tyler Shanaman, and Jessica Weaver

Absent: John Wolgemuth and Rebecca Schnoke

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

Public Comment: none.

Secretary's Report:

The minutes of the February 2, 2026, meeting were offered. Mr. Bottomley made a motion, seconded by Mr. Shanaman, to approve the February 2, 2026, meeting minutes. All voted in favor.

Treasurer's Report:

The Treasurer's Report and bills to be paid were reviewed for February 2026. Mr. Bottomley made a motion, seconded by Ms. Weaver, to pay all bills marked with asterisks as presented on the February Treasurer's report. All voted in favor.

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

Justin LaTourette – Purified Operations LLC:

Mr. LaTourette provided a written report. There were no violations. Normal maintenance for generator testing was performed. There was one PA One call for 253 Sheridan Road, which was an owner issue.

Dan Hershey – Hershey Engineering:

Mr. Hershey provided a written report. He met with Barry Ludwig, Dan Becker, and Mike Knauss regarding the feasibility study that Myerstown Borough planned. The study would occur in April with a final report expected around November. There was discussion about doing upgrades in phases. The cost sharing agreement with Myerstown and Jackson was last updated in 2005.

We are waiting on Anrich for a start date for the previously contracted sewer repairs.

Mr. Hershey met with the contractor for the Pump Station 2 project to ensure that he and Mr. LaTourette can inspect the project as needed after some lack of communication from them regarding the start of the force main.

For the Pump Station 4 project, the Department of Environmental Protection is now requiring a Component 3 module. It can take 6-9 months. Mr. Hershey expects that to cost approximately \$3,500 in engineering fees with a \$500 filing fee.

Mr. Shanaman made a motion to approve Mr. Hershey to prepare the Component 3 Sewage Planning module at a cost of \$3,500 with a filing fee, seconded by Ms. Weaver. All voted in favor.

Mr. Singh has hired Bogia Engineer to prepare the sewage planning module for the 117 E. Main Street Newmanstown project

Mr. Hershey is reviewing the updated Richland Green plans.

Amy Leonard - Solicitor:

Ms. Leonard spoke with Chris Hoffer at Stifel regarding possible financing for Pump Station 4 project. He plans to attend the April meeting.

Administrative Assistant Report:

Ms. Girello received a quote for a possible cleaning service from Mel's Cleaning. Their quote was for \$150 for the first cleaning and then \$100 per month after that. Mr. Shanaman made a motion, to hire Mel's Cleaning at a cost of \$150 for the first cleaning and \$100 per month after that, seconded by Mr. Bottomley. All voted in favor.

There are two accounts on payments plans, both are complying with the payment plan policy at this time.

The new owner information for 306 Chestnut Street needs to be provided to Diversified so the former owner no longer receives invoices. She is tracking settlements to avoid this type of issue moving forward.

9 E. Main Street Newmanstown is being charged for 2 EDUs. The property needs to be assessed to see how it is being used to establish the appropriate usage charge now that the hairdresser business has closed.

There are approximately 40 shut off notices. Ms. Girello expects to get the list from Diversified on 3/3 or 3/4. The properties will be posted 10 days later.

Ms. Girello has been going through the minutes from prior meetings to summarize them.

Ms. Girello will need to be out of the office for 6-8 week beginning 3/19/26. She has made arrangements to work remotely and come into the office once a week.

Mr. Shanaman made a motion, seconded by Mr. Bottomley to approve Ms. Girello working from home on a temporary basis. All voted in favor.

Correspondence:

Mr. Wolgemuth submitted his resignation letter to the Authority. Mr. Shanaman made a motion to accept Mr. Wolgemuth's resignation letter, seconded by Mr. Bottomley. All voted in favor.

There was a letter from Maxine Maser, the auditor. Ms. Schnoke has been unresponsive to Ms. Maser, so the 2023 audit is not complete and she is unclear if she is supposed to do the 2024 audit. Ms. Schnoke is the only person with the necessary information to complete the audits. Ms. Girello has been trying to gather information, but simply does not have all of it to provide. This issue needs to be addressed as soon as possible.

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 Mr. Bottomley, to adjourn the meeting. Meeting adjourned at 8:38 P.M.

Respectfully submitted by
Secretary, Jessica Weaver