

# DTMA MINUTES

## Dickinson Township Municipal Authority Board

*December 17, 2024, Dickinson Township Meeting Room  
5:00 pm*

### Attendance

#### Board Members:

*Chairman Tom Smith, Vice Chairman Robert “Bob” Line III, Doug Campbell, Harold Cooney Jr., Nathan Merkel*

#### DT Staff:

*Glenn Kelso Jr. – Public Works Director, Laci Hockenberry – Asst. Secretary/Treasurer*

#### Absent:

*Engineer Stoner*

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### CALL TO ORDER

Chairman Thomas Smith called the meeting to order at 5:00 P.M. Those in attendance stated the pledge of allegiance.

### OPENING ANNOUNCEMENTS - None

### APPROVAL OF AGENDA

A motion was made by Doug Campbell and seconded by Harold Cooney and unanimously passed to approve the agenda.

### APPROVAL OF MINUTES

A motion was made by Harold Cooney and seconded by Doug Campbell and unanimously passed to approve the November 26, 2024 regular meeting minutes.

### PUBLIC COMMENT - None

### CHAIRMAN’S REPORT – Nothing to report

### TREASURER REPORT

The board reviewed the Balance sheets and Profit and Loss Detail Report for December. **A motion was made by Doug Campbell and seconded by Nathan Merkel and unanimously passed to approve and ratify the bills containing check numbers 976 through 977.**

### ENGINEER REPORT – Nothing to report

**SOLICITOR REPORT - Nothing to report**

**NEW BUSINESS - Nothing to report**

**OLD BUSINESS**

a. Review and Approval of 2025 Municipal Authority Budget

Public Works Director Kelso provided the Municipal Authority with an updated proposed budget. He made the changes to increase the engineering line item in anticipation of costs. The board held a brief discussion on rate increases due to being in a deficit. **A motion was made by Doug Campbell to increase the residential water rate by 10% and the non-residential water and sewer rate by 15%. The motion was seconded by Nathan Merkel and passed unanimously.**

**A motion was made by Doug Campbell to approve the 2025 DTMA Budget as amended. The motion was seconded by Nathan Merkel and passed unanimously.**

b. Emergency Water & Sewer Line Repair Provider.

Public Works Director Kelso followed up with John W. Gleim to discuss the revision of the proposal provided at the November 26, 2024 meeting. Gleim provided the following explanation via email dated December 4, 2024 for the following concerns raised by the DTMA on the contract.

Exclusions on additional excavation due to poor and/or frozen soil conditions and excavation in weather, which temperatures are below freezing. Gleim stated that there would be no extra cost because it is billed by the hour.

The DTMA had requested that Gleim remove the total hourly rate language in the amount of \$1,380 and instead show the schedule of rates in equipment and labor. Gleim stated that there would only be charge for equipment used and for time of that use and manpower.

**A motion was made by Nathan Merkel to approve the Emergency Water & Sewer Line contract with John W. Gleim to include the email dated December 4, 2024. The motion was seconded by Doug Campbell and passed unanimously.**

c. DEP Inspection Follow Up

Public Works Director Kelso provided the DTMA with the contracts provided by JHA for the following professional services; The Asset Management Plan with an estimated fee of \$2,000, plus expenses and an Updated O&M Plan with an estimated fee of \$1,825, plus expenses. **A motion was made by Chairman Smith and seconded by Doug Campbell and passed unanimously for approval of the Asset Management Plan as done by JHA.**

**A motion was made by Douglas Campbell and seconded by Harold Cooney and passed unanimously for approval of the Operation and Maintenance Plan as done by JHA.**

**ADJOURNMENT**

A motion was made by Bob Line and seconded by Nathan Merkel and unanimously passed to adjourn the meeting at 5:43 P.M.

Respectfully submitted,

Laci Hockenberry  
Asst Secretary/Treasurer