

DTMA MINUTES

Dickinson Township Municipal Authority Board

*November 26, 2024, Dickinson Township Meeting Room
5:00 pm*

Attendance

Board Members:

Chairman Tom Smith, Vice Chair Robert "Bob" Line III, Vice Secretary/Treasurer Nate Merkel

Engineer – Max Stoner, JHA Companies

DT Staff:

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

Absent:

Secretary Doug Campbell, Treasurer Harold Cooney Jr.

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 Bob Line and seconded by Nathan Merkel and unanimously passed to approve the agenda.

APPROVAL OF MINUTES

A motion was made by Nathan Merkel and seconded by Bob Line and unanimously passed to approve the August 27, 2024 regular meeting minutes.

PUBLIC COMMENT

CHAIRMAN'S REPORT

TREASURER REPORT

The board reviewed the Balance sheets and Profit and Loss Detail Report for September through November. **A motion was made by Bob Line and seconded by Nathan Merkel and unanimously passed to approve and ratify the bills containing check numbers 964 through 975.**

ENGINEER REPORT – Engineer Stoner gave an update on the discussion on the size of the pipe that was installed at the Bosniaks Islamic Cultural Center and stated that it has been worked out with the Township, SEO and Municipal Authority. Engineer Stoner noted that DEP is requiring Authorities to implement an Asset Management Plan which is mainly bookkeeping of their inventories and to set aside money for upgrades, replacements or if emergency repairs arise. Public Works Director Kelso stated that he and Engineer Stoner have been in communication, and he is awaiting a price quote for a new Asset Management Plan. Engineer Stoner stated that after collaborating with JHA staff he was able to provide a verbal quote of \$1,500 - \$2,000 for a new plan. He will provide a proposal along with rates for them to review at next month’s meeting.

SOLICITOR REPORT - Nothing to report

NEW BUSINESS

a. Review and Approval of 2025 Municipal Authority Budget

Public Works Director Kelso provided the Municipal Authority with a proposed budget. There was a brief discussion on engineering fees. **A motion was made by Nathan Merkel and seconded by Bob Line and unanimously passed to increase the Engineer budget from \$2,000 to \$5,000.**

Public Works Director Kelso noted that he has spoken with South Middleton Township Municipal Authority on rate increases for 2025, but they are not prepared to provide us with a rate increase cost at this time. After a brief discussion the board opted to adjust line items 448.36 water purchases and 448.364 sewer purchases to show a 5% increase as a placeholder in anticipation of a possible rate increase from South Middleton. Public Works Director Kelso advised the board that the current total expenditures is \$67,600. By increasing the engineering fees brings the adjusted total to \$70,600 and by adding an additional 5% for the water and sewer purchase it puts the authority budget further into a deficit. There was a brief discussion on the possibility of a rate increase. **A motion was made by Nathan Merkel and seconded by Tom Smith and passed unanimously to table the proposed 2025 Municipal Authority budget until the December meeting in anticipation that we receive rate increase information from South Middleton Township Municipal Authority.**

b. DEP Inspection Follow Up

Public Works Director Kelso explained that as the Township was preparing for the DEP inspection, he noticed that the Operation and Maintenance Plan that was discussed in 2017 did not get adopted. The Township has the original draft plan provided by Glace from 2017 and he will be looking for a scope of work and price quote from JHA to update the plan and make administrative changes as necessary. Engineer Stoner noted it would be mainly administrative changes that would need updated. Nathan Merkel questioned if the Emergency Response Plan would be updated as well? Public Works Director Kelso is working in house on the Emergency Response Plan and hopes to have it ready for the December meeting, noting that this is something that will need to be updated and approved yearly. The five Sample Siting Plans & Monitoring Plans have been submitted to DEP and changes and corrections have already been made.

OLD BUSINESS

a. Emergency Water/Sewer Line Repair Service Provider

Public Works Director Kelso contacted John W. Gleim and provided the board with a rate schedule for Emergency Excavation and labor for water and sewer line repairs to review. Bob Line questioned the weather-related exclusion, which states that excavation in weather when temperatures are below freezing are not included under base prices. **A motion was made by Nathan Merkel and seconded by Bob Line and passed unanimously to request John Gleim revise the proposal submitted and remove the total hourly rate language in the amount of \$1,380 and instead show the schedule of rates in equipment and labor. Authority staff requests additional clarification on exclusions stating additional excavation due to poor and/or frozen soil conditions and excavation in weather, which temperatures are below freezing are stated in the proposal as not being included in the base bid.**

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

