

# DTMA MINUTES

## Dickinson Township Municipal Authority Board

*January 28, 2025, Dickinson Township Meeting Room  
5:00 pm*

### Attendance

#### Board Members:

*Chairman Tom Smith, Vice Chair Robert “Bob” Line III, Secretary Doug Campbell, Treasurer, Harold Cooney Jr., Vice Secretary/Treasurer Nate Merkel*

*Engineer – Max Stoner, JHA Companies*

#### DT Staff:

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

#### Absent:

*Solicitor – Susan Smith*

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### CALL TO ORDER

Chairman Thomas Smith called the meeting to order at 5:05 P.M.

### OPENING ANNOUNCEMENTS - None

### APPROVAL OF AGENDA

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

### APPROVAL OF MINUTES

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

### PUBLIC COMMENT - None

### CHAIRMAN’S REPORT - None

### TREASURER REPORT

The board reviewed the Balance sheets and Profit and Loss Detail Report. **A motion was made by Doug Campbell and seconded by Nathan Merkel and unanimously passed to approve and ratify the bills containing check numbers 974 through 982.**

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## ENGINEER REPORT

Engineer Stoner thanked the Municipal Authority for reappointing them as the engineer for the 2025 year. He noted that they are in the process of updating the O&M and Asset management plans and will get a draft over to Public Works Director Kelso to review. Engineer Stoner hopes to have it ready for the Municipal Authority within the next month or two. There are no new updates at this time on the Act 537 plan.

## SOLICITOR REPORT - Nothing to report

## NEW BUSINESS

- a. Resolution 2025-01 Establishing the Water and Sewer Rates for 2025  
**A motion was made by Nathan Merkel and seconded by Harold Cooney Jr. and unanimously passed to adopt Resolution 2025-01 to establish the 2025 Municipal Authority Water and Sewer Rates.**
  
- b. Resolution 2025-02 Designating Depositories & Authorizing signers  
**A motion was made by Doug Campbell and seconded by Nathan Merkel and unanimously passed to adopt Resolution 2025-02 to designate the depositories for the 2025 Municipal Authority Funds and authorized signers.**
  
- c. Resolution 2025-03 Records Retention Policy  
**A motion was made by Harold Cooney Jr and seconded by Nathan Merkel and unanimously passed to adopt Resolution 2025-03 which establishes a records retention policy.**

## OLD BUSINESS

- a. DEP Inspection Follow Up
  1. Operations and Maintenance Plan

JHA Companies is working on updating and hope to have for the Municipal Authority within the next month or two.
  2. Asset Management Plan

JHA Companies is working on updating and hope to have for the Municipal Authority within the next month or two.
  3. Emergency Response Plan

Public Works Director Kelso is currently working on the Emergency Response Plan and will provide it at next month's meeting. He has received an automated response on documents submitted to DEP.

**ADJOURNMENT**

A motion was made by Doug Campbell and seconded by Nathan Merkel and unanimously passed to adjourn the meeting at 5:21 P.M.

Respectfully submitted,

Laci Hockenberry  
Secretary/Treasurer