

## DTMA MINUTES

### Dickinson Township Municipal Authority Board

*December 23, 2025, Dickinson Township Meeting Room  
5:00 pm*

#### **Attendance**

#### **Board Members:**

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

#### **DT Staff:**

*Jill Lovett – Township Manager, Glenn Kelso Jr. – Public Works Director, Grace Hogue – Secretary/Treasurer, Max Stoner - Engineer*

#### **Absent:**

*Solicitor – Susan Smith*

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#### **CALL TO ORDER**

Chairman Thomas Smith called the meeting to order at 5:00 P.M. The Pledge of Allegiance followed the call to order.

#### **OPENING ANNOUNCEMENTS - None**

#### **APPROVAL OF AGENDA**

A motion to approve the agenda for December 23, 2025 was made by Doug Campbell and seconded by Nate Merkel. It passed unanimously.

#### **APPROVAL OF MINUTES & CONSENT AGENDA ITEMS**

Nate Merkel motioned to approve the consent agenda items that consist of November 28, 2025 Regular meeting minutes, ratification of bills paid for November 13, 2025, and ratification of bills paid for December 15, 2025. Doug Campbell seconded the motion, and the motion was unanimously passed.

#### **PUBLIC COMMENT - None**

#### **CHAIRMAN’S REPORT – None**

#### **TREASURER REPORT**

Harold Cooney stated the Treasurer's Report activity consists of the checks that were signed over the last couple of months.

**Harold Cooney motioned to approve the Treasurer's Report. The motion was seconded by Doug Campbell and passed unanimously.**

**ENGINEER REPORT** – Max Stoner of JHA Engineering reviewed the Operations and Maintenance Plan as it is to provide guidance of steps to take during a water emergency, including DEP requirements. It was updated to include all the comments from the Board and the Township Manager. Chairman Smith asked if the official distribution map would be included. Glenn Kelso responded the map will be attached as well as the emergency response plan. Manager Lovett mentioned it may be best to dive deeper into this further under old business where the request of approval would reside.

Max Stoner introduced the Asset Management Plan and reviewed the changes in the plan to provide information on life expectancy of the infrastructure. He talked about the differences between small and large meters life expectancy of approximately 30 years versus 50 years for the large ones. The process incorporated the year when meters were installed and adding the life expectancy to get the approximate year of anticipated replacement. Mr. Stoner mentioned how long some infrastructure has been initially installed. Chairman Smith asked that these are to be replaced as needed. Mr. Stoner affirmed his question. Nate Merkel asked if an inflation factor such as 3% was incorporated into this plan, but Mr. Stoner stated it was not as it could be done but the Department of Environmental Protection requires it to be the present value pricing model. It would have to be on a separate spreadsheet. Nate Merkel responded it is necessary to see how the inflation factors impact the plan so there could be proactive financial planning. Nate Merkel asked if staff records water leaks so the Authority can assess maintenance and repairs/replacement to the infrastructure. Chairman Smith spoke about the usage of the system as the Board reviewed the current users. There was a few remarks on the high usage at particular property on Alexander Spring Road. Glenn Kelso answered that there has been communication with the owner and the property owner reported the leak was fixed. Nate Merkel asked if staff use a water leak detector for any issues in the infrastructure. Glenn Kelso stated staff do not have that equipment. Manager Lovett asked for the best guess on pricing for that equipment. Nate Merkel responded that the device could be approximately \$2,000 and provided some name brands for that product.

**SOLICITOR REPORT** - None

## **NEW BUSINESS**

### **2026 Budget Presentation**

Manager Lovett presented the 2026 Municipal Authority proposed budget and the revenue remained the same as in there were increases included in this version. Staff assumed no increase in the revenue as it would be adjusted, if necessary, after the Board discussion. Doug Campbell asked if 2026 municipal partner rates were received from South Middleton Township. Manager Lovett explained that the South Middleton Municipal Authority manager stated they were unable to provide rates as the audit from 2022 was not completed yet. Manager Lovett stated the last rate adjustment was in 2023 and the increase was 8.9%. It was implied the next increase would likely be similar to that percentage; however, the audit may not be completed any time soon.

Manager Lovett reported there was a Capital Fund bank account added to Mid Penn Bank when the new depository accounts were created as requested by the Board. Staff reviewed the rate increase spreadsheet that provided estimated revenues based on the percentage increase for the Board to discuss. Nate Merkel asked if the potential rate increase from South Middleton Township was included in the projected revenues provided. Glenn Kelso answered that those are not factored into the spreadsheet but explained what increase would be needed to cover their potential rate increase.

Chairman Smith asked where the current rate compares to surrounding municipal authorities. Glenn Kelso provided figures of townships nearby with comparable numbers. Dickinson Township Municipal Authority's rates were slightly lower than other authorities in the area. Chairman Smith suggested there should be some kind of rate increase. Harold Cooney stated the amount of revenue at the current rate would still increase the fund balance but it does not take into account potential rate increases to come from South Middleton Township Authority that is outstanding. Glenn Kelso reported that even if South Middleton Township Authority provides notification of a rate increase, it could be halfway through the year. Chairman Smith mentioned the importance of increasing our capital fund by increasing the rate especially of the need to be able to fund the Asset Management Plan. Glenn Kelso explained the 2025 rate increase only increased the rate on the per 1,000-gallon rate and not the base. Manager Lovett explained the importance and fairness to include an increase to the base rate, since some users do not exceed the base usage. Nate Merkel stated a 15% increase would allow addition to the Capital Fund account and providing coverage for any rate increase anticipation from South Middleton Township Authority. Chairman Smith asked if staff send notices to the users about the rate increase. Glenn Kelso stated yes and the letter states due to increased costs. After comparing rates of other townships and the budget, the discussion led to the decision of rate increase.

**Doug Campbell motioned to increase the Authority's water industrial per 1,000-gallon rate and base amount by 15%, and water residential per 1,000-gallon rate and base amount by 10%. The motion was seconded by Harold Cooney and passed unanimously.**

Nate Merkel asked if the Authority has an Asset Management Plan for the sewer portion of the system. Glenn Kelso answered the Authority does not have any mains and only owns infrastructure of a vault with a manhole. Doug Campbell verified how our rates are calculated per South Middleton Township Authority costs. After more discussion there was a suggestion to increase the rate for sewer. Doug Campbell stated based on projected costs, an increase is needed or there will be a deficit. The sewer infrastructure is Industrial only. Similarly to water rates, in order to increase the Capital Fund balance, the rate increase needs to cover general expenses and administrative costs.

**Doug Campbell motioned to increase the Authority's sewer per 1,000-gallon rate and base amount by 15%. The motion was seconded by Nate Merkel and passed unanimously.**

Manager Lovett stated staff to update the budget to rate percentage changes to both revenues and expenses.

**Nate Merkel motioned to approve the 2026 Budget as noted and to reflect the changes made in the meeting of increases in the rates. The motion was seconded by Doug Campbell and passed unanimously.**

**OLD BUSINESS**

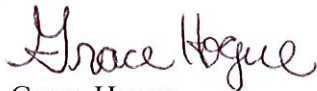
- a) DEP Inspection Follow Up
  - 1. Operations and Maintenance Plan
  - 2. Asset Management Plan

**Doug Campbell motioned to approve the Operations and Maintenance Plan and the Asset Management Plan. The motion was seconded by Nate Merkel and passed unanimously.**

**ADJOURNMENT**

**A motion was made by Doug Campbell to adjourn the meeting at 5:53 P.M. The motion was seconded by Nate Merkel and passed unanimously.**

Respectfully submitted,



Grace Hogue  
Secretary/Treasurer

