DTMA MINUTES

Dickinson Township Municipal Authority Board

August 25, 2026, *Dickinson Township Meeting Room*
5:00 pm

Attendance

Board Members:
Chairman Tom Smith, Vice Chair Robert "Bob" Line, Treasurer Harold Cooney Jr., Secretary Doug Campbell, Treasurer Harold Cooney Jr., Vice Secretary/Treasurer Nate Merkel

DT Staff:
Jill Lovett – Township Manager, Ryan Hoover – Zoning/Codes Officer, Grace Hogue – Secretary/Treasurer, Max Stoner, Engineer

Absent:
Solicitor – Susan Smith

Visitors:
None

CALL TO ORDER

Chairman Tom Smith called the meeting to order at 5:00 P.M.

OPENING ANNOUNCEMENTS – Manager Lovett introduced Ryan Hoover – Zoning/Codes officer. He is involved with the water connections so it is important to have him assist at these meetings.

Manager Lovett also announced Glenn Kelso resigning at Dickinson Township.

APPROVAL OF AGENDA

A motion to approve the agenda for August 25, 2026 was made by Doug Campbell and seconded by Nate Merkel. It passed unanimously.

APPROVAL OF MINUTES & CONSENT AGENDA ITEMS

Doug Campbell motioned to approve the consent agenda items that consist of June 23, 2026 Regular meeting minutes with the recommended changes as discussed, ratification of bills paid for July 17, 2026, ratification of bills paid for August 5, 2026, and ratification of bills for August 14, 2026. Nate Merkel seconded the Motion, and the motion passed unanimously.

PUBLIC COMMENT - None

CHAIRMAN'S REPORT – None

TREASURER REPORT

Harold Cooney reported nothing out of the ordinary within the treasurer's report. He asked about the interest rate on the capital fund, while considering moving money to the capital fund. Grace Hogue answered the interest rate is the same as the Authority General Fund account. Manager Lovett explained the capital fund can be used to move funds over to reserve for future projects. She stated there would be a required motion and approval in order to move these funds from Authority general fund. The capital fund was created when the funds were transitioned to Mid Penn Bank. Manager Lovett suggested to see the excess funds at the end of the year, unless it would be placed into the budget. Doug Campbell stated if the interest rate is the same, it doesn't make much of a difference at this time. Manager Lovett asked when this board would like to have this discussion to make a decision on this fund. She informed the board the budget season will take place in October or November. Max Stoner stated the tap in fees required for specific projects coming up are required to be placed in the capital fund.

Harold Cooney referenced the one account in arrears and how far back that was. Grace Hogue confirmed their current balance is from the most recent quarter, and they were paid up to the last quarter.

ENGINEER REPORT

Max Stoner explained the process of Bosniak Culture Center and how that work has been progressing. He further explained that under "new business there will be request for approval of the two projects currently. He confirmed communication with the staff is required while work being done in the street to the water main for any of these projects.

Manager Lovett stated she sent documents to confirm items with the solicitor, but has not heard anything back.

Ryan Hoover explained 5 Kuhn Dr has been through the whole process of land development and it has gone before the supervisors as well as the Zoning Hearing Board. He explained what all has been done and what will be done further. He referenced the building on the property and what their plans are moving forward with the building, parking lot, and sidewalk. He explained this project will not be completed for a decent time. He further stated the owner is still working on the plans to see what's going on. They are currently attempting to get sprinklers and water connections completed.

Nate Merkel referred to the escrow agreement, para. 8, the minimum deposit amounts listed and mentioned considering listing higher amounts. Harold Cooney mentioned listing higher amounts would be a better option, instead of asking for further funds for each inspection. There was an agreement to raise this amount to $1500.00.

Nate Merkel motioned to approve the cash escrow agreement for Water Plan review and Land Development and inspections with the adjustment to increase the minimum escrow amount to $1500.00 and upon satisfactory review from the authority solicitor. Doug Campbell seconded the motion, and it passed unanimously.

Max Stoner mentioned there is a possibility to adjust the tap in fees listed in the JHA contract for proposals. They mentioned with it being a minimum that could be workable with these current projects. There was an agreement to keep it as a minimum and it can be raised as needed.

Nate Merkel motioned to approve the JHA Contract Proposal provided, after staff's further review with the addition of contract administration and circumstances. Doug Campbell seconded the motion, and it passed unanimously.

Chairman Smith asked about Bosniak Culture Center and their service. Nate Merkel mentioned it would be important for the authority to see the final plans after everything is finished. There were further questions on the process of connection and the inspections that will take place to ensure proper connection. Manager Lovett suggested someone from the authority should be involved in these inspections to verify the proper connection.

SOLICITOR REPORT – None

NEW BUSINESS

a. **Discussion and Approval for Water Connection for ThreeCG - 5 Kuhn Drive**

Manager Lovett reviewed what is still needed for this project. Nate Merkel suggested the importance of listing out plans to what is required to move forward with the process. Currently, they have plans and items submitted, however seem to be missing the first step. Manager Lovett confirmed this process has begun in more of a backwards way as far as submission. Nate Merkel asked if it would be possible to put a meter in with this process to assist with keeping track. Ryan Hoover explained Phase 1 and showed a visual of what's being done.

Doug Campbell questioned whether we could claim jurisdiction with the water on the property. Engineer Stoner stated he will do some research on this to see if this is possibility. Bob Line asked where the pipeline is and Ryan Hoover clarified it is not located in our roads. Doug Campbell asked for clarification on when the roads become private or township roads and Ryan Hoover answered it will turn into township roads after this project.

Ryan Hoover mentioned the Mt Holly Municipal Authority has met with the contractors on site. The board requested there to be continued communication with the solicitor. Manager Lovett confirmed she will ask Solicitor Smith for some answers to these questions, and she also mentioned this hasn't even gone before the planning commission yet.

Chairman Smith asked if there were any complaints about stormwater during these projects. Ryan Hoover answered there haven't been any complaints through these whole processes. He further explained this process should be fairly smooth.

Doug Campbell motioned to approve the water connection for ThreeCG- 5 Kuhn Drive subject to fees and documents are included. Harold Cooney seconded the motion, and it passed unanimously.

b. **Discussion and Approval for Water Connection for Bosniak Islamic Cultural Center – 648 Alexander Spring Road**

Manager Lovett asked Engineer Stoner the process and whether this plan would need to go to the Board of Supervisors.

Doug Campbell motioned to approve the water connection for Bosniak Culture Center – 648 Alexander Spring Road subject to fees and documents are included. Harold Cooney seconded the motion, and it passed unanimously.

OLD BUSINESS – None

ADJOURNMENT

A motion was made by Harold Cooney to adjourn the meeting at 5:56 P.M. The motion was seconded by Doug Campbell and passed unanimously.

Respectfully submitted,

Grace Hogue
Secretary/Treasurer