

Newmanstown Water Authority

January 27, 2025

The regular monthly meeting was held on Monday, January 27, 2025 at 7:00 pm at the Newmanstown Water Authority's office. The meeting was opened with the pledge of allegiance to the flag of the United States of America.

In attendance were:

<i>Susan Harper</i>	<i>Steve Hickernell</i>	<i>William Leahy</i>
<i>Robin Bomgardner</i>	<i>Scott Sweigart</i>	<i>Jason Coyle</i>
	<i>William Zimmerman</i>	<i>Tim Engler</i>

Absent - John Kantner

2025 REORGANIZATION MEETING HELD JANUARY 27, 2025

The floor was open for nomination of officers for 2025.

1. Upon motion by Steve Hickernell, seconded by Robin, Susan Harper was nominated to serve as temporary Chairman and chair the meeting of the Newmanstown Water Authority until a Chairman is duly elected. A vote on the motion was called, the motion was unanimously approved.
2. Chairman – upon motion by Susan Harper, seconded by Steve Hickernell, John Kantner was nominated as Chairman of the Authority to serve until such time as his successor is duly elected. Robin moved that the nomination of the office of Chairman be closed and seconded by Bill Zimmerman. A vote on the motion was called. The motion was unanimously approved by all those voting. Steve Hickernell, sitting in for Chairman, then took over the voting process and continues the reorganization meeting.
3. Floor was opened for Vice-Chairman. Susan Harper made a motion to nominate Steve Hickernell, seconded by Robin. All aye, so approved.
4. Floor was opened for Secretary/Treasurer. Steve made a motion to nominate Susan Harper, seconded by Scott. All aye, so approved.
5. Floor was opened for Assistant Secretary-Treasurer. Susan made a motion to nominate Robin Bomgardner, seconded by Bill Zimmerman. All aye, so approved.
6. A motion was made by Steve and seconded by Robin to retain Spotts, Stevens, McCoy as the engineering firm for the Authority. All aye, so approved.
7. A motion was made by Susan and seconded by Scott to retain Steiner and Sandoe as the solicitor for the Authority. All aye, Steve abstained from vote. So approved.
8. A motion was made by Steve and seconded by Bill Zimmerman to retain Garcia, Garman & Shea as the accounting/audit firm for the Authority. All aye, so approved.

Nominations were closed and officers for 2025 were elected.

The regular monthly meeting began.

Todd Shoaf, Senior Project Manager for Pioneer Management, LLC was present to discuss the second plan review for the 12 S. Fort Zellers Road Project (Trigon). The plan includes to sub divide the property into two lots. Lot 1 will remain as the Trigon property and it is proposed that a manufacturing building to be built on Lot 2. They want to continue with the approval process from the Authority to get the building built and rented and to move forward with the project. Discussion was held as to the details of this project for supplying public water. Further discussion on this will be held and conveyed to Mr. Shoaf.

Secretary's Report

Susan noted that Charles Duffy retired as of 12/31/24 and was honored at a dinner in December. We thank Charlie for his many years of service to the Newmanstown Water Authority. The township approved William Leahy to fill Charlie's term which will run until the end of 2026. A motion to approve the November 2024 meeting minutes was made by Scott and seconded by Steve. All aye, so approved. The 2025 contact list for board members was given to each member. W-4's for 2025 were given to board members for completion, along with the "Statement of Financial Interests" from the Ethics Commission. Water bills are due on 01/31/25 for the 4th quarter of 2024. One customer is shut off and has not paid, the house is vacant. The website will be updated with the new rates effective 01/01/25. Also, the billing system "Quikwater" will be updated with the new rates.

Operator's Report

Steve reported the gallons of water consumed in the month of November was 3,571,699 gallons. The average chlorine residual was 1.23% and coliform was absent. The readings were taken on 11/06/24. The gallons of water consumed in the month of December was 3,696,563 gallons. The average chlorine residual was 1.27% and coliform was absent. The readings were taken on 12/04/24. Steve reviewed recent activities for the authority. A hydrant was replaced at 220 W. Park Street on 12/19/24. A leak was detected at 6 S. Sheridan Road, the upstairs apartment at the post office on 01/24/25. A leak was detected at 33 W Main Street on 01/25/25, meter was replaced. A leak was reported at an outbuilding at 306 E Main Street, property owners shut off water, pipes warmed and problem was resolved. It was discovered that the heater in the chlorine room at well #5 malfunctioned and has to be replaced, heater was ordered and will be replaced by Bryan Rittle, our electrician. Discussion was held on water testing by M J Reider at different locations and all was worked out.

Engineer's Report

Jason discussed testing locations with M J Reider that was discussed previously. Gave sampling specs for copper and lead samples, which will be taken in September. Will look into GIS mapping when the authority is ready to do this. Discussion was held earlier in the meeting on the Trigon Property, 12 S Fort Zellers Road. Plans for the Bethany Road Subdivision were given on 01/17/25 and awaiting comments after review by the property owners. Rhonda Jones from DEP confirmed receipt of the Source Water Protection Report. Jason supplied the authority with a copy of the current Drought Contingency Plan. John met with Jason and gave information needed for completion of year end reports, Tier II, Chapter 110 and DRBC. A meeting with John, Scott and Jason that was scheduled will be rescheduled for a later time.

Solicitor's Report

Tim advised the Authority that he will attend the monthly meetings on an as needed basis; it will be the same for Jason from SSM. The Authority will advise when they are needed to attend.

Tim reviewed the Department of Labor & Industry Bidding Thresholds Increase for 2025.

Purchases/contracts below \$12,900 require no formal bidding or written quotes.

Purchases/contracts between \$12,900 and \$23,800 require three written quotes.

Purchases/contracts over \$23,800 require formal bidding.

The renewal for 5-year agreement with Womelsdorf/Robesononia Water Authority will be discussed under new business.

Chairman's Report

Steve reported for John. Publication of 2025 meeting dates was published in the Lebanon Daily News on 01/17/25. The annual Source Water Protection Report was submitted and received by DEP. As indicated previously, information for annual reports was given to Jason for completion.

Old Business

Restoration By Day will complete siding replacement when weather permits. Resolution 2024-05 to Amend the Articles of Incorporation is under review and should be completed in February.

New Business

A motion was made by Scott and seconded by Bill Zimmerman for preparation and submittal of all 2024 reports by Jason Coyle from SSM. All aye, so approved. A motion was made by Robin and seconded by Bill Zimmerman for Steve and Susan to sign the renewal of the 5-year agreement with Womelsdorf/Robesononia Joint Water Authority for Inter water connection. All aye, so approved. CoStream will give us a ten percent (10%) discount by prepaying for three years. A motion was made by Scott and seconded by Bill Zimmerman. All aye, so approved. Paperwork was received from PA Homeowner Assistant Fund for a customer that needs aid in paying their water utility. Susan to complete the paperwork and submit. 2024 reports on water withdrawal, billing, 2024 expenditures and Standard Operating Procedure were given to board members.

NWA Project list for 2025

1. ES2 Environmental will be here in March to inspect and calibrate chlorine systems and certify chlorine scales in well house #4 and #5 and chlorine detectors.
2. Univar – order chlorine as needed
3. Hackman Fire Equipment – inspect fire extinguishers in all buildings
4. Krall Landscape–grade and plant grass at well house #5
5. Continue to locate all water service laterals into homes and mark/repair as needed
6. Trigon Plastic Sale/Project – update as per above
7. CMJM LLC, Bethany Road Project – update as per above
8. Any other item will be added to the list, if recommended by another board member and approved.

The bills for January 2025 were reviewed. A motion was made by Scott and seconded by Robin to approve the bills as read. All aye, so approved.

The treasurer's report for the month of November 2024 was read. Robin made a motion to accept the treasurer's report as read and seconded by Bill Zimmerman. All aye, so approved.

The treasurer's report for December was read. Bill Leahy made a motion to accept the treasurer's report as read and seconded by Scott. All aye, so approved.

Scott made a motion to adjourn and Bill Leahy seconded it. Meeting was adjourned at 8:30 p.m.

The next meeting will be Monday, February 24, 2025 at 7 p.m.

Respectfully submitted,
Susan Harper, Secretary/Treasurer