

# Cumberland-Franklin Joint Municipal Authority

(December 14, 2023)

- Chairman John Knutelsky called the meeting of the Cumberland-Franklin Joint Municipal Authority to order at 6:00 p.m. in the office of CFJMA, 204 W. King Street, and asked for a moment of silence and the pledge to the flag.
- Those present were:

Dwain Koser, <i>Manager</i>	John Knutelsky, <i>Chairman</i>
Angelique Brown, <i>Asst. Manager/Treasurer</i>	Steve Wolfe, <i>Vice-Chairman</i>
Steve Oldt, <i>Member</i>	Randall Kendig, <i>Secretary</i>
Christopher Rockwell, <i>Member</i>	Mike Wadel, <i>Assistant Secretary</i>
Robert (Jerome) Kater, <i>Member</i>	Lance Hoover, <i>HTE LLC</i>
Kristina Deutsch, <i>Employee</i>	Attorney Zachary Rice, <i>Salzmann Hughes</i>
- Mr. Kater motioned for the approval of the November 9, 2023 minutes and Mr. Rockwell seconded the motion. Motion carried.
- There were no Public Comments.
- Under Correspondence there were two items:
  1. CFJMA received a letter from the Borough of Orrstown. It stated that they reappointed Randall Kendig as their representative to the CFJMA board. He will serve a 5-year term from January 1, 2024 - December 31, 2028. **(See attached)**.
  2. CFJMA received a letter from Southampton Township, Franklin County. It stated that at their November 28, 2023 Supervisor meeting, Mr. Steve Wolfe was reappointed as the township representative to the CFJMA board. He will serve a 5-year term, from January 1, 2024 – December 31, 2028. **(See attached)**.
- Mr. Wadel motioned approval of the December 14, 2023 Treasurer's Report. Mr. Wolfe supplied the second and the motion carried.
- Under the Solicitor's Report, Attorney Zachary Rice had nothing to report.
- Under the Manager's Report, Dwain presented the following:
  1. Dwain and Josh met with the a crew from Wadel-Mell Inc., to conduct preliminary surveying of the manhole elevations at the Shippensburg Commons for the upcoming project located at 300 S. Fayette Street, Shippensburg.
  2. Kira, with GMS Funding Solutions, contacted Dwain regarding CFJMA's application for the small sewer and water grant. She informed him the grant will be awarded on December 19<sup>th</sup>. If CFJMA is awarded this grant money, it will be used for the necessary upgrades to the 5 main pumping stations.

Dwain turned the meeting over to Lance Hoover and he updated the board on the ongoing progress at the Waste Water Treatment Plant. He also reported that he provided to Dwain an application package for the proposed Pumping Station in Letterkenny Township for him to review and sign. Lance informed the board, "It will then go back to the engineer, Dennis E. Black Engineering Inc." Construction goes through the developer (Lane Thrush) and permitting goes through the authority (CFJMA). This pumping station will be referred to as PS#14, located in Capital Estates, Orrstown. This can be confusing because Dennis E. Black Engineering Inc. is the engineer for CFJMA, but this is not a CFJMA project. Lane Thrush is using Dennis E. Black Engineering Inc. as the engineer for his project.

Mr. Wolfe informed the board that he and Mr. Kater were requested by Southampton Township, Franklin County to attend their supervisors meeting once a quarter. As township representatives to the CFJMA board, they will be able to keep the township informed on CFJMA's behalf.

- Under Old Business, the 2024 Budget was distributed to the board members at last month's meeting. Chairman Knutelsky asked the board members if they had any questions regarding the budget. There were no questions and no changes were made to the proposed budget. Motion to approve the 2024 Budget was made by Mr. Kater and seconded by Mr. Wolfe. Motion carried.
- Under New Business,
  1. Dwain reported that the Employee Committee, which consists of John Knutelsky, Steve Oldt, and Jerome Kater, had made the recommendation to increase to the wage management system for 2024 by 3.5%. Dwain presented that recommendation to the board. Mr. Wolfe made the motion to accept the 3.5% increase to the wage management system and Mr. Oldt made the second. Motion carried.
  2. Mr. Kater motioned to approve a Christmas dinner for the CFJMA employees. Mr. Wolfe seconded the motion and it passed.
- Mr. Wadel motioned to enter into executive session at 6:25 p.m., to discuss a legal matter regarding the future direction and planning for CFJMA. Mr. Oldt made the second and the motion carried. Mr. Oldt motioned to come out of executive session at 7:15 p.m. and Mr. Wolfe made the second. Motion carried.
- Mr. Rockwell motioned to adjourn the meeting at 7:16 p.m. Mr. Oldt supplied the second and the motion was carried.

Respectfully submitted,

Randall L. Kendig, Secretary