

Cumberland-Franklin Joint Municipal Authority

(November 9, 2023)

- Vice-Chairman Steve Wolfe 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>	Steve Wolfe, <i>Vice-Chairman</i>
Angelique Brown, <i>Asst. Manager/Treasurer</i>	Randall Kendig, <i>Secretary</i>
Steve Oldt, <i>Member</i>	Mike Wadel, <i>Assistant Secretary</i>
Christopher Rockwell, <i>Member</i>	Lance Hoover, <i>HTE LLC</i>
Robert (Jerome) Kater, <i>Member</i>	Attorney Zachary Rice, <i>Salzmann Hughes</i>
Kristina Deutsch, <i>Employee</i>	
- Mr. Oldt motioned for the approval of the October 12, 2023 minutes and Mr. Kater seconded the motion. Motion carried.
- There were no Public Comments.
- There was no Correspondence.
- Mr. Oldt motioned approval of the November 9, 2023 Treasurer's Report. Mr. Kendig 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. At last month's meeting, Dwain was instructed to shop around for auditing services. Dwain informed the board that some of the companies he contacted were not accepting new clients because they did not have enough staff to take on any additional workload. Dwain was able to get in contact with Craig E. Witmer, CPA, CGFM with Smith Elliot Kearns and Company LLC; also referred to as SEK CPAs and Advisors. Mr. Witmer thanked Dwain for the opportunity and proposed to represent CFJMA for the 2023 year with a written quote of \$23,950. RKL LLP (formerly known as Rotz & Stonesifer, P.C.) gave verbal quote of \$17,000 for the same accounting services. Dwain is waiting for Michael Burhman with RKL LLP to put the verbal quote in writing. Mr. Kater made the motion for CFJMA to remain with RKL LLP. Mr. Wadel made the second. Motion carried unanimously.
 2. Dwain informed the board members that at the December meeting he will have a Profit and Loss Report on what CFJMA bills Shippensburg University.
 3. Moving forward, what Dwain has been referring to as the "Food Lion" project will now be referred to as the "Shippensburg Commons Project". Dwain met for a second time with the

owners of the Shippensburg Commons, located at 300 S. Fayette Street, Shippensburg. They were able to collaborate and come up with a more suitable plan to relocate the sewer main. This new plan would allow CFJMA to have a staging area in the rear of the complex. It would also alleviate excess repaving of the parking lot. Easements will be needed from three surrounding property owners. In order to make sure this new plan can be done a survey will be needed.

Dwain was able to receive two proposals for the Shippensburg Commons Project from surveyors: Dennis E. Black Engineering Inc., \$7,400.00 and Wadel-Mell Inc., \$4,550. Before the board voted on the appointment of surveyor, Mr. Wolfe informed the board that he was retired from Dennis E. Black Engineering Inc. and asked if he was able to vote. Attorney Rice responded, "That is a good question, if I were in your shoes, I would recommend that you would just abstain. My general recommendation is to assume you have a conflict of interest and err on the side of caution." Upon Attorney Rice's recommendation, Mr. Wolfe abstained from the vote. Mr. Wadel also abstained from the vote because he is part owner of Wadel-Mell Inc. Mr. Kater made the motion to accept the quote for \$4,550.00 from Wadel-Mell Inc. Mr. Oldt made the second. Motion carries.

Dwain turned the meeting over to Lance Hoover and Lance updated the board on the Biosolids Project and the GMS grant application for the Local Share Account (LSA) resolution 2023-01 has been submitted.

- There was no Old Business.
- Under New Business, there were two items on the agenda:
 1. The 2024 Meeting dates for the Cumberland Franklin Joint Municipal Authority were presented to the board of directors and approved on a motion made by Mr. Rockwell and seconded by Mr. Wadel. Motion carried. **(see attached)**
 2. The 2024 Budget was distributed to the board members prior to the meeting. This generated much discussion among the board members, with questions regarding revenue and expenses. It was brought up in discussion that the last time CFJMA had a rate increase was in 2011. Mr. Kater stated, "He said it before in 2011 and will say it again, it always bothers me when you have to pay someone to do a rate study. Dwain has already crunched the numbers, but if you have to raise rates, do you have to have somebody to tell you?" Attorney Rice commented, "In some respects you don't need a rate study to tell you that your rates are too low." Mr. Kater expressed in his opinion, that it is a waste of money to pay for an external rate study, when that study could be done in house. Dwain said that it is time to do an official rate study; this provides transparency to ensure our financial resources meet our budget. Attorney Rice supported Dwain's recommendation by saying,

“It is appropriate to have a rate study, since you have had a period of twelve years go by and even under normal inflation, when you run a business, you need to keep up.” Mr. Wadel made the motion for Lance with HTE LLC to conduct a rate study with assistance from Dwain on any information that Lance would need. Mr. Kendig made the second. Motion carried. Mr. Wolfe indicated he needed more time to review the 2024 budget and suggested to delay voting on the proposed budget until next month’s meeting. The rest of the board members agreed to delay voting on the budget until the December meeting.

- Mr. Rockwell motioned to adjourn the meeting at 6:46 p.m. Mr. Oldt supplied the second and the motion was carried.

Respectfully submitted,

Randall L. Kendig, Secretary