

Cumberland-Franklin Joint Municipal Authority

(October 10, 2024)

- 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>	Robert (Jerome) Kater, <i>Member</i>
Angelique Brown, <i>Asst. Manager/Treasurer</i>	Christopher Rockwell, <i>Member</i>
John Knutelsky, <i>Chairman</i>	Steve Oldt, <i>Member</i>
Steve Wolfe, <i>Vice-Chairman</i>	Kristina Deutsch, <i>Employee</i>
Randall Kendig, <i>Secretary</i>	Joshua Kelley, <i>Equipment Operator</i>
Mike Wadel, <i>Assistant Secretary</i>	Attorney Zachary Rice, <i>Salzmann Hughes</i>
	Lance Hoover, <i>HTE LLC</i>
- Before going into the business of the regular meeting, and under “New Business”, Chairman Knutelsky acknowledged Joshua Kelley for 15 years of service to CFJMA and many more. He expressed appreciation to him, on behalf of himself and the entire board of directors and management of CFJMA. John presented Joshua Kelley with a plaque denoting “15 years of Dedicated and Outstanding Service”. Mr. Kelley accepted the plaque and thanked the board members and management. He began his career at CFJMA on October 12, 2009.
- Mr. Wolfe motioned for the approval of the September 12, 2024 minutes and Mr. Rockwell seconded the motion. Motion carried.
- There were no Public Comments.
- Under Correspondence, Dwain informed the board that CFJMA received a Engagement Agreement from Salzmann Hughes, P.C informing them that, due to current economic factors, it is necessary for them to increase their rates by 3%, effective January 1, 2025. This Agreement provides that the rates are subject to annual increase of up to 3% without the need to modify the agreement (**see attached**). Mr. Wolfe motioned to accept the Engagement Agreement; second by Mr. Oldt. Motion carried.
- Mr. Kendig motioned approval of the October 10, 2024 Treasurer’s Report. Mr. Kater 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 informed the CFJMA board that the Joint Committee had their meeting on October 7th. At the meeting, the two main topics of discussion were: the Shippensburg Commons Project and the Biosolids Project at the Waste Water Treatment Plant. Regarding the Shippensburg Commons Project, the Borough of Shippensburg was instructed to let CFJMA

know what line size they need for the Schreiber Foods Project, whether it is a 36" line or 30". The Borough was given the deadline of December 12th 2024 to report this information back to CFJMA. In the event that there is no response, then CFJMA will proceed with their original plan of a 27" line, which is what meets the needs of CFJMA. Chairman Knutelsky responded that the Borough of Shippensburg and Schreiber Foods are having a meeting on November 12th and should reach a resolution. Dwain asked Lance if a resolution was not received and we delayed the project, would this affect our grant. Lance responded that the decision as to whether to extend the deadline or not is completely up to the Authority and has no impact on the grant. Chairman Knutelsky then suggested that, "We play it by ear".

2. CFJMA's 2025 health insurance renewal has an expected increase of 11.7% over the 2024 premium and depending upon a refund, it could be a lower percentage rate for the year.

3. He reported the upgrade to Pumping Station 5 (located on Route 11) has been completed and it is running well. This means 2 out of the 5 main pumping stations are now completed. The PA Small Water and Sewer Grant will be used to cover the costs of the three remaining stations: PS# 4, PS# 8, and PS# 10.

4. He informed the board, that three manholes on Alvin Drive had to be relined due to damage from hydrogen sulfide gas and this was completed today.

Dwain turned the meeting over to Lance Hoover, HTE LLC for his report on the Biosolids Project, since he is the project manager. Lance informed the board that the deadline for the Cumberland County ARPA Grant is 12/1/25. Since CFJMA is using Costars, there is no need for public bid advertisement. Lance had three Costars proposals for the Biosolids Project. The first proposal was from Kappe Associates, Inc. for the Digester, including installation, in the amount of \$432,279. The second proposal was from Sherwin Logan & Associates Inc. for the mixer system in the amount of \$132,000. The third proposal was also from Sherwin Logan & Associates Inc. for the blower system and controls in that amount of \$238,280.

The grand total of all this equipment purchase is \$802,559. In order to execute the purchase order the board would need to take action. Chairman Knutelsky asked the board if there is a motion to accept the two vendors and three bids. Mr. Kater made the motion to accept all three bids for the Biosolids project. Mr. Wadel made the second and motion carried. The board had discussion and questions for Lance regarding the Biosolids Project and Lance was able to answer all their questions and give an overview of the timeline. Chairman Knutelsky thanked Lance for what he has done so far.

- There was no Old Business.
- Under New Business:
 1. The Utility Relocation Abbreviated Incorporated Work Reimbursement Agreement, between CFJMA and PennDOT resolution 2024-02 needs to be returned to the Commonwealth of Pennsylvania. This agreement ensures the CFJMA will cooperate

with PennDOT regarding the repaving of Route 174. CFJMA will need to supply 5 manhole risers to PennDOT for this project. Mr. Wadel motioned to execute this agreement. Mr. Rockwell made the second and the motion carried.

2. GMS Funding Agreement was presented to the board for consideration. GMS provides consulting services and secures grant funding for CFJMA. The current contract is up for renewal Jan 1st, 2025. Mr. Rockwell made the motion to renew the Consulting Services Agreement with the increased fees. Second by Mr. Wolfe and motion carried.
 3. Mr. Kater asked Dwain when the next Employee Appreciation Dinner would take place. Dwain asked for suggestions for a venue and told Mr. Kater he would get back to him at next month's authority meeting.
- Mr. Rockwell motioned to adjourn the meeting at 6:36 p.m. Mr. Kater supplied the second and the motion was carried

Respectfully submitted,

Mike Wadel, *Assistant Secretary*