

HAINES-AARONSBURG MUNICIPAL AUTHORITY
BOARD MEETING
MARCH 20, 2024

ATTENDANCE: Derek Hart Chairman, Russel Burkholder Vice- Chairman, Tina Lamey Secretary/Treasurer, Ian Smith Assistant Secretary/Treasurer, Kody Orndorf Board Member, John Miller Solicitor, Patrick Ward and Ross Torquato Buchart Horn Engineering, Bryan & Jodi Muthler System Operators, Kimberly Claar Office Administrator, Patricia Valentine Customer.

CALL TO ORDER: Chairman Derek Hart called the March 20, 2024, meeting of Haines-Aaronsburg Municipal Authority to order at approximately 7:00p.m. The meeting was held in the Haines-Aaronsburg Municipal Authority Office Building located at 337 E. Aaron Sq. in Aaronsburg, Pa. The call to order was followed by the Pledge of Allegiance.

PUBLIC COMMENTS: None

MINUTES APPROVAL: Ian Smith moved to approve the regular monthly minutes as presented for February 21, 2024 and February 28, 2028. Motion was seconded by Russel Burkholder and the motion carried.

Vote: R.Burkholder-Yes; D.Hart-Yes; I.Smith-Yes; K. Orndorf-Yes; T. Lamey-Yes

OFFICERS REPORT: The Haines Township Supervisors would like a tour of the HAMA facilities. Suggestion of April 1, 2024, at 3pm after the pre-bid meeting will be made to the Supervisors at their March 21st meeting.

TREASURERS REPORT: Kimberly Claar presented the Treasurer's Report dated March 20, 2024. Russel Burkholder motioned to pay bills and approve the Treasurer Report as presented. Motion was seconded by Ian Smith and the motion carried.

Vote: R.Burkholder-Yes; D.Hart-Yes; I.Smith-Yes; K. Orndorf-Yes; T. Lamey-Yes

Timecards for Jodi Muthler, Bryan Muthler, Kimberly Claar and Patricia Valentine were submitted and approved. Kody Orndorf moved to approve the timecard presented. Motion was seconded by Ian Smith and the motion carried.

Vote: R.Burkholder-Yes; D.Hart-Yes; I.Smith-Yes; K. Orndorf-Yes; T. Lamey-Yes

Russel Burkholder moved to add Kimberly A. Claar to all accounts at Mifflinburg Bank & Trust. Motion was seconded by Derek Hart and the motion carried.

Vote: R.Burkholder-Yes; D.Hart-Yes; I.Smith-Yes; K. Orndorf-Yes; T. Lamey-Yes

ENGINEERS REPORT: Patrick Ward, Buchart Horn Engineers reported that he will be retiring effective June 7, 2024. Mr. Ward also reported that the Board will need to review, approve and sign the DBE Firm Utilization Report Form and Penn Vest Requisition No. 1.

Ian Smith moved to approve and sign the DBE Firm Utilization Report Form. Motion was seconded by Kody Orndorf and the motion carried.

Vote: R.Burkholder-Yes; D.Hart-Yes; I.Smith-Yes; K. Orndorf-Yes; T. Lamey-Yes

Derek Hart moved to approve Penn Vest Requisition No.1. Motion was seconded by Russel Burkholder and the motion carried.

Vote: R.Burkholder-Yes; D.Hart-Yes; I.Smith-Yes; K. Orndorf-Yes; T. Lamey-Yes

Ross Torquato presented a newsletter draft. This newsletter would be a good starting point to get vital information out to customers. Suggestion was made to include more project specifics. Ross will edit and email all for review. Kimberly Claar will get them out to customers once finalized.

OLD BUSINESS: Derek Hart moved to approve the official delinquent shut off notice reviewed and approved prior to this meeting by the Solicitor. Motion was seconded by Tina Lamey and the motion carried. The first batch will go out March 26, 2024.

Vote: R.Burkholder-Yes; D.Hart-Yes; I.Smith-Yes; K. Orndorf-Yes; T. Lamey-Yes

NEW BUSINESS: Proposal for Services by System Operators: At this time the Board is passing on the proposal and would like to stay with hourly rates until the Plant Project is done. Then the proposal will be revisited. This is due to the unknown number of hours that will be spent on this project.

Russel Burkholder moved to not accept the System Operators Proposal at the time. Motion was seconded by Derek Hart and the motion carried.

Vote: R.Burkholder-Yes; D.Hart-Yes; I.Smith-Yes; K. Orndorf-Yes; T. Lamey-Yes

SYSTEM OPERATORS REPORT: Jodi Muthler reported that the first round of PACE testing is complete. There will be a full inspection in May that will take 6-8 hours.

Jodi Muthler reported that she will have a video interview with DEP at the water plan for educational purposes only.

Jodi Muthler reported that two customers have cut meter wires. Jodi asked the Board how they want to handle a service call fee. The Board unanimously voted to bill based on time and materials. Kimberly Claar will call each resident to inform them that the System Operators will be reaching out to schedule a time for the repair. In most cases the System Operators will need to enter the home to complete repairs.

Vote: R.Burkholder-Yes; D.Hart-Yes; I.Smith-Yes; K. Orndorf-Yes; T. Lamey-Yes

SOLICITORS REPORT: John Miller reported he will satisfy the Municipal Liens of names given by the Board.

ADJOURNMENT: Derek Hart motioned to adjourn the March 20, 2024, meeting at 8:51pm. Kody Orndorf seconded the motion and the motion carried.

Vote: R.Burkholder-Yes; D.Hart-Yes; I.Smith-Yes; K. Orndorf-Yes; T. Lamey-Yes