

# THE GILPIN TOWNSHIP MUNICIPAL AUTHORITY

Regular Meeting

January 13, 2026

**Call To Order:** Regular meeting called to order by Chairman Swarmer at 6:42 P.M.

**Roll Call:** Board members in attendance were Mazak, McIntire, Szarek, Swarmer, along with Solicitor Cinpinski & Engineer Hoover, Board member Skeel was absent. Chris Swank/CKH Excavating was present

**Visitors:** None

## **Minutes:**

- A. A motion was made by Szarek & seconded by McIntire to approve the minutes of the December/ 2025 regular meeting as presented. Motion carried.

## **Treasurer's Report:**

- A. A motion was made by Szarek & seconded by McIntire to approve the treasurer's report as presented. Motion carried.
- B. A motion was made by McIntire & seconded by Szarek to approve the bills as presented. Motion carried.

## **Correspondence:**

- A. Email dated 12-18-25 from Chad Dietrich giving a list of approved projects for the 2025 LSA Grant-PA Department of Community & Economic Development. The Authority did not receive any financial assistance.
- B. Letter from CNB Bank letting us know that Brett Stewart, Vice President of Commercial Lending, will be retiring effective December 31, 2025

## **Unfinished Business:**

- A. The Authority is still looking for an auditor to replace our previous auditor, Joe Estermeyer, who does not want to perform future audits for the Authority. The Authority is in the process of receiving different quotes/bids.
- B. New tap in rates for water and sewer are still being reviewed and discussed. Cinpinski was contacting LSSE for the work they already performed on this matter.
- C. A Motion was made by Szarek and seconded by McIntire to approve Resolution 2026-1 for Lateral Inspection of sewer service lines within Gilpin

- Township. After Cinpinski deletes the last sentence of paragraph three from the original draft. Motion carried.
- D. A Document of Certification form will be designed and issued following testing/inspection/monitoring of private lateral sewage line.
  - E. The Authority received a letter from the Department of Labor & Industry saying there is no balance due on the unemployment account from former employee Jerry Held.
  - F. LSSE will be issued a check for \$11,709.10 for the outstanding Invoices that were due by the Authority. Arrangements will be made between LSSE and the Authority to recover all documents that belong to the Authority.
  - G. The Authority is in the process of applying for a loan to perform the Lead Line Verification. A Public Notification letter will be given to all properties in advance, notifying them the area we will be working at to perform the required verifications.
  - H. The Authority received a check from Cory Nulph in the amount of \$75.93 for the reimbursement of his new water tap fittings.
  - I. An email was received from Cinpinski dated 12-29-25 on the Snyder Oil & Gas Lease for the Authority.
  - J. Szarek made a motion seconded by McIntire to approve Resolution 2026-2 concerning the Meter Pit/Meter Requirements for all Authority water customers. Motion carried.

**New Business:**

- A. One new sewage tap was purchased by BoulderX LLC, 118 Godfrey Rd.
- B. No overnight parking signs were purchased and installed at the Authority building located at 874 State Route 66.
- C. Local plumbing companies will be asked to notify the Authority of any water leak repairs they will be working on, if they are water Authority customers.
- D. Szarek made a motion seconded by McIntire to make four (4) \$100,000 CD's, for 3 months, at an interest rate of 3.23%, & the remaining money added to another CD for the same term and rate. Money is from the seven (7) sewage CD's that matured on 1-11-2026. Motion carried.
- E. Szarek made a motion seconded by McIntire to change the mileage rate to reflect IRS regulations. Motion carried.

**Solicitor's Report:**

- A. There were (10) shut-off letters/postings for this month.

**Engineer's Report:**

- A. See attached report from Gibson-Thomas.
- B. Acknowledged we received an Engineer's Report

**System/Fire Hydrant Review:**

- A. There were (2) service line leaks or repairs during the month: Terry Williamson (1275 Bagdad Rd., ours) Leigh Ann Lerch (631 Evergreen Rd, hers)
- B. There was fire hydrant maintenance performed for the month, we exercised valves The annual maintenance is completed for the year, and will resume in April 2026.
- C. Szarek made a motion seconded by McIntire for Chris Swank/CKH Excavating to purchase a digital camera to be used for Authority business. Motion carried.
- F. Acknowledged we received an Operator's Report

**Monthly Billings:**

- A. There were 2,196,000 gallons billed for this month.

**Recessed Meeting:**

- A. This meeting was recessed at 8:11 PM on a motion by McIntire & seconded by Szarek for the purpose of further discussions on loan documents, new water rate for Kiski Campsite (Steve Cooper, owner), other water & sewer rates, Gas Lease between Authority and Snyder Gas. Recessed meeting is scheduled for January 28, 2026, at 6:00 P.M. Motion carried.

Secretary/Treasurer



Sonya J. Mazak



## **Gilpin Township Municipal Authority**

February 10, 2026

### **Engineer's Report**

- **Current Projects (Water):**
  - N/A
- **Current Projects (Sewer):**
  - N/A
- **Miscellaneous Projects:**
  - CFA LSA Statewide Grant for GIS Mapping (0% Match) – Grant submitted – Award Announcement September 2026 (Grant total was \$30,600 – DCED did not accept contingency funds and subtracted \$1,500)
  - Service Line Inventory
    - a. Cost for Lead Line Verification and Replacement will be estimated around \$10,000 per line.
    - b. Cost for Lead Line Verification ESRI software and set up is estimated to cost approximately \$3000 in total.
    - c. Gibson-Thomas is currently compiling and preparing documentation for submission to First Commonwealth Bank in support of the loan acquisition.
  - Currently in process of preparing the Authority's Chapter 94 report in accordance with state regulatory and reporting requirements
- **Items Requested by Authority Manager**
  - N/A

(4)

ESTABLISHED 1916