

THE GILPIN TOWNSHIP MUNICIPAL AUTHORITY

Regular Meeting

December 9, 2025

Call To Order: Regular meeting called to order by Chairman Swarmer at 6:30 P.M.

Roll Call: Board members in attendance were Mazak, McIntire, Szarek, Swarmer, & Knepshield, 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 November/ 2025 regular meeting as presented. Motion carried.

Treasurer's Report:

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

Correspondence:

- A. A resignation letter was received and accepted by the Twp. Supervisors for Duane Knepshield's position on the Authority Board. His 5 year term ended December 31, 2025, and he does not want to be reappointed.
- B. A motion was made by Szarek and seconded by McIntire to authorize Swarmer to investigate & engage the best auditor for the Authority due to consideration to cost, qualifications, & interactions of facilities we deal with. Motion carried.
- C. The Authority received a letter from West Penn Power stating they have been notified the Authority has selected Shell Energy Solutions Retail Services as their electric generation supplier.
- D. Cinpinski will write a letter to the Armstrong County Association of Township Officers, stating the Authority is unable to give a donation at this time. The Authority received a letter from the association requesting a donation for their meeting scheduled for May 13, 2026.
- E. The Authority Board received an email from Cinpinski dated 12/01/25, for a review of the acknowledgement letter to LSSE for the materials & documents

- that Senate Engineering and Surveyors (Senate), now ad Division of LSSE, Inc., and LSSE, Inc. itself have prepared for the Authority..
- F. KVWPCA Annual Audit Report for 2024/2025 Fiscal Year was received.

Unfinished Business:

- A. The Authority is still looking for an auditor to replace our previous auditor, Joe Estermyer, who does not want to perform future audits for the Authority. See B under correspondence on action the Authority is taking.
- 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. Szarek made a motion & seconded by Knepshield for approval for LSSE to finish studies and analysis of the sewage & water tap ins at a cost not to exceed \$1,000. Motion carried.
- D. Dye test requirements on new ownership of houses having public sewage in Gilpin Township, not refinancing of homes, will go into effect after Cinpinski finalizes a resolution with dye test requirements after Board discussion on new resolution.
- E. A motion was made by McIntire and seconded by Szarek for the Authority Board Members to continue receiving W-2's and do not receive 1099's after discussions concerning their compensation paid for attending monthly meetings. The differences between the two are W2's will cover Board Members under worker's compensation, and 1099's will not cover Board Members for worker's compensation. Motion carried.
- F. The Authority received a statement from the Department of Labor & Industry concerning a balance due on the unemployment account from former employee Jerry Held. Secretary Mazak has been trying to resolve this problem with unemployment.
- G. Cinpinski wrote a letter to Steve Cooper/Kiski Campsites in Schenley, notifying him the Authority will be reviewing rates for bulk water usage customers in regard to the campground before leases are given.

New Business:

- A. Swarmer will design a generic/template repair form for water & sewage repairs.
- B. Mazak will place an ad in the Leader Times paper advertising our meetings for the 2026 calendar year

Solicitor's Report:

- A. There were (14) 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 was (1) service line leak or repairs during the month: David Heasley (706 State Route 66, his)
- B. There was no fire hydrant maintenance performed for the month. The annual maintenance is completed for the year, and will resume in April 2026.
- C. Chris Swank/CKH Excavating passed his certified operator's test, but will continue supervision under Jared Hay/InnoH20 until March 2026, or further, if necessary.
- D. A motion was made by Szarek & seconded by McIntire to authorize Swarmer to investigate & engage to make a decision to start the process needed for Lead Service Line Verification. Motion carried.
- E. William Collini, 1144 State Route 66, had concerns about installing a meter pit when he connects to our water line on his dormant water tap purchased by previous owner.
- F. Acknowledged we received an Operator's Report

Monthly Billings:

- A. There were 2,167,000 gallons billed for this month.

Recessed Meeting:

- A. This meeting was recessed at 8:17 PM on a motion by Szarek & seconded by McIntire for the purpose of further discussions on loan documents, Chris Swank/CKH Excavating fees to perform lead verification, documents needed for Chris Swank to use for lead verification to DEP. Recessed meeting is scheduled for December 16, 2025, at 6:00 P.M. Motion carried.

Secretary/Treasurer



Sonya J. Mazak



Gilpin Township Municipal Authority

January 13, 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. On October 14, 2025, Justin Hoover from GTE spoke with Hunter McNutt from DEP regarding the outstanding Initial Service Line Inventory (SLI).
 - b. They discussed the possibility of extending the deadline.
 - c. They also reviewed the process for submitting the SLI.
 - d. On October 15, 2025, Hunter McNutt emailed Justin Hoover (GTE) and Bob Swarmer (Gilpin) to inform them that no time extension would be granted, and the original deadlines remain in effect.
 - e. At this point, Gibson-Thomas believes that the client will need to secure a loan to complete this work as soon as possible.
 - f. Cost for Lead Line Verification and Replacement will be estimated around \$10,000 per line.
 - g. Cost for Lead Line Verification ESRI software and set up is estimated to cost approximately \$3000 in total.

- **Items Requested by Authority Manager**

- N/A

(4)

ESTABLISHED 1916