

January 6th, 2026

Workshop/Special Meeting Minutes

1. A motion was made to open the Workshop/Special Meeting at 6:00p.m. by Sarah, seconded by Barry, and duly passed.
Board Members present were Don Anderson, Jack Gauntz, Sarah Jones, Brian Witherite, and Barry Yoder. Solicitor Valentine was also present.

2. Public Comment:
Eric and Jennifer Minnick:
On December 21st, 2025 there was on First Ave. The Minnick's live at 303 Front Street. When the break happened the water rushed down the hill towards their house and the storm drains being clogged with leaves the water went over the curb and into their basement that had all their belongings in because of their upstairs is in the process of being remodeled. Jennifer stated that she talked to Terry that day and was told to come to the meeting to discuss the matter. The Minnick's showed the Board pictures of the damage. Solicitor Valentine stated that he will have to do some research on this matter. He stated that in the meantime if the Minnick's could get an itemized list of things that were damaged and send it to the MMA email address and they will go from there.

3. Business:
 - A. FEMA & PEMA Update
Hopefully have an update for Regular Meeting later this month. Jack asked a question about this information and a discussion was held on what this item was about.

 - B. Office Transition
A discussion was held on this matter. Bri stated that everything is going well with the new office help.

 - C. Storage Options
A discussion was held on this subject. Possible ideas for storage options for the equipment in the shop and the papers from the room at the Community Center. Brian asked if we could get one of those shipping containers that people have.

D. Blasting Notice

Bri received a blasting notice in the mail. Solicitor Valentine stated that we should fill out the paperwork presented and get the surveys done just to cover things if something should happen. Solicitor Valentine stated he will work with Bri on getting the sites that this will be affecting and getting the paperwork filled out correctly.

E. Pressure Testing

A discussion was held on the matter. Solicitor Valentine stated that with the extension request we need to start requesting a certain amount of fund that needed to be escrowed. He also stated that we need to get information to the Borough Council and the Summit Township Board about possibly getting a new ordinance about the Smoke and Dye Testing as well as. He stated the biggest issue, especially in the Borough, is policing these items. He stated that the Township has an enforcement officer, but the Borough does not.

F. Handbook

The Board discussed some notes that Sarah had made as she looked through the current handbook. A discussion was held on sick and vacation time. Brian stated that emails could be sent out about things that they think should be presented but due to Sunshine Laws just make sure that it isn't a formal discussion until we get to a meeting.

G. Old Credit Cards and Cell Phone Accounts:

A discussion was held on the matter of the Capital One Credit Cards that are in former employees' names that we can't shut down. Solicitor Valentine stated that an option for this matter would be to have a Judge to sign off saying these people are no longer employed at the Authority and these accounts need closed. The Cell Phone matter may be able to be handled the same way. Solicitor Valentine will look into the matter.

H. Engineer Update

Items discussed in the Engineer Report are as follows C(3,6), E, J(1,4), L(3,5), P, & Q.

E/Q Discussion was held on these items together. E is about the Tap request letter that needs to be submitted to the DEP for the MMA's new tap request for 2026. On the request we must submit how many taps we used the previous year. The school's new

concession stand is being calculated at using 12 EDUs by EADs and only one by the school Engineer. Brian stated that he would go to the School Board Meeting on Wednesday night and present the information as presented to the Board. As for the tap submittal request Solicitor Valentine stated that EADs should submit it with the 12 EDUs it isn't going to hurt anything if it happens to be less. We are using the same procedure as we did with Food Lion and McDonalds.

J,1 The Sherman Street Sewer Project is going to be advertised for Bids later in the week. A discussion was held on how this project would take place.

J,4 The grant amount that we submitted for this project was not what we received for the project. Katie stated that for the next meeting she could have a couple of options to present to help get the project into the price range of the grant we received.

4. Executive Session

Executive Session was not needed at this meeting

5. Adjournment

A motion was made to adjourn the meeting at 7:42 p.m. by Barry, seconded by Jack, and duly passed.



Meeting Minutes Prepared by
Bri Knieriem

2/17/2026
Date