

December 16th, 2025

Regular Meeting Minutes

1. The Regular Monthly Meeting for the Meyersdale Municipal Authority was called to order at 6 p.m. Board Members present Don Anderson, Jack Gauntz, Sarah Jones, Brian Witherite, and Barry Yoder.

A motion to go into Regular session was made by Jack, seconded by Barry, and duly passed.

2. Executive Session took place from 6 p.m. to 7:08 p.m.

3. Public Comment:

There was no public comment for this meeting

4. Engineer Report:

C (5,6), E, J(1,2,3,4,5,6), L (1,2,3,5), P, Q

C. COA Semi-Annual report is due 1/30/2026. Ethan is working with the office to get this completed.

C. 5. Flow meters will be pulled in the beginning of January and then the data will be collected and once that is completed EADs will present the information to the Board at a further meeting.

E. It is time to submit the next sewer tap request form. A discussion was held to inform the new members on the Board about the sewer tap requests.

A motion to submit a request to the DEP from the MMA for 20 sewer taps for the years of 2026 was made by Don, seconded by Sarah, and duly passed.

J. 1. The Sherman Street Sewer project is about ready to go out for bid. EADs is getting the bid ready they are requesting a motion for them to get the bid out for advertisement. Barry had about the church parking lot. The Church of the Brethren is planning on paving their parking lot this summer and he was wondering if this project would require that parking lot to be dug up. A discussion was held on this matter.

A motion to have EADs move forward with advertising the bid for the Sherman Street Sewer Project by Barry, seconded by Don, and duly passed

J. 2. The Environmental Reports are wrapping up for Keystone Street Sewer project after those are completed the next step will start.

The Engineers Report is available in The MMA office.

5. Water/Sewer Report

- Had an issue at the Water Plant with the chlorine analyzer model and had it replaced
- The air compressor at the Water Plant is down so the generator is running the plant. Don Fry it is going to come and fix it.
- A valve was sticking on a filter and that was replaced
- Recycle Pump that we brought in September has been kicking the breaker have Don Fry look at it while he is there fixing the other stuff but if he can't figure it out, it does have a 2 year warranty on it from RAM we may have to send it back leaving us with only one for a little.
- Leak up by the Nursing Home on Sherman Street on the 11th. Able to shut it off and fix it the next day.
- Every three months we have to sample for TTHMS and HA5 and back in November we were over but not by much. The DEP doesn't care whether it is over a little or a lot you still have to report it. We don't have to issue a boil water notice or anything, but we do have to put it in our CCR Report for 2025. It was resampled and we are waiting for the results.
- The Weather Tech Mats for the trucks are in

6. Old Business:

A. Pressure Testing Regulation

Will go over things at next workshop

B. MMA Website

Bri is getting everything ready to go for the Website.

C. Smoke and Dye Compliance Status

The second round of letters are out and some more compliance. If people don't start complying with this there are way the Authority can take action to make sure it is completed.

7. New Business:

A. Bills Paid Report/ Profit & Loss/ Bank Accounts

The Board Reviewed the List. Brian had a question about the profit and loss sheet and a discussion was held.

A motion to accept the Bill Paid Report as presented was made by Don, seconded by Barry, and duly passed.

B. November 4th, 2025 Workshop/Special Meeting Minutes

The Board reviewed the Workshop/Special Meeting Minutes as presented.

A motion to approve November 4th, 2025 Workshop/Special Meeting Minutes was made by Barry, seconded by Jack, and duly passed.

C. November 18th, 2025 Regular Meeting Minutes

The Board reviewed the Regular Meeting Minutes as presented.

A motion to approve November 18th, 2025 Regular Meeting Minutes was made by Jack, seconded by Barry, and duly passed.

D. Employee Addition Action

A discussion was held on the applicants that were interviewed for the Office Assistant.

A motion to proceed with the hiring of Donna Bittner as the new Part Time Office Assistant starting at \$18.00 an hour with a maximum work week of 32 hours pending her availability beginning the week of December 29th, 2025 with a 90-day probation period during which additional compensation is not applicable until 90 day review by Don, seconded by Barry, and duly passed.

Rule call vote

Don Anderson- Yes

Jack Gauntz- Yes

Barry Yoder- Yes

Sarah Jones- Yes

Brian Witherite- Yes

Brian stated at the end of the motion not to communicate with any of the applicants, including Donna. A formal notification will be sent to all applicants on the decision.

E. Advertise for 2026 meeting and reorganization meeting

A discussion was held about which night meetings should be held. It suited everyone to keep them the same as they have been. The first Tuesday of the month for Workshop/Special Meeting and the third Tuesday of the month for Regular Meetings.

A discussion was held on when to have Executive Sessions. It was decided to move executive to the end of the meetings.

A motion to advertise the Meeting for 2026 as follows: Workshop/Special Meetings the first Tuesday of the month at 6 p.m. with executive session at the end on an as needed basis, Regular Meetings the third Tuesday of the month with executive session at the end as needed by Sarah, seconded by Don, and duly passed.

8. Solicitor Report:

- Marc stated that he and Bri went through the stuff up in the record room.
- Pressure testing was covered in old business, but he did state that we will have to send out other letters to the ones in charge of Sheriff Sales and Tax Sales because those should be done before those sales as well.
- Marc stated that he did email the Board copies of the Handbook he revised and the revised pressure test packet. He asked them to review those.
- He also asked the Board to keep in mind that this year there is a lot to consider about upcoming projects and the CAP deadline. There is going to be a lot more to come.

Before adjournment Barry asked the Board about tires for the old Backhoe. Solicitor Valentine stated that it is an operational thing, so they can just get them.

9. Adjournment:

A motion to adjourn the meeting at 8:02 p.m. was made by Barry, seconded by Sarah, and duly passed.



Meeting Minutes Prepared by
Bri Knieriem

1-20-2026
Date