

GREATER POTTSVILLE AREA SEWER AUTHORITY

BOARD MEETING OF JANUARY 21, 2026

The Board meeting of the Greater Pottsville Area Sewer Authority was held on the Third Floor City Hall, Sewer Authority Conference Room on Wednesday, January 21, 2026 at 5:00 P.M. The meeting was called to order by Chairman, Dr. Barry Dewitt with the Pledge of Allegiance to the flag.

PRESENT

Dr. Barry Dewitt	,	Chairman
Charles M. Dries	,	1 st Vice Chairman
James T. Muldowney	,	2 nd Vice Chairman
Ronald C. Zimmerman	,	Treasurer
Henry J. Minnig	,	Assistant Treasurer
John G. Botto	,	Secretary
Jonathan Morris, P.E.	,	Assistant Secretary
Edward M. Brennan	,	Solicitor
Keith Heigel	,	Light- Heigel & Associates
William Orłowsky, P.E.	,	Executive Director
Christina M. Q. Herndon	,	Authority Secretary
Lynn Strausser	,	Pretreatment Coordinator
Brenda Schuettler	,	Billing Supervisor

GUESTS

Brian Dries	,	President - Borough of Palo Alto
Vince Riotto	,	Vice President- Borough of Palo Alto
James Quinn	,	Office Manager
Tom Smith	,	Mayor of Pottsville

Chairman, Dr. Barry Dewitt welcomed the new Greater Pottsville Area Sewer Authority Board Member, Jonathan Morris, P. E., Mr. Dewitt also stated Mr. Morris has an undergraduate degree in Engineering from Leigh University and a graduate degree from Penn State University and it will be good to have an Engineer on the Board.

Mr. Norris stated he was born and raised in Pottsville and in the wastewater industry for 18 or 19 years and is a consulting Engineer, licensed Engineer and he works for municipalities, private water companies designing wastewater plants and that is basically why he is here to help, and he looks forward to working with our Engineer, Mr. Orłowsky. Mr. Morris also stated he was at the office and everyone was very welcoming and he can help with the water and sewer grants

because he has a lot of experience and will happy to help in anyway. His company helped get \$30,000,000.00 in grants last year, and he is looking forward to working with everybody.

PUBLIC COMMENT

Brain Dries, Palo Alto Borough President, stated the Board should announced the Board reorganization at the beginning of the meeting.

Solicitor, Edward M. Brennan, stated we must amend the G.P.A.S.A. Agenda.

Mr. Dries asked why is there a personnel issue on every Executive Session and what is going on? Nothing is brought up and do any of the employees have job descriptions?

William T. Orlowsky, P.E., Executive Director stated he has been going through our files and discovered information regarding the job descriptions, HR Dimensions have done previous employee job descriptions

Mr. Dries added that would go a long way because every meeting there is an Executive Session for personnel, personnel, personnel, and he did the same thing when he took over the Palo Alto Borough he had job descriptions and Policy and Procedure Manuals.

Mr. Minnig, Personal Committee Chairman, added there was never anything on the books here at the Authority, and over the last year or two we hired new employees who had job descriptions, but people in the office who have been at the Authority the longest do not have job description and I have been working with them because they will be retiring in the next few years.

Brend Schuettler, Billing Supervisor, ask Mr. Minnig if he received her and Chris Herndon's job description. James Quinn added his is on his desk and he just has to type it and will have it by the February Board Meeting.

The minutes of the regular meeting for December 2025 were approved by James T. Muldowney, and seconded by John G. Botto.

Chairman, Dr. Barry Dewitt addressed the new Mayor of Pottsville, who just arrived, wanted to welcome Mayor Thomas Smith. Mr. Smith stated we are doing a great job and keep it up and he is thrilled there is a solution for the downtown flooding we just have to get this finalized and push this through.

Mr. Dewitt replied we have submitted it to Department of Environmental Protection and PennDot. Senator Argall and Tim Tawardzik are trying to push it through.

Mayor Smith added he will be meeting with Senator Argall and Tim Tawardzik on Monday, February 2, 2026 and Mr. Orlowsky is invited to attend.

REQUISITION NO. 713

Payee	-	Greater Pottsville Area Sewer Authority Mid Penn Bank A/C #56-185-1
Amount	-	\$ 468,708.68
Date	-	January 21, 2026

On motion of James T. Muldowney, and seconded by Henry J. Minnig, the Board unanimously approved Requisition No. 713 for January 2026.

EXECUTIVE SESSION

Executive Session began at 5:07 pm and reconvened at 6:57 pm.

Henry J. Minnig, Personnel Chairman, stated the Authority office employees and James Laux, Plant Manager will receive a 2.75% raise. Michele Pryce, Billing Clerk, will receive one week vacation now and also a second week on her anniversary date.

Since James Quinn relinquished his Office Manager title his salary will be deducted by 50 ¢ (fifty cents) and Lynn Strausser will be the new Office Manager and she will receive 1 (one) dollar raise and on her anniversary date will receive \$4,500.00. All raises will be retroactive to January 1, 2026.

On motion of John G. Botto, and seconded by Charles M. Dries, the Board unanimously approved the 2.75% raise.

On motion of James T. Muldowney, and seconded by Ronald C. Zimmerman, the Board unanimously approved to pay for Mrs. Conway's monthly ACA payments due to administrative error.

Solicitor, Edward M. Brennan stated we must amend the previous motion to reimburse Mrs. Conway co-pays and any medical bills.

On motion of James T. Muldowney, and seconded by Henry J. Minnig, the Board unanimously approve to pay for Mrs. Conway's co-pays and any medical bills.

Solicitor, Edward M. Brennan requested a fee structure to review employee benefits.

On motion of Henry J. Minnig, and seconded by James T. Muldowney, the Board unanimously approved a fee structure to review employee benefits.

On motion of John G. Botto, and seconded by James T. Muldowney, the Board unanimously approved to remove Mr. Ellen M. Quinn from our Insurance.

On motion of James T. Muldowney, and seconded by John G. Botto, the Board unanimously approved to reprimand James Quinn as follows: Mr. Quinn will have a 3 three days suspension unpaid to begin at the discretion of the Executive Director, plus will be on a 6 (six) month probation effective immediately.

EXECUTIVE DIRECTOR'S REPORT

Executive Director's report for January 2026 presented by William T. Orłowsky, P.E.:

1. Presented for the Board's information on the LSA Grant application has been submitted.
2. Presented for Board's information and update on Division Street Project the application for the permit for construction is completed and waiting on the bonds from Arthur "Pat" Aungst.
3. Presented for Board's information are the State Ethics Statements of Financial Interests forms to be completed by due by May 1, 2026.
4. Presented for Board's approval to reimbursement Mr. Conway for his insurance.

Discussion followed.

5. Presented for Board's approval is the 2026 Budget.

Chairman, Dr. Barry Dewitt stated the Board received a copy of the 2026 Budget for review and discuss the budget. Dr. Dewitt asked Mr. Orłowsky to go over the budget and explain why we go from a \$ 3.8 million dollar budget last year, to a \$ 8.6 million dollar budget for this year is a drastic increase and most of this are for infrastructure improvements. Perhaps this is where Mr. Morris can be valuable asset as an Engineer, and can describe some of the costs for the infrastructure improvements and why they are needed.

Executive Director, William T. Orłowsky, P.E., replied the decks on the clarifier are unsafe and there were some temporary improvements but they must be fixed appropriately. This is also a major safety issue.

Jonathan Morris, P.E. asked Mr. Orłowsky if that is just for the grating and handrails and why is that a million dollars.

Mr. Orłowsky replied that would be the entire project, design, engineering, permitting and construction.

Discussion followed.

James T. Muldowney recommended that Jonathan Morris, P.E. should go down to the Main Plant and take a tour to see the work that must be done.

Discussion followed.

Jonh G. Botto asked if there is any estimate when bids are going out or when the work is going to start on these projects?

Mr. Orlowsky stated Keith Heigel will be able to answer that question.

Discussion followed.

Mr. Orlowsky replied this spring would be a good estimate.

Mr. Orlowsky also stated the City of Pottsville has not giving us any word on Division Street, we submitted the plans to D.E.P. and reached out to Alfred Benesch Consultant and they did not even pick up the plans yet.

Mr. Orlowsky stated Mahantongo Street Project is another large project where we are crossing a state road and an arch with a 48" diameter pipe, also the GIS system will be expensive and not sure how much the software will cost and we need a specialist to enter the data, maybe a college student that we can hire as interns who study this system and can enter the data at a lower cost than hiring a professional.

Mr. Orlowsky added the sewer separation amount is high do to so many unknowns, the sewer arch collapses happen at any time and we have to be prepared. So yes, the Budget is a big increase but this is to prepare the Board for the work that will be completed in the future.

Mr. Morris asked Mr. Orlowsky what the construction expense then you have the Capital Improvements what is the difference?

Mr. Orlowsky replied the Main Plant may have a motor that burns up we just replace the motor, and because things were not maintained well and we spent \$283,000.00 last year. So, we took a percentage of this and we are hoping it will not be as high as last year.

Ronald C. Zimmerman stated he handled the budget for Port Carbon Borough for six years and as a Borough you must have your revenue and expenses to balance your budget, and here you only have expenses and no revenues listed and do we have the revenues to pay these expenses and where is that revenue coming from and that is one main concern.

Chairman, Dr. Barry Dewitt added he was looking at our account statements to what we have and where will these projects be funded by loans from Pennvest or are we deleting revenue funds, and what is your recommendation Mr. Orlowsky.

Mr. Orlowsky replied he has every intention of applying for funding whether it is grants or Pennvest loans and he apologizes for the omission of revenue in the budget.

Chairman, Dr. Barry Dewitt stated he agrees with Mr. Zimmerman and we need to have a full picture to vote on the budget as a Board and many of these fixes may be warranted and Mr.

Morris as a Board member can look into them also. Dr. Dewitt added we need to align the expenses with the revenues as well as what we have in our account. Dr. Dewitt asked the Solicitor, Edward M. Brennan if we can table the budget until we align those things until next month.

Solicitor, Edward M. Brennan replied under the Municipal Authorities Act there is no set time line to adopt a budget and yes you can table it until further review.

Mr. Zimmerman stated we should have the revenues to account for when we approve the actual budget.

Mr. Zimmerman will help with the budget finalization, and he is on the Budget Committee currently.

On motion of James T. Muldowney, and seconded by Jonathan Morris, P.E., the Board unanimously approve to table the Budget approval for 2026

Chairman, Dr. Barry Dewitt presented a proposal for Edward M. Brennan to continue as Solicitor of the Authority for the year 2026.

On motion of Henry J. Minnig, and seconded by Charles M. Dries, the Board unanimously approved the proposal to reappoint Edward M. Brennan, Esq. as the Solicitor of the Authority for 2026.

Jonathan Morris, P.E. asked Solicitor Brennan if there is there any contract or rates so I know what he is voting on.

Solicitor Brennan replied his billing rate is \$325.00 an hour and it has been that for several years. The budget for legal fees is a function of the work he does and some years there is not much and other years may be union negotiations year or many projects. He has been practicing for 43 years and has been with the Authority since 1999. Some say the billing rate is high, but the years of service and expertise in Municipal Law which he has practiced for 42 years and the City of Pottsville paid \$325.00 for their labor counsel, PADCO advertised for a Solicitor at \$325.00. Schuylkill County rates can go from \$325.00 to \$415.00 an hour, and his billing has been consistent and may fluctuate.

Brenda Schuettler, Billing Supervisor added that the Authority charges a \$350.00 Attorney Fee charge that is deposited into the Authority revenue account and for the year 2025 the total Attorney Fees collected were \$13,300.00.

Solicitor, Edward M. Brennan explained the fees for the Municipal Liens, with the help from Brenda, sheriff sales and shut offs and a municipal lien filled are at a flat fee of \$350.00.

Discussion followed.

Solicitor Brennan explained the \$350.00 fee is for the preparing of Municipal Liens, Sheriff Sales and each time he files he does not charge the \$350.00 fee only the time to prepare and file that round of liens which may be 25 or more liens.

Henry J. Minnig, Assistant Secretary presented a proposal for Keith Heigel, Light-Heigel and Associates, Inc. to continue as Consulting Engineer for the Authority for the year 2026.

A motion from Henry J. Minnig. There was not a second motion to approve the proposal to reappoint Keith Heigel, Light-Heigel & Associates.

John G. Botto asked if there were any other proposals for consulting engineers?

On motion of James T. Muldowney, and seconded by Charles M. Dries, the Board unanimously approved to table the reappoint of the Engineer for 2026 until the February 2026 Board meeting.

6. Presented for Board's approval of reorganization of Board and Committee members.

Chairman, Dr. Barry Dewitt asked the Board to email him the committees they are interested in being on being that we now have a new Board member, Mr. Morris.

On motion of Henry J. Minnig, and seconded by Charles M. Dries, the Board approved to table the approval of the Committee member till the February 2026 Board meeting.

Chairman, Dr. Barry Dewitt stated the first seat to be appointed is Chairman is there a motion for Chairman.

On motion of Charles M. Dries, and seconded by Henry J. Minnig, the Board approved to reappoint Dr. Barry Dewitt as Chairman of the Board. Dr. Dewitt appreciates the motion.

Chairman, Dr. Barry Dewitt requested a motion for the 1st Vice Chairman.

On motion of John G. Botto, and seconded by Ronald C. Zimmerman, the Board unanimously approved Charles M. Dries as 1st Vice Chairman.

Chairman, Dr. Barry Dewitt asked if there were any other nominations or discussion on the nominations.

Chairman, Dr. Barry Dewitt requested a motion for the 2nd Vice Chairman.

On motion of Charles M. Dries, and seconded by Ronald C. Zimmerman, the Board unanimously approved James T. Muldowney as 2nd Vice Chairman.

Chairman, Dr. Barry Dewitt asked if there were any other nominations or discussion on the nominations.

Chairman, Dr. Barry Dewitt requested a motion for Secretary.

On motion of Henry J. Minnig, and seconded by Charles M. Dries, the Board unanimously approved John G. Botto as Secretary.

Chairman, Dr. Barry Dewitt asked if there were any other nominations or discussion on the nominations.

Chairman, Dr. Barry Dewitt requested a motion for Assistant Secretary.

On motion of John G. Botto, and seconded by James T. Muldowney, the Board unanimously approved Jonathan Morris, P.E. as Assistant Secretary.

Chairman, Dr. Barry Dewitt asked if there were any other nominations or discussion on the nominations.

Chairman, Dr. Barry Dewitt requested a motion for Treasurer.

On motion of Charles M. Dries, and seconded by Henry J. Minnig, the Board unanimously approved Ronald C. Zimmer as Treasurer.

Chairman, Dr. Barry Dewitt asked if there were any other nominations or discussion on the nominations.

Chairman, Dr. Barry Dewitt requested a motion for Assistant Treasurer.

On motion of Charles M. Dries, and seconded by Ronald C. Zimmerman, the Board unanimously approved Henry J. Minnig as Assistant Treasurer.

Chairman, Dr. Barry Dewitt asked if there were any other nominations or discussion on the nominations.

On motion of Henry J. Minnig and seconded by John G. Botto, the Board unanimously approved the Executive Director's Report for January 2026.

SOLICITOR'S REPORT

Solicitor's Report for January 2026 Board Meeting:

1. Solicitor, Edward M. Brennan presented to the Board on the subdivision of 26 South Centre Street (ENT office) adjacent to the Mahantongo Project. The handicap ramp is on our sewer arch and this must be removed for the Mahantongo Project and since the handicap ramp is on our sewer arch it is our responsibility to remove the ramp. The City of Pottsville built a bathroom that is also on our arch. The City of Pottsville agreed to let us tear down the bathroom.

Discussion followed.

James T. Muldowney requested we keep and preserve the plate on the underground bathrooms for the Historical Society.

Mr. Orłowsky stated he spoke with Mrs. Bonnie DiCello regarding the Division Street Project. Mrs. DiCello requested something in writing before the project begins. Mrs. Dicello also requested parking for her customers.

Discussion followed.

Solicitor, Edward M. Brennan replied he will attach the Engineer's drawing to the Easement.

On motion of Henry J. Minnig and seconded by John G. Botto, the Board unanimously approved the Solicitor's Report for January 2026.

CONSULTING ENGINEER'S REPORT

Mr. Keith Heigel presented his report in written form. Refer to the attached report from Light- Heigel & Associates, Inc. for January 2026.

1. Mr. Heigel presented for the Board's information on the Division Street Project and Centre Street Project there is an arch crossing Centre Street into Division Street removing one manhole to the left and one manhole to the right taking the sewer from left to right.

2. Mr. Heigel presented for the Board's information we advertised the permit for the Water Quality Application which will be issued sometime in February.

3. Mr. Heigel presented for the Board's information the PennDot Permit was issued but needs coordination with the City of Pottsville.

4. Mr. Heigel presented for the Board's information sent the easement between 2nd Street and Centre Street to Mr. Orłowsky and will also give a hard copy.

Mr. Orłowsky is concerned about how the verizon lines are marked on 2nd and Division Street, the alley behind the Pottsville Library.

Discussion followed.

Mr. Orłowsky would like to hire a contractor to do a soft dig which is high pressure water and an excavation truck in this area to see the verizon lines and he will research how much it will cost to complete the soft dig.

Discussion followed.

Mr. Jonathan Morris, P.E. stated it would be good to have quotes for the soft dig.

Mr. Heigel replied he has two quotes \$7600.00 and \$7095.00.

Discussion followed.

On motion of Charles M. Dries, and seconded by Henry J. Minnig, the Board unanimously approved to amend the Agenda to include the request of the Executive Director subsurface utility excavation (soft dig).

On motion of James T. Muldowney, and seconded by John G. Botto, the Board unanimously approved to proceed with the subsurface utility excavation.

5. Mr. Heigel presented for the Board's information he has been working with Mr. Orlowsky on the Act 537 Plan and are putting the pump station in and we may need an easement.

6. Mr. Heigel presented for the Board's information on the Mahantongo Street Project 3D photos of the collapse. Mr. Heigel received the number of laterals connection that we have on the 18" line that goes through Mahantongo and Brenda Schuettler, Billing Supervisor asked him to go to the Schuylkill County Municipal Water Authority to mesh the number of laterals with the flows from the Water Authority and then the Water Quality Permit can go the D.E.P.

7. Mr. Heigel presented for the Board's information on the Market Street Separation Project went with Mr. Orlowsky to the Pottsville Library basement to identify the arch, and the survey crew with go down and locate the arch that goes through the basement of the library and match that with what we already know about the Division Street alley.

Mr. Heigel and Mr. Orlowsky also went to 16th and West End Avenue which runs into the Charles Baber Cemetery and looking to put a pump station in for the 537 Plan.

Mr. Orlowsky stated the point of the pump station is for the ponds inside the cemetery that consistently discharges water into an old arch that ties into the arch street arch and eventually goes behind the library. The pump station would then pump the water up to market street and it will be separated.

8. Mr. Heigel presented for the Board's information the on the 1971 as built plans for the Main Plan has 82 sheets and the Wastewater Expansion has 140 sheets that were scanned on a digital base, and these plans will be used for the catwalk project.

9. Mr. Heigle presented for the Board's information on the Chapter 94 is due by the end on March 2026 and James Laux will be preparing.

On motion of James T. Muldowney, and seconded by Charles M. Dries, the Board unanimously approved the Engineer's Report January 2026.

NEW BUSINESS

Lynn Strausser, Office Manager asked the Board Members if anyone is interested in the PMMA Board Member Training, on Wednesday, March 11, 2026 in Briningsville, PA. please let her know by Friday, January 30th if you are attending so we can get the discount. John G. Botto will be attending.

Ms. Strausser updated the Board on the motorized gates which were installed at the Main Plant and West End Pump Station.

John G. Botto presented to the Board an update on the signs at the West End Pump Station, he thanked Lynn Strausser for all the help on this project. There is a total of 13 signs , 6 are from businesses we use and 7 are from businesses that want to advertise. In total we have should have \$32,500.00, but there is a contract with 3 businesses because they did not pay \$2500 up front and would like to be billed. The profit is \$29,000.00 non-customer revenue.

Brenda Schuettler, Billing Supervisor asked Henry J. Minnig, Chairman of the Personnel Committee, if Michele Pryce will also get the week vacation on her anniversary date, and in light of the new changes that were done tonight, she respectfully requested a meeting with the Personnel Committee.

PUBLIC COMMENT

James Quinn asked the Board when his suspension start, only because the W2's and the 1099's must be completed by the end of the month and can it start in February?

Solicitor, Edward M. Brennan replied it should be at the Executive Director's discretion.

ADJOURNMENT

The meeting adjourned at 6:43 p.m. on the motion of Ronald C. Zimmerman, seconded by Charles M. Dries.

JOHN G. BOTTO, SECRETARY

