

At 7:00 PM Chairman Jeff Enders called the meeting to order, and the Pledge of Allegiance was recited. Roll call was taken with the following members present Carl Bahner, Jeff Warfel, Jon Miller and Dennis Malone. Tim Neiter and Jeff Gonsar were absent. Engineer Logan Jury, Solicitor Joe Kerwin, Consultant Jeff Grosser, Operator Logan Stiely was in attendance. Resident Kevin Murphy was in attendance. Everyone present recited the Pledge of Allegiance.

### **BUSINESS FROM THE FLOOR**

1. Kevin Murphy, of 111/113 Armstrong Street requested consideration of the outstanding water/sewer charges that have been accrued at full rate, without a structure on the property. Under guidance from Solicitor and Engineer, it was determined that reservation capacity adjustment was in order. Confirmed it is a 4-unit/4 EDU property.

*Jeff Warfel moved to adjust the current balance at the 50% capacity rate and extend 50% capacity rate for no more than one year. Dennis Malone seconded the motion; the motion carried unanimously.*

### **SECRETARY'S REPORT**

*Carl Bahner moved to approve the Secretary's report. Jeff Warfel seconded the motion; the motion was carried unanimously.*

### **TREASURERS REPORT**

*Jon Miller moved to approve the Treasurer's report. Dennis Malone seconded the motion; the motion was carried unanimously.*

### **ENGINEER'S REPORT**

*See HRG Engineer's Report at the end of the minutes.*

1. Sewer Extension Project-
  - a. Doli is mostly done- barring lawn restoration & some road work
  - b. PSI – scheduling final walk through for both contracts
  - c. PV DEP inspection was in November; no notice received of issues but have not received the official sign-off; they are running 90+ days behind schedule.
  - d. Sewer Lateral Easement for 52 Creek Road- Plan in progress.
  - e. Sewer Lateral Easement for 22 Matamoras Road- Plan in progress.
2. Well House – No report, no activity
3. Halifax Commons - No report, no activity
4. Rise Street Beverage - No report, no activity
5. Baker's Pump Station - No report, no activity
6. Misc Items:
  - a. Lead & Copper Survey letters completed and scheduled to be mailed 12/18/2025. (by HAWASA)
  - b. SRBC Grant open again- resubmit for meter replacement?

*Jon Miller moved to authorize HRG to submit for the SRBC Grant for meter replacement/. Jeff Warfel seconded the motion, the motion carried unanimously.*

### **SOLICITOR REPORT**

1. RockSTART presented the requested payment arrangements of \$500.00 per quarter and contract was drafted.

*Jon Miller moved to accept RockSTART's payment arrangements with acknowledgement that early pay-off is acceptable and encouraged, as able. Jeff Warfel seconded the motion; the motion carried unanimously.*

## **CONSULTANT REPORT**

No report- appreciated the HAWASA dinner.

## **OPERATOR'S REPORT**

Pulled Well 3 Chlorinator apart and fixed it; Had meters calibrated at plant; Water leak at 37 Sycamore ; Water leak on North Market Street; Replaced Pump 1 at Boyer Street Pump Station; Drilled nuts out on Valley View Terrace curbstops to shut off water; Pulled Arsenic and Coliform samples

-T&T pumped out Boyer Street wet well; Met with PSI regarding heating issues; Dry locked treatment building on mountain; Filled in yard hydrant hole with stone; Removed snow; Ran in to pump down Boyer Pump station several times; Caulked Water basins on mountain; Fixed air release valve at plant dry well

## **OLD BUSINESS**

1. NTC batch #1 Non-Compliance as of 12/16/2025
  - a. Letters went out 11/27/2025 for incomplete paperwork and/or fees.
  - b. McNair moved to NTC Batch 2
2. Credit Card application submitted- on hold pending 2024 Audit Report, currently with Auditor. Auditor is wrapping up 2023 then will move to 2024.
3. HAHS Account #03480 EDU Count: Tabled until 1Q2026 due to office and records transition.
4. JK Investment Holdings 111 Armstrong Street- (See Business from the Floor)
5. Online Payments on track to go live with 4Q2025 billing
6. Mailbox purchased at \$468.46, well under \$1000 budget.
7. Ratification

*Jeff Warfel moved to ratify/adopt Resolution 2025-004 Secretary/Treasurer. Dennis Malone seconded the motion, the motion carried unanimously.*

## **NEW BUSINESS**

1. SEO McFeaters 2026 Price Sheet- no action required.
2. RTK Requests: one completed by Solicitor, one still within timeframe.
3. New Office Hardware: Quotes pending on printing solutions and laptop.
4. McNair 25 PVR/SEP: (See Old Business)

## **APPROVAL OF BILLS**

*Jeff Enders moved to approve payment of the bills as presented. Jeff Warfel seconded the motion; the motion was carried unanimously.*

## **EXECUTIVE SESSION**

*At 8:10pm, Jon Miller moved to go into Executive Session to discuss a personnel topic. Dennis Malone seconded the motion; the motion carried unanimously. Exited Executive Session and rejoined public session at 8:26pm.*

## **ADJOURNMENT**

*Jon Miller moved to adjourn the meeting at 8:32PM. Dennis Malone seconded; the motion was carried unanimously.*

Respectfully Submitted,

Shelley Miller  
Secretary/Treasurer

**NEXT MEETING TUESDAY, JANUARY 20, 2025, AT 7:00PM**

**AT THE BORO BUILDING**