

NESHANNOCK CREEK WATERSHED JOINT MUNICIPAL AUTHORITY

Meeting Minutes

January 13, 2026

8:00 AM

ATTENDANCE

Dale Bestwick; Pat Suhrie; Dave Swartz; Clifford Hughes; Robert Gregory; Karen Shipton; Dan Goncz (Phone); Jim Riddle; Crystal Foreman.

*\*The Meeting Opened with the Pledge to the U.S. Flag at 8:00 AM\**

\*Karen Shipton stated that the meeting was being recorded.

APPROVAL OF AGENDA

*\*A motion was made by Dale Bestwick and seconded by Clifford Hughes to approve the agenda as presented. Motion carried unanimously.*

BOARD RE-ORGANIZATION

Re: Springfield Township Board Representative – *\*A motion was made by Clifford Hughes and seconded by Robert Gregory to accept Springfield Township's appointment of Dave Swartz to the NCWJMA Board. Motion carried unanimously.*

Re: Appointment of Officers - *\*A motion was made by Dave Swartz and seconded by Dale Bestwick to re-appoint Patrick J. Suhrie as Chairman, Dave Swartz as Vice Chairman, Robert Gregory as Secretary and William Finley, Jr. as Treasurer. Motion carried unanimously.*

Re: Appointment of Administrator - *\*A motion was made by Dale Bestwick and seconded by Dave Swartz to re-appoint Karen Shipton as administrator for 2026. Motion carried unanimously.*

Re: Appoint Depository - *\*A motion was made by Dave Swartz and seconded by Clifford Hughes to re-appoint First National Bank as our depository for all accounts for 2026. Motion carried unanimously.*

Re: Appoint Engineering Firm - *\*A motion was made by Dave Swartz and seconded by Dale Bestwick to re-appoint Gannett Fleming, Inc. as our engineering firm for 2026. Motion carried unanimously.*

Re: Appointment of Solicitor - *\*A motion was made by Dave Swartz and seconded by Clifford Hughes to re-appoint Roger Shaffer of Barr and Shaffer as our solicitor for 2026. Motion carried unanimously.*

Re: Appointment of Newspaper for Advertising - *\*A motion was made by Clifford Hughes and seconded by Dale Bestwick to re-appoint The Record Argus as our media for advertising for 2026. Motion carried unanimously.*

Re: Meeting Dates/Location/2026 - *\*A motion was made by Dave Swartz and seconded by Dale Bestwick to hold all meetings for 2026 on the 2<sup>nd</sup> Tuesday of each month, at the Findley Township Municipal Bldg.; 369 McClelland Rd.; Mercer, PA 16137; at 8:00am. Motion carried unanimously.*

**\*\*\*End of Re-Organizational Meeting\*\*\***

**APPROVAL OF AGENDA**

*\*A motion was made by Dale Bestwick and seconded by Clifford Hughes to approve the agenda as presented. Motion carried unanimously.*

**APPROVAL OF MINUTES FROM THE 12/09/2025 MEETING AS PRESENTED**

*\*A motion was made by Dave Swartz and seconded by Dale Bestwick to approve the minutes from the 12/09/2025 meeting as presented. Motion carried unanimously.*

**PUBLIC COMMENT**

*None.*

**TREASURER'S REPORT**

Karen Shipton reported the following:

**Short Lived Asset Reserve Account:** Last Statement (11/29/2025) Balance: \$268,668.76. One Transfer: \$3582.25. Balance as of 12/31/2025 : \$272,251.01.

**Asset Reserve Restricted Account:** Last Statement (11/29/2025) Balance: \$122,766.01. One Transfer: \$1636.88. Balance as of 12/31/2025 : \$124,402.89.

**General Account:** Last Statement (11/29/2025) Balance: \$162,157.44. (8) Deposits of \$53,074.46 and (14) Disbursements of \$109,253.52. Balance as of 12/31/2025: \$105,978.38.

The bank statements reconciled with QB. Karen stated all invoices and bank statement were there should anyone like to review them.

5:50 PM  
01/12/26  
Cash Basis

**Neshannock Creek Watershed Joint Mun. Auth.  
Expenses by Vendor Summary  
December 2025**

	Dec-25
Ace fix-it Hardware	152.12
Barber's Chemicals	460.00
Cummins Bridgeway, LLC	2,524.16
Davidson, M. & Associates, Inc.	7,451.00
FNB Commercial Credit Card	89.85
Gannett Fleming, Inc.	1,200.00
Hittie Repair	637.28
NAPA Mercer	47.29
PA One Call System, Inc.	9.00
Penn Power /57/Acct. 577	171.37
Penn Power/835A/Acct. 502	152.59
Penn Power/845/Acct. 628	3,269.43
Record Argus, The	41.30
Tri-County Industries, Inc./57	165.79
Tri-County Industries, Inc./845 Perry Hwy	10.00
Verizon	80.02
<b>TOTAL</b>	<b>16,461.20</b>
TRANSFERS: Short Lived Asset Reserve Acct.:	3,582.25
Asset Reserve Restricted Acct.:	1,636.88
<b>TOTAL TRANSFERS AND INVOICES:</b>	<b>\$21,680.33</b>

*\*A motion was made by Dave Swartz and seconded by Clifford Hughes to approve the treasurer's report and the payment of bills submitted for January/2026 as presented. Motion carried unanimously.*

**ENGINEER'S REPORT**

**Flows for 2025:** They were pretty consistent with last year.

**Plantation Park** – They are being changed from 60 edu's to 55 edu's for 2026 in accordance with the

sewage service agreement.

Maximum Daily Flow at the plant for Dec/2025 was 393,000/day.

**SR19 South Sanitary Sewer Extension Project** – Since our last meeting, PennVest reached out to Michele Brooks and asked for her support. PennVest meets 1/21/2026. We should know by the next meeting if we were awarded any funding.

The Engineer's Report gave a timeline for permits/approvals needed and their submission dates.

**2026 Consulting Engineering Services Agreement** - *\*A motion was made by Dave Swartz and seconded by Robert Gregory to approve the 2026 Consulting Engineering Services Agreement for Gannett Fleming, Inc. for 2026 as presented. Motion carried unanimously.*

**SR19 South Project** – The sewage facility planning modules are nearing completion. There will be an advertisement for public comment period. They have the comments from the MCRPC and East Lackawannock Twp. Planning Commission. *\*A motion was made by William Finley, Jr. and seconded by Dave Swartz to advertise the SR19 South Sewer Extension Project. Motion carried unanimously.*

**2025 Wasteload Management Report** – Dan will need some additional information from Karen in order to finish this and submit it by the 3/31/2026 deadline.

#### OPERATOR'S REPORT

For Nov/2025 the flow was 0.064 mgd and the plant operated within its permit limits.

No sludge was hauled.

Snow was plowed.

There was (1) grinder pump call-out and a pump repair was made for the pump.

**Form 43 Analysis** - *\*A motion was made by Robert Gregory and seconded by Dale Bestwick to approve completion of this report and pay any fee involved. Motion carried unanimously.* This report is done every (3) years.

#### OLD BUSINESS

**8 Clintonville Rd.** – Karen reported that the property was sold at Judicial Sale so we should get the delinquent monies due.

#### NEW BUSINESS

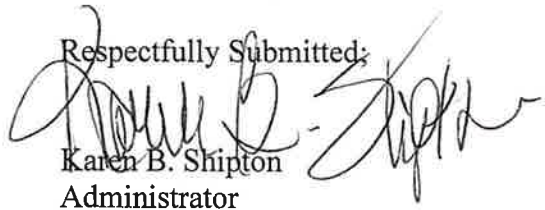
**Resolution 01-2026/Fee Schedule Resolution** – *\*A motion was made by Dave Swartz and seconded by Clifford Hughes to approve Resolution 01-2026/Fee Schedule Resolution as presented. Motion carried unanimously.*

**Electric Rates** - *\*A motion was made by Dave Swartz and seconded by Clifford Hughes to accept the 36 month bid presented at a rate of .09737. Motion carried unanimously.*

**ADJOURNMENT**

***\*A motion was made by Dale Bestwick and seconded by Clifford Hughes to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:39AM.***

Respectfully Submitted;

A handwritten signature in black ink, appearing to read 'Karen B. Shipton', written over the printed name.

Karen B. Shipton  
Administrator