

MINUTES OF A REGULAR MEETING OF
THE GENERAL AUTHORITY OF THE CITY OF FRANKLIN

August 12, 2025

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Roll Call

Members in Attendance:

John Eckel
Fred Leyda
Tracy Jamieson
Chad Ellis

Excused: Caleb Williams
Peter O'Polka

Absent: None

Others in Attendance:

Kurt McFadden, City of Franklin
Devin Hines, Water Treatment Plant
Clint Hoffman, Water Network
Josh Kalp, The EADS Group
Kyle Fritz, The EADS Group
James Wetzell, City of Franklin
Harmony Motter, Deputy Manager
Michael Gorman, Tech Resources Assistant
Nathan Bell, Waste Water Treatment Plant
Mike Moore, Waste Water Treatment Plant
T.J. Parks, Recording Secretary
Helen Fielding, The Derrick
Brian Ricella, The EADS Group
Donna Fletcher, 827 Elk Street
Jennifer Croft, MaherDuessel (via videoconference)
Alex Spaid, Dale Woodard Gent McFate
Brian Spaid, Dale Woodard Gent McFate

3. Adoption of Agenda

Mr. Wetzel requested to add “Water Resolution” and “Sewer Resolution” under agenda item 8(a)(ii)(3)(b).

Resolution No. 105 – Motion by Mrs. Jamieson and seconded by Mr. Ellis to accept the agenda as amended. Motion passed unanimously.

4. Approval of Minutes

Resolution No. 106 – Motion by Mr. Ellis and seconded by Mr. Leyda to approve the minutes July 8, 2025 as presented. Motion passed unanimously.

5. Citizens’ Inquiries – None

6. MaherDuessel Audit Presentation –

Jennifer Croft, of MaherDuessel, started the presentation by naming the various reports that make up the overall audit. There were no uncorrected misstatements or material audit adjustments. The financial statements received an unmodified opinion. The Statement of Net Position shows total assets at roughly \$34 million as of December 31, 2024, the majority of which comes from Capital Assets of about \$27 million which is an increase of approximately \$1 million from 2023. Total liabilities are roughly \$4.4 million, a decrease of about \$500,000 from 2023 due to payments made on a note payable. The Authority’s overall net position as of December 31, 2024 is approximately \$30 million. Total operating revenues in 2024 is approximately \$5.7 million and operating expenses is about \$4.3 million, with a total operating income of \$1.4 million. There was an increase in cash flows of approximately \$367,000. She added that the Management Letter discusses a significant deficiency due to a lack of segregation of duties; however, this is common given the small number of staff.

Ms. Croft continued to discuss less significant findings and provided recommendations for rectifying them for future audits. She recommended establishing a formal process to identify, track, or record developer contributed utility lines, having the payroll summaries reviewed by someone independent of processing payroll, drafting a disaster contingency plan for information technology and controls, having a capitalization policy or policy regarding billing adjustments independent of the City’s policies, and having back up documentation for all intergovernmental billing agreements.

7. Water

7.A. Operations/Project Reports

1. Staff Updates

Mr. Hines

- Moody to conduct flow test wells 5 and 6 at Barrett Flats on Thursday.
- Well casing for well 4 will begin in September.
- Motors at Coefield Corners are overheating. Drayer will provide a thermostat to track temperatures.
- Paul Bunyan Tree Service will remove the tree at the 15th Street booster station as soon as possible.
- Lead and copper samples were submitted and passed.
- No issues with well levels despite the period of drought.

Mr. Hoffman

- Work on Wilson Avenue is complete.
- New 8 inch line being installed across Otter Street.
- Working with Bison Construction to replace service lines.
- IA Construction is scheduled to begin paving at Dale Avenue on Friday.

2. EADS Group

Front Street Waterline and Allegheny Boulevard Waterline

Mr. Kalp reported on Progress Meeting No. 4 which was held on July 31st at 10 A.M. All work on Front Street is complete, save for final paving. The waterline on Allegheny Boulevard has been installed. Connections, services, and restoration remain.

Mr. Kalp presented PENNVEST Payment Requisition No. 5 in the amount of \$444,358.84, which is itemized as follows:

- Terra Works Payment Request No. 5 - \$10,939.44
- Wilson Excavating Payment Request No. 2 - \$418,315.50
- The EADS Group - \$15,103.90

Resolution No. 107 – Motion by Mrs. Jamieson and seconded by Mr. Leyda to accept PENNVEST Payment Requisition No. 5 in the amount of \$444,358.84 as presented. Mr. Freni voted in opposition. The motion to approve passed 4-1.

Dam Removal

Mr. Kalp reminded that the LSA grant to remediate the dam expires in June of 2027. In order to meet that deadline, the permit application to DEP must be submitted by April of 2026. He scheduled a virtual meeting with DEP next Tuesday at 10 A.M. to discuss the permit requirements.

Barrett Flats Water Treatment Plant

Mr. Kalp requested signatures on the permit applications. They should be submitted by the end of August, though he has had difficulty getting a response from the Pennsylvania Fish and Wildlife Service which may hold up the application.

Washington Crossing Control Valve

Wilson Excavating provided a change order cost of \$444,000 to install the vault. He recommended that the Authority bid the project out separately with the hope of getting better pricing. He added that he would like to discuss the County’s easement agreement in Executive Session.

Water Miscellaneous

- **Wendy Way Tank** – No changes to report. Mr. Hines added that the project should be put out for bid later this year. There is concern about significant increase in cost since it was last estimated.
- **City Pressure District Control Valve** – No changes to report.

7. B. Water Financial Report

Total Unrestricted Water Funds Balance is \$1,218,211.

Resolution No. 108 – Motion by Mrs. Jamieson and seconded by Mr. Ellis to accept the financial report for August. Motion passed unanimously.

Resolution No. 109 – Motion by Mr. Ellis and seconded by Mrs. Jamieson to pay the following bills. Motion passed unanimously.

City of Franklin General Services Fee for August	\$ 18,166.67
The EADS Group for 2025 Engineering	\$ 643.50
Anthony Parks for July Meeting	\$ 50.00
The EADS Group for Barrett Flats WTP	\$ 14,429.25

Terra Works for GACF Front Street Waterline	\$ 10,939.44
Wilson Excavating & Utility Construction for GACF Allegheny Blvd. Waterline	\$ 418,315.50
The EADS Group for GACF Front Street Waterline	\$ 1,323.00
The EADS Group for Allegheny Blvd. Waterline Project	\$ 13,780.90
The EADS Group for Dam Removal Project	\$ 1,511.95
The EADS Group for GACF Washinton Crossing Control Valve	\$ 1,008.00
IA Construction for Parker Ave	\$ 4,527.18
IA Construction for Parker Ave	\$ 1,968.64
IA Construction for Parker Ave	\$ 2,457.79
IA Construction for Parker Ave	\$ 917.22
Carter Lumber for Parker Ave	\$ 13.67
Water Fund Monthly Invoices for Approval	\$ 45,432.73
Totals:	\$ 535,485.44

Additional items to be reviewed:

Pre-approved invoice and payroll reimbursements to General Fund

Pre-approved payroll for 07/11/25 & 07/25/25

07/31/25 YTD draft budget including a detail of invoices paid and revenue received.

8. Sewer

8.A. Operations/Project Reports

1. Staff

Mr. Bell

- Summit completed the SCADA transfer from Micromod last month.

- DEP inspection to take place between October 14th and 24th.
- Cleaned and inspected storm contact tank. No issues.
- Will discuss bill of materials with Mr. Kalp regarding the roughing screen project.

Mr. Moore

- Cast iron line was discovered at 13th and Elk Streets with multiple utilities on top of it. It may be pulled from the project.

2. **EADS Group**

WWTP Emergency Generator

Mr. Kalp requested permission to issue the Notice to Proceed, dated August 18, 2025, to Right Electric. He informed that the preconstruction meeting is scheduled for August 19th at 10 A.M. Delivery of the generator is scheduled for January; the contractor has 365 days to finish construction.

Resolution No. 110 – Motion by Mr. Ellis and seconded by Mrs. Jamieson to issue the Notice to Proceed, dated August 18, 2025, to Right Electric, Inc. The motion passed unanimously.

A-108 Phase I Sewer Replacement & CSO Elimination Project

Mr. Fritz reported that Bison Construction is continuing to work eastward on Grant Street. Lateral installation is anticipated to begin this week on Pacific Street. Laterals at several houses on Steel Alley will require additional pipe to tie into Grant Street. Bison will then move west on Grant Street starting at Orchard Street.

Mortimer Excavating is currently at the intersection of Otter and 13th Streets. Curbs on 12th Street have been repoured and final pavement overly for 12th Street is scheduled for September.

Mr. Fritz presented Change Order No. 1 for Contract 2023-S-1 for approval. The Change Order increases the contract amount by \$250,000 to cover costs of additional contingent items used for repairing unmarked waterlines encountered during construction. Select backfill and surface restoration shall only be paid for separately where waterline is installed beyond the limits of the sewer trench.

Resolution No. 111 – Motion by Mrs. Jamieson and seconded by Mr. Leyda to approve Change Order No. 1 for Contract 2023-S-1 to increase the contract amount by \$250,000, as presented. Mr. Freni voted in opposition. The motion to approve passed 4-1.

Likewise, Mr. Fritz presented Change Order No. 1 for Contract 2023-S-2 in the same amount and for the same purposes as the aforementioned Change Order.

Resolution No. 112 – Motion by Mrs. Jamieson and seconded by Mr. Ellis to approve Change Order No. 1 for Contract 2023-S-2 to increase the contract amount by \$250,000, as presented. The motion passed unanimously.

Mr. Fritz presented Payment Application No. 6 in the amount of \$512,164.98 which consists of construction costs incurred by Bison Construction in the amount of \$177,164.73 and Mortimer’s Excavating in the amount of \$335,000.25.

Resolution No. 113 – Motion by Mrs. Jamieson and seconded by Mr. Ellis to approve the construction costs detailed in Payment Application No. 6 in the amount of \$512,164.98 as presented. The motion passed unanimously.

Lastly, Mr. Fritz requested approval for engineering costs included with Payment Application No. 6 in the amount of \$49,129.58.

Resolution No. 114 – Motion by Mr. Ellis and seconded by Mr. Leyda to approve the engineering costs described in Payment Application No. 6 in the amount of \$49,129.58 as presented. The motion passed unanimously.

Miscellaneous

- **WWTP Improvements** – No changes to report.
- **Liberty Street Betterment Project** – Mr. Ricella requested approval for the Authority’s chairperson and the secretary to execute a Reimbursement Agreement at PennDOT’s request, should it be needed in the future. Mr. Kalp clarified that no agreement is being signed at this time and the Authority can refuse to sign a future agreement.
 - **Resolution No. 115** – Mrs. Jamieson motioned and Mr. Leyda seconded to name the Authority’s chairperson and secretary as authorized signers on the PennDOT Reimbursement Agreement on behalf of the Authority’s sewer system. The motion passed unanimously.
 - **Resolution No. 116** – Mrs. Jamieson motioned and Mr. Leyda seconded to name the Authority’s chairperson and secretary as authorized signers on the PennDOT Reimbursement Agreement on behalf of the Authority’s water system. The motion passed unanimously.

8.B. Sewer Financial Report

Total Unrestricted Sewer Funds Balance of \$1,065,789.

Resolution No. 117 – Motion by Mr. Ellis and seconded by Mrs. Jamieson to accept the sewer financial report for August. The motion passed unanimously.

Resolution No. 118 – Motion by Mr. Ellis and seconded by Mr. Leyda to pay the following bills. The motion passed unanimously.

City of Franklin General Services Fee for August	\$ 18,166.67
Dale Woodard Gent McFate for A-108 Sewer Project	\$ 75.00
The EADS Group for 2025 Engineering	\$ 4,128.19
Anthony Parks for July Meeting	\$ 50.00
The EADS Group for CSO Flow Monitoring	\$ 3,875.00
The EADS Group for 2024 WWTP Emergency Generator	\$ 1,216.80
The EADS Group for A-108 Planning S03-21	\$ 49,129.58
Bison Construction, Inc. 2023-S-01 CSO Elimination Project	\$ 177,164.73
Mortimer’s Excavating for A-108 Planning S03-21	\$ 335,000.25
Sewer Fund Monthly Invoices for Approval	\$ 57,737.95
Totals:	\$ 646,469.17

Additional items to be reviewed:

Pre-approved invoice and payroll reimbursements to General Fund

Pre-approved payroll for 07/11/25 & 07/25/25

07/31/25 YTD draft budget including a detail of invoices paid and revenue received.

9. Approve Updated Fee Schedule

Resolution No. 119 – Motion by Mr. Leyda and seconded by Mr. Ellis to adopt the Fee Schedule as presented, effective September 1, 2025. The motion passed unanimously.

10. Reports

A. Chair’s Report:

Mr. Eckel had nothing to report.

B. City Manager's Report

- Mr. Wetzel stated that Sandycreek Township expressed interest in the roller that the Authority agreed to sell on Municibid at last month's meeting. It has an estimated value of \$4,000-\$7,000. Sandycreek Township offered \$5,000.
 - **Resolution No. 120** – Motion by Mr. Freni and seconded by Mrs. Jamieson to sell the equipment to Sandycreek Township for the offered price of \$5,000. The motion passed unanimously.
- Requested time in Executive Session to discuss matters of negotiations.

C. Public Utilities Director's Report:

Mr. McFadden reported that PA Rural Water was on site to discuss the updates to the Risk and Resiliency Plan.

D. Mapping Update:

Mr. Gorman is working with The EADS Group to stay updated on mapping line installation.

E. Solicitor's Report:

Mr. Spaid had nothing to report.

11. Executive Session


The Authority entered into Executive Session at 7:05 P.M. Executive Session ended at 7:21 P.M. with no additional action.

Meetings

The committee meeting scheduled for August 28, 2025 at 10:00 A.M.
The next regular meeting is September 9, 2025 at 6:00 P.M. at City Hall.

12. Adjournment:

There being no further business, the meeting was adjourned at 7:21 P.M.



Minutes prepared by T.J. Parks