

Stewartstown Borough Sewer & Water Authority Meeting Agenda
Wednesday, December 17th, 2025, 7:00p.m.

1. **7:00p.m**—Call to Order
2. **General Business**
 - Approval of November 19th, 2025 Meeting Minutes (*motion*)
 - Consent Agenda
 - **Water**—Water bills & payroll (\$54,114.69) dated November 18th thru December 15th, 2025, totaling \$122,109.86
 - **Sewer**—Sewer bills & payroll (\$18,464.43) dated November 18th thru December 15th, 2025, totaling \$131,636.18
3. **Public Comment/Visitors**—staff is unaware of any visitors to address Board
4. **Solicitor's Report**—John Baranski
5. **Sewer/Water Supervisor Report**—Ira Walker, Jr.
6. **Engineer's Report**—Jason Brenneman—see attached report for informational items.
Action Required
 - Cedar/Scarborough Water Services--Work has been completed and Hopewell also satisfied with work.
 - Pay App #2 received which addresses 8 changes orders. A separate email will be sent with explanation of change orders and pay app #2.
 - Motion needed to approve changes orders pending discussion.
 - Motion needed to approve pay app #2 should change orders be approved.
7. **GMB Engineering Report**—Jason Lytle— Status Report in packets.
8. **Treasurer's Report**—Stacy Myers\$
 - **Saubel's gift card** to be sent to Guy & Yvonne Hook from Authority and Borough Council as Guy is now in hospice care. Guy served many years on both boards. *Motion to approve the \$100 from Authority*
 - **Thomas Casteel's Resignation**, effective January 1st, 2026. *Motion to accept.* (A letter of interest to fill the vacancy was received by Joyce Ryer, 54 S. Main Street. That will be on Council's January agenda for consideration/appointment). Discussion/thoughts?
 - **Resolution 2025**—Increasing Water Rates beginning January 1st, 2026
 - **Resolution 2025**—Increasing Sewer Rates beginning January 1st, 2026
 - **Informational items:**
 - **Connections Report**—0 since last meeting
 - **Delinquent accounts**—
 - Outstanding October water bills total \$4,119 (shutoffs will be 12/26)
 - Outstanding November sewer bills total \$55,067 (delinquent notices to be mailed early January)
 - **Update about monthly billing from Red Lion Borough**—Meters are read monthly. Bills for water & sewer combined are mailed by the 1st of each month; due on the 20th of each month. Shutoffs are conducted monthly too, but customers must be 2 months' delinquent and have a past due of at least \$50 to have water shut off. Shut off notices are mailed at the end of the month with a shutoff date of the 12th-17th the following month. An automatic call is also sent out a week prior to shutoffs. For example, a customer would need to be delinquent on both the October AND November bills to be shut off in December.
9. **Chairman's Report**—Jason Roberts
10. **Adjournment**