

## Mount Holly Springs Authority Meeting

May 14, 2026

**Call to Order-** Mrs. Halpin-Brophy called the May 14, 2026 Authority meeting to order at 5:00pm, following with the **Pledge of Allegiance.**

**Members Present-** Deb Halpin-Brophy, Brandon Vazquez, Jason Bonawitz, Pennoni Representative- Ryan Jongezoon, WWTP Josh Kuhn, Borough Manager Tom Day, and Madeline Pierce- Authority Billing Clerk.

**Nomination of Authority Officers-** Mike Gwozdecki and President James Collins are no longer members of the authority board.

Mr. Bonawitz made a motion to nominate Mrs. Halpin-Brophy as President, with a second by Mr. Vazquez. Motion approved. Mrs. Halpin-Brophy made a motion to nominate Jason Bonawitz as Vice President, with a second by Mr. Vazquez. Motion approved.

### **Recognition of Visitors-**

- William Sharar- 2 Larken Lane, Mt. Holly Springs, voiced his concerns regarding his most recent water and sewer bill. He stated his bill has never been this high in the last ten years and that there were no recent leaks. WWTP Josh Kuhn checked meter prior to meeting, and it showed there was already 8,000 gallons used since the last meter reading. Borough Manager Tom Day mentioned to swap the meter out and complete weekly meter readings until next month's Authority Meeting. William Sharar will pay half of the bill, until an update can be given at the next meeting.

- Sherry Boyles (Council President)

- Lois Stoner (Council Vice-President)

### **Bill Adjustment Requests-**

- Richard Goodyear- 108 Hill Street, Mt. Holly Springs, submitted a bill adjustment request for a broken water line on January 23, which was repaired by Tom Day and crew by pinching the line shut. Upon Authority members review, Mrs. Halpin-Brophy made a motion to approve the reduction to 0 gallons, with a second by Mr. Bonawitz. Motion approved.

- Camela Martin- 738 Sandbank Rd., Mt. Holly Springs, submitted a second bill adjustment request for an underground leak, which was repaired March 22, 2026. Their first bill adjustment request for the previous quarter was approved on February 12, 2026. Upon Authority member's review, Mrs. Halpin-Brophy made a motion to reject the reduction request, since she was already granted an adjustment within the two year period. However, a payment plan can be implemented, so long as the full balance is paid off by the second week of June 2026 before penalties incur. Mr. Bonawitz seconded. Mr. Vazquez sustained his vote. Motion approved.

- Dana Keck- 6 Park St., Mt. Holly Springs, submitted a bill adjustment request for a cut water line, which was repaired on March 22, 2026. Upon Authority members review, Mrs. Halpin-Brophy made a motion to approve the reduction to 9,000 gallons, with a second by Mr. Vazquez. Motion approved.

- Joel Jumper- 18 Orange St., Mt. Holly Springs, submitted a bill adjustment request for a leaking hot water tank, which was repaired on December 26, 2025. Upon Authority members review, Mrs. Halpin-Brophy made a motion to approve the reduction to 2,000 gallons, with a second by Mr. Vazquez. Motion approved.

- Felix and Iatima Delvalle- 406 N. Walnut St., Mt. Holly Springs, submitted a bill adjustment request for a toilet leak, which was April 12, 2026. Upon Authority members review, Mrs. Halpin-Brophy made a motion to approve the reduction to 18,000 gallons, with a second by Mr. Bonawitz. Motion approved.

**Approval of Meeting Minutes from April 9, 2026-** Mrs. Halpin-Brophy made a motion to approve the minutes as submitted, with a second by Mr. Bonawitz. Motion approved.

**Financial Reports-** Financial reports from April 10, 2026 to May 14, 2026 were submitted for review. Account balance of \$1,310,222.99 (Bills paid \$147,509.31 and Deposits \$186762.13). Mrs. Halpin-Brophy made a motion to approve the financial reports and the paying of bills, with a second by Mr. Bonawitz. Mr. Vazquez sustained his vote. Motion approved.

**Engineer's Report- Ryan Jongezoon (Pennoni)-**

- Barnitz Woods Phase 2 and 3 Water lines- Landmark Homes presented a blueprint for phase two and three of the Woods at Barnitz project, totaling an additional 51 EDU's, requesting an ability to serve letter for Mt. Holly Springs to service water to the new phases. Ryan Jongezoon stated that an ability to serve request would need to be submitted on their end and that WWTP Josh Kuhn would need to follow up to see if the water system has the capacity to provide service to 51 additional homes. Additionally, discussion regarding switching to a new GIS system from CS Datum due to the software's inability to update to reflect the new water lines that are being installed around town.

- Orange Street Project- Ryan Jongezoon reported Pennoni is waiting on final signatures before they can process the grant. Once grant funding is received from DCD, bidding can begin for the project.

**Old Business-**

None

**New Business-**

- Borough Report

*Administrative cost-* The borough had an analysis completed on the pension plan, and showed that the retirees of the sewer plant make up 81.5 percent of the pensions overall amount, totaling \$91,424.00. Additionally, there was discussion about formal documentation being constructed for employee time allocation between water, sewer, and borough functions, with a need of written policies with percentage based cost allocation and annual reconciliation processes to prevent any future disputes.

- Hiring New Solicitor- Authority members discussed the need for a new legal counsel, separate from the Borough, as the current solicitor, Mark, is retiring. Mrs. Halpin-Brophy made a motion to put out a request to find and hire a new solicitor for the Water and Sewer Authority, with a second by Mr. Bonawitz. Motion approved.

- Treasurer Access to Financial Software- Authority members discussed the requested access to QuickBooks from Authority Treasurer, Mr. Vazquez, explaining that read only access will allow him to view the financial data and easily construct reports in excel outside from QuickBooks. Council President, Sherry Boyles, explained how she comes in office once every month and goes through all the bills and the bank accounts for the Borough. Mr. Vazquez explained that with his busy schedule, it would be difficult for him to do that, and read only access to QuickBooks would be more convenient. Mrs. Boyles expressed her security concerns about account access. The Authority board agreed to consult with the solicitor about appropriate access levels for board members, while maintaining proper financial controls and bonding requirements.

- IMA Terms for Backhoe Usage- Authority members discussed equipment sharing between the Authority and Borough functions. Mr. Vazquez explained the need for proper hourly usage and tracking allocation when equipment is being used by the Authority and the Borough.

**Other Business-**

None

**Adjournment-** Mrs. Halpin-Brophy motioned to adjourn with a second by Mr. Bonawitz. Motion approved and meeting adjourned at 6:38pm.

Respectfully Submitted,

Madeline Pierce  
Authority Billing Clerk