

Oak Grove Multi-Municipal Compost
Processing Board Special Meeting Minutes

May 13, 2026



The Oak Grove Multi-Municipal Compost Processing Board regular meeting was held on May 13, 2026, at 11:00 a.m. at the Middle Smithfield Township Municipal Building.

Members present:

- Lehman Township: Aaron Springs, Danny Medrano
- Smithfield Township: Robert Lovenheim, Julia Heilakka
- Middle Smithfield Township: Annette Atkinson and Michele Clewell

Also in attendance:

- Mike Stettler, Executive Director Monroe County Waste Authority
- Chris Clause – Smithfield Township Roadmaster
- Rob Rohner – Lehman Township Board of Supervisors Chairperson
- Cory Lyon – Middle Smithfield Township Roadmaster
- Kylie Medrano -- Middle Smithfield Township AP/AR
- Wayne Rohner -- Lehman Township resident

The meeting was called to order by Chairman Aaron Springs.

Pledge of Allegiance

Approval of Minutes

Annette Atkinson made a motion to approve the minutes of April 8, 2026, seconded by Michele Clewell. Motion passed. Annette Atkinson made a motion to attach the auditor's letters to the April 8th minutes, since the multi-year audit, and the letters, were discussed at the April 8th meeting. Michele seconded. Motion passed 6-0.

Facilities Report

Cory Lyon : They've been grinding (single grinding), and hauling, changed single grinding screens out last week and are awaiting a part (sensors). 279 Track Skid Steer; the bill for the Caterpillar was going to be \$7,800; Cory trying to work with the company. Discussed working with Caterpillar or try to fix themselves. The loader is working well; the John Deere is working well.

Treasurers Report

Payables: Kylie Medrano provided the payables list, P&L and YTD for review. Annette Atkinson made a motion to ratify the payables in the amount of \$4,554.29. Julia Heilakka seconded the motion. Motion passed 6-0.

Rob Rohner asked if revenue has gone up in 2026. Kylie Medrano stated that she will provide the information to the members following the meeting.

2024 – 2025 Audit: The Riley & Company CPA Firm engagement letter has been received for the 2025 audit. Annette Atkinson made a motion to accept the engagement letter dated May 8th for \$18,000. Robert Loveinheim seconded the motion. The Board discussed whether the Board should solicit additional quotes at this time, but stated Riley is a great company, knows the history, and all were in agreement to stay with Riley for the next two years. Motion passed 6-0.

Kylie asked about the status of signature cards with Essa Bank; Smithfield will complete ASAP.

The second letter from Riley & Co, CPA firm noted the original fee for them to do the 2019 – 2024 audits was \$18k for 100 hours, however after the amount of additional time needed to complete the multi-year audits, there is an increase in cost of an additional \$20,547.50

Annette asked about cash flow to accommodate the expenses; Kylie spoke about the wheel loader payment to John Deere as an expense, and the grant money we received that reimbursed the expense. Julia suggested we reach out to Riley to see if the additional payment could be paid out over time in two payments. Julia motioned to pay the \$20,547.50 with a request to Riley to pay half now and pay the other half later. Annette seconded. Motion passed 6-0.

Solicitors' Report

Everyone had the last draft of the Management Agreement in their packets; however, Mike Stettler brought another draft to the meeting, and stated that the Waste Authority attorney and the Oak Grove attorney have been working together. Aaron said as per the call with the Oak Grove Solicitor on 5/8 members were invited to, the biggest items in the conversation with Don Patrille was the insurance (liability), and to state the insurances in the agreement (workman's comp, etc.)

Rob Rohner stated the Lehman Township's solicitor has also reviewed the draft Management Proposal from the Monroe County Municipal Waste Authority.

Annette stated that at the last meeting, Robert Lovenheim made a motion, seconded by Daniel Medrano, that everyone share the draft proposal with their respective solicitors for legal review and have the input for today's meeting, but now it seems we are waiting for a few more comments. Michele made copies and handed out the agreement Mike Stettler brought to the meeting.

Aaron Springs made a motion to again accept the latest draft Management Proposal from the Monroe County Municipal Waste Authority for legal review by each municipal solicitor in order to report back at the June 2026 meeting. Annette Atkinson seconded the motion. Motion passed 6-0.

Engineer's Report

None

Old Business

Intermunicipal Agreement; Short discussion on the need to update the Intermunicipal Agreement.

Monroe County Waste Authority Proposal; Mike Stettler stated that he has the red line following the Waste Authority solicitors review of the proposed changes to the draft agreement between the MCMWA and OGMMCPB and there are now only minor changes required that need to be completed.

New Business

Robert Lovenheim perhaps the second phase is moving Oak Grove to Twin Boroughs. Just putting it out there as a long term thought.

Public Comment

None

Next meeting

June 10, 2026 at 11:00 a.m.

Adjourned 11:39am

Aaron motioned to adjourn, Robert Lovenheim seconded.

Respectfully Submitted,

Michele Clewell