

**A REGULAR MEETING  
BERKS-MONTGOMERY MUNICIPAL AUTHORITY  
JANUARY 27, 2020**

A Regular Meeting was held at the Administration Building on January 27, 2020 at 7:00 PM, EST, with the following members present:

S. Carpenter	P. Donovan
D. Biehl	K. Corson
M. Toepel	A. Stauffer

Also present:

J. Karver	G. Moser
G. Unger	L. Christy
K. Showalter	C. Leister

**REORGANIZATION MEETING:**

Ms. Leister read the slate of officers to serve in 2020 as follows:

Chairman	-	David A. Biehl
Vice Chairman	-	Mark A. Toepel
Secretary	-	Patrick R. Donovan
Asst. Secretary	-	Keith L. Corson
Treasurer	-	Allen G. Stauffer
Asst. Treasurer	-	Sara E. Carpenter

Upon a motion by Mr. Stauffer, seconded by Mr. Corson, and unanimously adopted, it was:

RESOLVED: The slate of officers was duly elected by ballot with each member abstaining from voting for their own office.

Mr. Biehl presided.

Upon a motion by Mr. Toepel, seconded by Ms. Carpenter, and unanimously adopted, it was:

RESOLVED: That Boyd & Karver be appointed to serve as legal counsel during 2020.

Upon a motion by Mr. Toepel, seconded by Mr. Corson, and unanimously adopted, it was:

RESOLVED: That Systems Design Engineering, Inc. (SDE) be appointed to serve as consulting engineering firm during 2020.

Upon a motion by Ms. Carpenter, seconded by Mr. Stauffer, and unanimously adopted, it was:

RESOLVED: That Truist be appointed to serve as primary bank during 2020.

Upon a motion by Mr. Toepel, seconded by Ms. Carpenter, and unanimously adopted, it was:

RESOLVED: That the Board authorize the Authority Manager to pay wages to employees in accordance with the approved salaries and policy.

Upon a motion by Mr. Corson, seconded by Mr. Toepel, and unanimously adopted, it was:

RESOLVED: That emergency purchasing limits for 2020 are set as follows:  
Authority Manager - \$4,000.00

Upon a motion by Mr. Donovan, seconded by Mr. Stauffer, and unanimously adopted, it was:

RESOLVED: That the resolution above be changed from emergency purchasing limits to purchasing limits.

Upon a motion by Mr. Donovan, seconded by Ms. Carpenter and unanimously adopted, it was resolved to approve the minutes of the meeting held December 17, 2019.

PUBLIC COMMENT:

There was no public comment.

PLANT REPORT:

Mr. Christy presented the Plant Report. He reported on several maintenance items.

Mr. Christy reported we passed the 4<sup>th</sup> quarter 2019 WET test. We are now required to do only one WET test per year. The next WET test will be scheduled for May 2020.

Mr. Christy is interested in hosting the November 2021 Eastern PA Water Pollution Control Operators Association (EPWPCOA) meeting at the Swamp Creek plant and is requesting Board approval. Mr. Unger stated SDE will sponsor the continental breakfast. A resolution is required.

OFFICE REPORT:

Ms. Leister presented the Office Report.

AUTHORITY MANAGER REPORT:

Mr. Moser presented the Authority Manager Report.

Mr. Moser recommended the Board approve the updated IRS standard mileage rate for use of a personal vehicle of \$.575 per mile for 2020. A resolution is required.

Mr. Moser presented a proposed fee schedule for 2020. The \$40 Water Termination Notice Posting Fee was added and the Annual Sewer Rental Charge was increased from \$500 to \$520. A resolution is required.

Mr. Moser reported the maintenance period for the 176 Smith Road connection has expired. The remaining escrow balance of \$3,811.75 is being returned to the home owner and is included in the list of bills.

Mr. Moser reported the orbital ditch gearbox failed and needs to be replaced. Pricing was received from several vendors with the lowest cost of \$8,976.00 from Axiom Machine for an exact replacement gearbox. The cost includes the drive and installation. A resolution is required.

Mr. Moser reported the estimated savings is now \$401,000 for the bond refinancing and the rates were locked in on January 21. Settlement is planned for March 3, 2020.

Mr. Moser reported the deposit and signed Sewer Service Agreement have been received for 158 Buchert Road. The Solicitor will record the agreement.

Mr. Moser provided an update on the cell tower lease. Based on our counter offer, BMMA received a counter proposal accepting the 3% increase per year on the lease and 10% of additional revenues for additions to the tower. The Board would like 25% of additional revenues but is willing to accept no less than 17 ½%. Mr. Moser will propose this counter offer.

Mr. Moser reported 8 building sewer lines have been installed for the Zern Project Phase One and construction of the first unit has started.

REPORTS OF OFFICERS & COMMITTEES:

SECRETARY:

Mr. Donovan reviewed the list of correspondence.

SOLICITOR:

Mr. Karver had no report.

TREASURER:

No report.

ENGINEER:

Mr. Showalter presented the Engineers report.

Mr. Showalter requested authorization for SDE to prepare Chapter 94 Reports as required by DEP. Reports for Swamp Creek and Morysville will be presented for review at the February 24, 2020 Board meeting and must be submitted to DEP by March 31, 2020. A resolution is required.

Mr. Showalter reported a letter was received from DEP indicating a corrective action plan is required following DEP's review of the Morysville STP 2018 Chapter 94 Report. SDE and Mr. Moser will develop a response to the letter for review at the February 24, 2020 Board meeting.

Mr. Showalter reported SDE prepared a Partial Certificate of Flow letter dated January 22, 2020 for manhole runs complete for the Zern Phase One Project. Escrow Release Request #3 for \$109,779.01 was received and reviewed by SDE and he is recommending release of the funds. A resolution is required.

Mr. Showalter reported 538 Congo Road has an on lot system that is failing. The contractor is proposing to install an E-One grinder pump and connect to the existing force main. After further discussion, the Board agreed to allow this type of connection provided a liability agreement is put in place between BMMA and the home owner.

Mr. Unger reported SDE submitted a RFP to Evoqua and WesTech for replacement of the digester cover.

RESOLUTIONS & DISCUSSIONS:

Upon a motion by Mr. Stauffer, seconded by Mr. Corson, and unanimously adopted, it was:

RESOLVED: That the Board approves hosting the November 2021 EPWPCOA meeting at the Swamp Creek plant.

Upon a motion by Mr. Donovan, seconded by Ms. Carpenter, and unanimously adopted, it was:

RESOLVED: That the Board approves the updated IRS standard mileage rate for use of a personal vehicle of \$.575 per mile for 2020.

Upon a motion by Mr. Corson, seconded by Ms. Carpenter and unanimously adopted, it was:

RESOLVED: That the Board approves the proposed fee schedule for 2020.

Upon a motion by Ms. Carpenter, seconded by Mr. Stauffer, and unanimously adopted, it was:

RESOLVED: That the Board approves purchasing a replacement orbital ditch gearbox from Axiom Machine at a cost of \$8,976.00 including the drive and installation.

Upon a motion by Mr. Corson, seconded by Ms. Carpenter, and unanimously adopted, it was:

RESOLVED: That the Board authorizes SDE to prepare Chapter 94 Reports as required by DEP.

Upon a motion by Mr. Toepel, seconded by Mr. Stauffer, and unanimously adopted, it was:

RESOLVED: That the Board approves Escrow Release Request #3 for \$109,779.01 for Zern Tract Phase One.

Upon a motion by Ms. Carpenter, seconded by Mr. Stauffer, and unanimously adopted, it was:

RESOLVED: That the Board authorizes the payment of the bills as listed in these minutes.

The meeting was adjourned at 8:03 PM.

Respectfully submitted,

Christine L. Leister