

**A REGULAR MEETING  
BERKS-MONTGOMERY MUNICIPAL AUTHORITY  
SEPTEMBER 28, 2020**

A Regular Meeting was held via a Zoom video conference on September 28, 2020 at 7:00 PM EDT. Notice that the meeting was to be held electronically was advertised in The Mercury on September 19, 2020. The following members were present:

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

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

Ms. Carpenter joined the meeting at 7:18 PM.

Upon a motion by Mr. Corson, seconded by Mr. Toepel and unanimously adopted, it was resolved to approve the minutes of the meeting held August 24, 2020.

**PUBLIC COMMENT:**

There was no public comment.

**PLANT REPORT:**

Mr. Christy presented the Plant Report. He reported on several maintenance items and pump repairs. The next WET test is scheduled for October 12, 2020.

**OFFICE REPORT:**

Ms. Leister presented the Office Report. We have 14 customers that are delinquent 4 or more quarters. Per Mr. Karver, the suspension of service terminations in PA due to the COVID-19 emergency applies to public utilities only. Legally we can resume water terminations if we desire. The Board agreed we should send solicitor letters to customers that are 4 or more quarters behind and file liens if payment is not received.

**AUTHORITY MANAGER REPORT:**

Mr. Moser presented the Authority Manager Report.

Mr. Moser presented the 2021 operating budget for approval. The operating budget is \$2,963,441.00. This was the budget as presented at the August meeting and reviewed in detail at that time. A resolution is required.

Mr. Moser reported the property owner of 443 Congo Road requested an EDU and submitted an Application for Review of Sanitary Sewer Project for connection of a low pressure system to the force main on Congo Road. A resolution is required.

Mr. Moser reported Grace Baptist Church submitted a request for relief on their current bill due to a sprinkler being used on the lawn. They currently do not have a deduct meter. The consumption for their October bill was 18,000 gallons, at a charge of \$187.20, but their average consumption is under the minimum. The Board agreed to a one time bill adjustment of \$57.20; however, a deduct meter must be installed for future reductions. A resolution is required.

Mr. Moser reported an emergency repair was completed for a leak in the Pump Station #2 force main at a cost of \$6,554.00. There will be another bill for the final paving.

Mr. Moser reported BMMA has defined a capital project estimated at \$75,000 to add a grinder at the inlet of Pump Station #2. The addition of the grinder would eliminate the need to clean the bar screens on a daily basis. He is recommending SDE develop the bid specification and obtain proposals. A resolution is required.

Mr. Moser requested the Board adopt the Resolution recognizing Judy Unger's 16 years of service. Judy has requested that a luncheon in her honor not be provided due to the COVID-19 pandemic. A resolution is required.

Mr. Moser reported the connection to 538 Congo Road was completed on September 17. SDE inspected the force main connection and is releasing the construction escrow of \$3,360.00.

Mr. Moser reported Mr. Rosen will be requesting approval for Zern Tract Phase 2 in October. The transformer over one of the sewer mains in Phase 1 still has not been relocated. The Board stated they will not grant approval for Phase 2 until the transformer is moved.

Mr. Moser reported the Gibson's signed the easement agreement for the Morysville MH 96 Stream Stabilization project. A resolution is required to execute the agreement.

Mr. Moser reported a discussion was held between SDE and All County Engineering regarding the possibility of a connection on Farmington Avenue (Douglass Berks) to BMMA's sewer system. Further discussions will be held.

#### 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 reported General Permits were received from the Berks County Conservation District for the Morysville MH 96 Stream Stabilization project. A Request for Proposal was sent to three contractors, two proposals were received. Both proposals received were over the \$21,000 bidding threshold. Mr. Showalter requested direction from the Board on how to proceed. The Board agreed to wait for the third proposal and to accept the proposal and proceed if it is under the bidding threshold. If the third proposal is over the bidding threshold, SDE is authorized to go out for bid. A resolution is required.

Mr. Showalter is recommending Board of Standards approval of the plan for Stafy 2. A resolution is required.

Mr. Showalter reported the interior plumbing plans for Church Hill Farms will be submitted in the future with the building permit application. A meter will be required on the existing well along with a deduct meter. He is recommending Board of Standards approval of the final plans. A resolution is required.

Mr. Unger reported the digester cover is in production and the field work for the GIS project is mostly done.

RESOLUTIONS & DISCUSSIONS:

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

RESOLVED: That the Board approves the 2021 operating budget of \$2,963,441.00 as presented and attached to these minutes.

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

RESOLVED: That the Board approves 1 EDU for 443 Congo Road.

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

RESOLVED: That the Board authorizes a one time billing adjustment of \$57.20 for Grace Baptist Church; however, a deduct meter must be installed for future reductions.

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

RESOLVED: That the Board authorizes SDE to prepare bids specifications and proceed with bidding for the Pump Station #2 grinder.

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

RESOLVED: That the Board adopts the Resolution recognizing Judy Unger's 16 years of service.

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

RESOLVED: That the Board authorizes signing the easement agreement for the Morysville MH 96 Stream Stabilization project.

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

RESOLVED: That the Board authorizes waiting for the third proposal for the Morysville MH 96 Stream Stabilization project and to accept the proposal and proceed if it is under the bidding threshold. If the third proposal is over the bidding threshold, the Board authorizes SDE to go out for bid.

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

RESOLVED: That the Board authorizes Board of Standards approval for Stafy 2.

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

RESOLVED: That the Board authorizes Board of Standards approval for Church Hill Farms LLC.

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

RESOLVED: That the Board authorizes the payment of \$121,014.48 for the bills as presented.

The meeting was recessed at 8:06 PM to executive session to review personnel matters.

The meeting was reconvened at 8:25 PM.

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

RESOLVED: That the Board approves the salary increase recommendations for 2020 – 2021 effective October 3, 2020 at a cost increase of 3.09%.

The meeting was adjourned at 8:30 PM.

Respectfully submitted,

Christine L. Leister

**BERKS-MONTGOMERY MUNICIPAL AUTHORITY**  
**Operating Budget for Year Ending**  
**September 30, 2021**

**Operating Expenses:**

<b>Wages</b>	<b>Plant Wages . . . . .</b>	<b>\$</b>	<b>463,032.00</b>		
	<b>Pension . . . . .</b>	<b>\$</b>	<b>23,152.00</b>		
	<b>Payroll Taxes . . . . .</b>	<b>\$</b>	<b>39,083.00</b>		
		<b>\$</b>	<b>525,267.00</b>	<b>\$</b>	<b>525,267.00</b>
<b>Alum . . . . .</b>		<b>\$</b>	<b>29,296.00</b>		
<b>Electric . . . . .</b>		<b>\$</b>	<b>179,500.00</b>		
<b>Alarm System . . . . .</b>		<b>\$</b>	<b>3,400.00</b>		
<b>Fuel . . . . .</b>		<b>\$</b>	<b>38,350.00</b>		
<b>Miscellaneous . . . . .</b>		<b>\$</b>	<b>8,500.00</b>		
<b>Polymer . . . . .</b>		<b>\$</b>	<b>38,778.00</b>		
<b>Repairs and Maintenance . . . . .</b>		<b>\$</b>	<b>190,000.00</b>		
<b>UV Consumables . . . . .</b>		<b>\$</b>	<b>14,500.00</b>		
<b>Sludge Disposal and Chemicals . . . . .</b>		<b>\$</b>	<b>100,000.00</b>		
<b>Supplies . . . . .</b>		<b>\$</b>	<b>11,520.00</b>		
<b>Vehicle . . . . .</b>		<b>\$</b>	<b>8,000.00</b>		
<b>Uniforms . . . . .</b>		<b>\$</b>	<b>4,400.00</b>		
<b>Laboratory . . . . .</b>		<b>\$</b>	<b>33,600.00</b>		
<b>Collection System . . . . .</b>		<b>\$</b>	<b>100,000.00</b>		
		<b>\$</b>	<b>759,844.00</b>	<b>\$</b>	<b>759,844.00</b>
<b>Administrative Expenses:</b>					
<b>Wages</b>	<b>Authority Members . . . . .</b>	<b>\$</b>	<b>1,080.00</b>		
	<b>Officers' Salaries . . . . .</b>	<b>\$</b>	<b>16,800.00</b>		
	<b>Office Wages . . . . .</b>	<b>\$</b>	<b>200,966.00</b>		
	<b>Pension . . . . .</b>	<b>\$</b>	<b>10,048.00</b>		
	<b>Payroll Taxes . . . . .</b>	<b>\$</b>	<b>18,320.00</b>		
		<b>\$</b>	<b>247,214.00</b>	<b>\$</b>	<b>247,214.00</b>
<b>Advertising . . . . .</b>		<b>\$</b>	<b>3,000.00</b>		
<b>Auditing . . . . .</b>		<b>\$</b>	<b>10,200.00</b>		
<b>Computer Expense . . . . .</b>		<b>\$</b>	<b>28,000.00</b>		
<b>Engineering Fees . . . . .</b>		<b>\$</b>	<b>30,000.00</b>		
<b>Insurance and Bonds . . . . .</b>		<b>\$</b>	<b>312,591.00</b>		
<b>Legal Fees (Retainer \$6,000.00) . . . . .</b>		<b>\$</b>	<b>85,000.00</b>		
<b>Fines and Violations . . . . .</b>		<b>\$</b>	<b>5,000.00</b>		
<b>Miscellaneous . . . . .</b>		<b>\$</b>	<b>16,300.00</b>		
<b>Postage . . . . .</b>		<b>\$</b>	<b>12,500.00</b>		
<b>Repairs and Maintenance . . . . .</b>		<b>\$</b>	<b>8,500.00</b>		
<b>Sewer Rentals to Boyertown Borough . . . . .</b>		<b>\$</b>	<b>21,000.00</b>		
<b>Supplies . . . . .</b>		<b>\$</b>	<b>4,500.00</b>		
<b>Telephone . . . . .</b>		<b>\$</b>	<b>9,200.00</b>		
<b>Contribution to Capital Budget . . . . .</b>		<b>\$</b>	<b>120,000.00</b>		
		<b>\$</b>	<b>665,791.00</b>	<b>\$</b>	<b>665,791.00</b>
<b>TOTAL OPERATING AND ADMINISTRATIVE EXPENSES</b>				<b>\$</b>	<b>2,198,116.00</b>
<b>Debt Service</b>				<b>\$</b>	<b>765,325.00</b>
<b>TOTAL EXPENSES</b>				<b>\$</b>	<b>2,963,441.00</b>