

**A REGULAR MEETING
BERKS-MONTGOMERY MUNICIPAL AUTHORITY
MAY 24, 2021**

A Regular Meeting was held at the Administration Building on May 24, 2021 at 7:00 PM EDT with the following members present:

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

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

Solicitor Karver arrived at the meeting at 7:25 PM.

Upon a motion by Mr. Stauffer, seconded by Mr. Biehl and unanimously adopted, it was resolved to approve the minutes of the meeting held April 26, 2021 with a revision as noted.

PUBLIC COMMENT:

There was no public comment.

PLANT REPORT:

Mr. Christy presented the Plant Report.

Mr. Christy reported the Dystor was taken off line on April 29. The cover will be removed June 1 through June 4. Plant staff will continue to work on removing as much sludge as possible after cover is removed.

Mr. Christy reported Avanti was onsite May 19 and met with plant staff for a safety presentation on proper use and mixing procedures of grout products. A trainer from Cue's will be onsite May 25 through May 27 for a review on operation of grout equipment and grouting.

OFFICE REPORT:

Ms. Leister presented the Office Report. The third quarter billing cycle will include a trial run for paperless billing. Customers participating in the test will receive an email with their sewer bill attached.

AUTHORITY MANAGER REPORT:

Mr. Moser presented the Authority Manager Report.

Mr. Moser reviewed changes to the 457 Retirement Plan proposed by David Coult of Milestone Financial. Moving to a new Nationwide retirement plan platform will allow for a lower cost institutional share class of funds and expands the list of available investments. There would be no blackout period or disruption to participants during the move. Mr. Coult is also recommending changes to the investment menu by replacing some funds and adding others. These changes, in addition to a reduction in fees by Nationwide and Milestone, will result in a cost savings in plan expenses to plan participants. A resolution is required.

Mr. Moser requested Board approval to sign the 303 & 335 Gilbertsville Road Sewer Service Agreement pending project approval by the Douglass Township Planning Agency. A resolution is required.

Mr. Moser requested Board approval to sign the updated 400 Gilbertsville Road Sewer Service Agreement. A resolution is required.

Mr. Moser reported all five Bow Lane lateral repairs have been completed.

Mr. Moser reported he contacted Earl Township and they authorized their Engineer to schedule a meeting with BMMA to discuss their sewer needs. There has been no other contact to date.

Mr. Moser reported the MH 96 Stream Bank Stabilization project has been completed and the residents are pleased with the final restoration.

Mr. Moser provided an update on the Zern project. SDE will be presenting a request to release the maintenance escrow for the Interceptor project. The maintenance period for Phase 1 will expire in December 2021. EDU's have been paid and construction of the sewer lines will begin in the near future for Phase 2.

Mr. Moser reported SDE will be requesting Escrow Release #2 for Stafy 2.

Mr. Moser reported payment was received for the balance owed on 2017 engineering expenses for the 1243 County Line Road project after a collection letter was sent by Solicitor Karver in May.

Mr. Moser provided an update to the annual usage review for commercial properties since the last meeting. Account Z199 – Adam's Royal Car Wash, 50 Bartman Ave., needs 4 EDU's. A determination response was received on the remaining three appeals. Solicitor Karver sent a letter to Mr. Heimer's attorney providing the additional documentation BMMA was required to provide in response to the appeals and addressing the prior correspondence regarding installation of a discharge meter and payment of additional EDU's. To date, there has been no response. After discussion with the Board, the Board directed Solicitor Karver to send a letter requiring payment of 2 EDU's within 30 days. If no response or payment is not received within 30 days, BMMA will proceed with filing a municipal lien for the cost of 4 EDU's. A resolution is required.

Mr. Moser reported the Coalition will not pay the outstanding sewer charges for Boyertown Sanitary Disposal/Warren Frame. Mr. Frame did not renew the Industrial User Permit for BSD and it is set to expire on June 26, 2021. Quarterly sewer billing will cease at the expiration of the permit.

REPORTS OF OFFICERS & COMMITTEES:

SECRETARY:

Mr. Corson reviewed the list of correspondence.

SOLICITOR:

Mr. Karver had no report.

TREASURER:

No report.

ENGINEER:

Mr. Showalter presented the Engineers report.

Mr. Showalter reported the bids for the Pump Station 2 Grinder project rebid are schedule to be received on June 23, 2021 and will be reviewed at the June Board meeting.

Mr. Showalter reported review comments for the 2021 Sanitary Sewer Replacement Grant project were received and are being addressed. An additional DEP General Permit is required and SDE is coordinating with Mr. Moser.

Mr. Showalter reported the final Payment Application #2 for \$3,582.41 for the MH 96 Stream Bank Stabilization project was submitted and is included in the bills.

Mr. Showalter reported the final television inspection was completed for the Zern Tract Sanitary Sewer Interceptor Improvements. The final Escrow Release Request #4 for \$31,241.37 for the remaining maintenance escrow was received and reviewed by SDE and he is recommending release of the funds. A resolution is required.

Mr. Showalter reported Escrow Release Request #2 for \$8,949.39 for Douglass Meadows Phase 2 (formerly Stafy II) was received and reviewed by SDE and he is recommending release of the funds. A resolution is required.

Mr. Unger provided an update on the Digester Cover Replacement project. A proposal for final sludge hauling/disposal and tank cleaning was received from COSTARS vendor Kline's Services with an estimated cost between \$14,257.50 to \$21,375.00 for 75,000 to 150,000 gallons of sludge. Mr. Unger is recommending acceptance of the proposal. A resolution is required.

Mr. Unger provided an update on the GIS project. Approximately 95% of drawings have been linked to collection system. Once remaining field work is completed, GIS will be finalized.

RESOLUTIONS & DISCUSSIONS:

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

RESOLVED: That the Board approves the 457 Retirement Plan changes proposed by David Coult of Milestone Financial.

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

RESOLVED: That the Board authorizes signing the Sewer Service Agreement for 303 and 335 Gilbertsville Road pending project approval by Douglass Township.

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

RESOLVED: That the Board authorizes signing the Sewer Service Agreement for 400 Gilbertsville Road.

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

RESOLVED: That the Board authorizes Solicitor Karver to send a letter requiring payment of 2 EDU's within 30 days or a municipal lien will be filed for the cost of 4 EDU's for Account Z199 Adam's Royal Car Wash.

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

RESOLVED: That the Board approves the final Escrow Release Request #4 for \$31,241.37 for Zern Tract Sanitary Sewer Interceptor Improvements.

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

RESOLVED: That the Board approves Escrow Release Request #2 for \$8,949.39 for Douglass Meadows Phase 2 (formerly Stafy II).

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

RESOLVED: That the Board accepts the proposal from Kline's Services for digester sludge hauling/disposal and tank cleaning with an estimated cost between \$14,257.50 to \$21,375.00 for 75,000 to 150,000 gallons of sludge.

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

RESOLVED: That the Board authorizes the payment of \$134,061.31 for the bills as presented.

The meeting was adjourned at 8:22 PM to executive session to review a personnel matter.

Respectfully submitted,

Christine L. Leister