

**A REGULAR MEETING  
BERKS-MONTGOMERY MUNICIPAL AUTHORITY  
JUNE 28, 2021**

A Regular Meeting was held at the Administration Building on June 28, 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	C. Leister
K. Showalter	

Upon a motion by Mr. Donovan, seconded by Mr. Corson and unanimously adopted, it was resolved to approve the minutes of the meeting held May 24, 2021.

**PUBLIC COMMENT:**

There was no public comment.

**PLANT REPORT:**

Mr. Moser presented the Plant Report in Mr. Christy's absence.

**OFFICE REPORT:**

Ms. Leister presented the Office Report. The status of each severely delinquent account was reviewed.

Mr. Moser and Solicitor Karver reported that Solicitor Karver's office will no longer handle Writ of Scire Facias and BMMA initiated Sheriff Sales. The person that handled these in the past retired and no one else is trained to do the work. Portnoff Law Associates handles collections for municipalities, they were contacted but had no interest in working with BMMA because of our low number of delinquent accounts. Mr. Moser and Solicitor Karver are researching law firms in our area that can handle this work for BMMA.

**AUTHORITY MANAGER REPORT:**

Mr. Moser presented the Authority Manager Report.

Mr. Moser reported a requirement was added to the Municipal Authorities Act that the annual audit and financial report of the authority must be presented at a meeting of the authority board, discussed publicly and requires an official vote of acceptance.

Mr. Moser reported Mr. Christy is still accepting resumes for the open Plant Operator position.

Mr. Moser recommended accepting the proposed terms of engagement letter for the 2021 FY financial audit submitted by Barbara Akins, CPA. The fee proposed is 3% higher than last year. A resolution is required.

Mr. Moser reported the policy adopted by BMMA for records retention in accordance with the Municipal Records Manual requires that disposing of records requires approval prior to disposition. The records listed in Resolution No. 2021-6 will be shredded following the approval of disposition. A resolution authorizing the disposal of records is required.

Mr. Moser reported the Muffin Monster grinder installed in 2015 at Pump Station 1 failed and needs to be replaced. JWC Environmental was unable to identify why the unit failed. JWC offered a 23.6% price reduction on the replacement unit at a cost of \$17,566.41. A resolution is required.

Mr. Moser reviewed a resolution to collect reimbursement of a special parts fee for new connections that will flow through the upgraded Zern interceptor. A resolution is required.

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. Per the Board’s direction from the May meeting, Solicitor Karver sent a letter to Mr. Heimer’s attorney. In response, Solicitor Karver received an email from Mr. Heimer’s attorney with a drawing of the proposed discharge meter design. SDE reviewed the drawing and is not recommending approval, a complete site plan to scale is required. After discussion with the Board, the Board directed Solicitor Karver to send a letter requiring plans and payment of 2 EDU’s in escrow be submitted within 60 days. If plans and EDU escrow of 2 EDU’s are not received within 60 days, BMMA will proceed with filing a municipal lien for the cost of 4 EDU’s as originally billed. A resolution is required.

Mr. Moser and SDE provided an update on the Digester Cover Replacement project. The sludge remaining was 7-10% solid, water needed to be added which required additional gallons to be removed. The contractor is requesting a change order since they needed to use another method and equipment for removal of the remaining sludge. The change order is being reviewed by SDE. Installation of the new cover is scheduled to begin on July 11.

Mr. Moser reported the project to repair 14 leaking manholes was completed by Mr. Rehab on June 16.

Mr. Moser reported bids were received for the Pump Station 2 grinder project rebid and SDE will review the results.

Mr. Moser reported the connection for 231 Middle Creek Road was completed on June 3.

Mr. Moser reported SDE will be submitting Escrow Release Request #2 for the 443 Congo Road project.

Mr. Moser provided an update on the Morysville Corrective Action Plan. Mr. Rehab repaired 5 manholes in the Morysville collection system. A Cues instructor guided BMMA staff while testing and grouting lines on Water Street.

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 reviewed the Pump Station 2 Grinder project rebid tabulation.

Contract A – General/Mechanical Construction lowest responsible bidder was Derstine Company LLC at a cost of \$72,000.00.

Contract B – Electrical lowest responsible bidder was Derstine Company LLC at a cost of \$12,000.00.

In addition, the bid submitted by Derstine Company LLC included a deduct amount of \$2,000.00 if awarded Contract A and Contract B.

SDE is recommending the Board authorize the “Notice of Intent to Award”, “Notice of Award” and the “Notice to Proceed” to Derstine Company LLC. The total amount of the bids for both Contract A and Contract B combined to be awarded is \$82,000.00 which includes the \$2,000.00 deduct amount. A resolution is required.

Mr. Showalter reported an email was received stating that the DEP General Permit is coming for the 2021 Sanitary Sewer Replacement Grant project.

Mr. Showalter reported the final site restoration work was completed for the 443 Congo Road project. Escrow Release Request #2 for \$3,400.00 was received and reviewed by SDE and he is recommending release of the funds. Payment is included in the bills. A resolution is required.

Mr. Unger requested the Board consider reimbursing SDE \$3,687.54 for the additional design work required for the Pump Station 2 Grinder project rebid. The Board agreed, SDE will invoice us for the amount.

#### RESOLUTIONS & DISCUSSIONS:

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

RESOLVED: That the Board accepts the terms of engagement for the FY 2021 financial audit submitted by Barbara Akins, CPA.

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

RESOLVED: That the Board authorizes disposal of the records listed in Resolution 2021-6.

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

RESOLVED: That the Board authorizes replacing the failed grinder at Pump Station 1 at a cost of \$17,566.41.

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

RESOLVED: That the Board approves the resolution to collect reimbursement of a special parts fee for new connections that will flow through the upgraded Zern interceptor.

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

RESOLVED: That the Board authorizes Solicitor Karver to send a letter requiring plans and payment of 2 EDU's in escrow be submitted within 60 days. If plans and payment of 2 EDU's in escrow are not received within 60 days, BMMA will proceed with filing a municipal lien for the cost of the 4 EDU's originally billed for Account Z199 Adam's Royal Car Wash.

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

RESOLVED: That the Board accepts the total bid of \$82,000.00 from Derstine Company LLC. for Contract A – General/Mechanical Construction and Contract B – Electrical for the Pump Station 2 Grinder project and authorizes the “Notice of Intent to Award”, “Notice of Award” and the “Notice to Proceed” to be sent to Derstine Company LLC.

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

RESOLVED: That the Board approves Escrow Release Request #2 for \$3,400.00 for 443 Congo Road.

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

RESOLVED: That the Board authorizes the payment of \$125,930.06 for the bills as presented.

The meeting was adjourned at 8:33 PM to executive session to review a personnel matter.

Respectfully submitted,

Christine L. Leister