

**A REGULAR MEETING  
BERKS-MONTGOMERY MUNICIPAL AUTHORITY  
DECEMBER 21, 2021**

A Regular Meeting was held at the Administration Building on December 21, 2021 at 7:00 PM EST with the following members present:

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

Also present:

J. Karver	L. Christy
K. Showalter	C. Leister
L. Farmer	

Upon a motion by Ms. Carpenter, seconded by Mr. Biehl and unanimously adopted, it was resolved to approve the minutes of the meeting held November 22, 2021.

**PUBLIC COMMENT:**

There was no public comment.

**PLANT REPORT:**

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

Mr. Christy reported the turbidity meter for Morysville should be in by the second week of January.

**OFFICE REPORT:**

Ms. Leister presented the Office Report.

BMMA registered as a vendor for a new Low Income Household Water Assistance Program that begins January 4, 2022. The program provides payment of existing arrearages, up to \$2,500, caused by the COVID-19 pandemic to prevent disconnection of services for low-income households. The Board requested more information on the program and how it effects collection of past due sewer bills. Further discussion of the program will be held at the next meeting.

A discussion was held on recouping charges assessed by Kenneth Picardi's office for creating and sending collection notices to accounts that are two or more quarters past due. The Diversified billing system has the ability to automatically charge a fee to accounts for notices. The Board decided to proceed with charging a fee of \$20 to sewer rental accounts that are two or more quarters past due beginning January 1, 2022. The BMMA Schedule of Fees and Charges will be updated to include the \$20 fee and language will be added to the past due notices advising customers of the fee. A resolution is required.

The status of the severely delinquent accounts was reviewed.

**AUTHORITY MANAGER REPORT:**

Mr. Farmer presented the Authority Manager Report.

Mr. Farmer reported the Montgomery County Conservation District completed the inspection for the Pump Station #1 and interceptor upgrade. Work has been accepted and the permit is now closed.

Mr. Farmer reported BMMA received reimbursement for the cost of the repairs for the sludge loader incident that occurred on November 1.

Mr. Farmer reported the Connection Permit and Tapping fees, Surety Bond and executed Sewer Service and Easement agreements were received for Oak Mill Subdivision.

Mr. Farmer reported in researching documentation for Berwind Estates Pump Station #5, BMMA staff discovered easements were never executed to provide right of way access to the discharge lines. Solicitor Karver prepared the necessary agreements. A resolution to accept and authorize signing the agreements is required.

Mr. Farmer presented a schedule of proposed meeting dates for 2022. Following discussion on the meeting dates, the following schedule was accepted. The Regular Meeting of the Berks-Montgomery Municipal Authority will be held at the Administration Building, 136 Municipal Drive, Gilbertsville, PA, at 7:00 P.M. on the following dates in 2022: January 24, February 28, March 28, April 25, May 23, June 27, July 25, August 22, September 26, October 24, November 22 (Tuesday), December 20 (Tuesday). All meeting dates must be advertised. A resolution is required.

Mr. Farmer reported the final 2021 audit report was attached to his report for review. Following discussion on the audit report, the Board accepted the report. A resolution is required.

Mr. Farmer provided an update on 1013 Reading Avenue (Plaza Azteca). SDE submitted an update to the Morysville STP Corrective Action Plan/Connection Management Plan to DEP and Mr. Farmer met with representatives from Douglass Berks. Douglass Berks directed their solicitor to work with BMMA's solicitor to draft an Inter-Municipal Agreement allowing connection of Plaza Azteca to the BMMA system and possibly other connections in the area. Further discussions need to be held with Douglass Berks.

#### 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 new display for the laser level monitoring system should arrive by the middle of January to complete the Digester Cover Replacement project.

Mr. Showalter reported the contractor is waiting for the delivery of the JWC grinder and Bilco Hatch for the Pump Station #2 Grinder project.

Mr. Showalter reported Wexcon anticipates work will start on January 10, 2022 for the 2021 Sanitary Sewer Replacement Grant project and should be completed in 2-3 weeks.

Mr. Showalter provided an update on the Church Hill Farms project. Plumbing plans were submitted and reviewed. A deduct meter is proposed for water used as part of the wine production process which will not flow into BMMA's system. Mr. Showalter requested authorization for the Solicitor to prepare a Sewer Service Agreement. A resolution is required.

RESOLUTIONS & DISCUSSIONS:

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

RESOLVED: That the Board authorizes charging a \$20 fee for sewer rental accounts that are two or more quarters past due beginning January 1, 2022.

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

RESOLVED: That the Board accepts and authorizes signing the agreements for Berwind Estates Pump Station #5.

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

RESOLVED: That the 2022 meeting dates be the dates proposed/selected in discussion and that the schedule is advertised as required.

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

RESOLVED: That the Board accepts the Annual Financial Report for Year Ended September 30, 2021.

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

RESOLVED: That the Board authorizes the Solicitor to prepare a Sewer Service Agreement for Church Hill Farms.

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

RESOLVED: That the Board authorizes the payment of \$112,323.34 for the bills as presented.

The meeting was adjourned at 8:32 PM.

Respectfully submitted,

Christine L. Leister