

**A REGULAR MEETING
BERKS-MONTGOMERY MUNICIPAL AUTHORITY
JANUARY 24, 2022**

A Regular Meeting was held at the Administration Building on January 24, 2022 at 7:00 PM EST with the following members present:

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

Also present:

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| J. Karver | L. Farmer |
| G. Unger | L. Christy |
| K. Showalter | C. Leister |

REORGANIZATION MEETING:

Ms. Leister read the slate of officers to serve in 2022 as follows:

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

Upon a motion by Mr. Toepel, seconded by Mr. Stauffer 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. Donovan presided.

Upon a motion by Ms. Carpenter, seconded by Mr. Toepel and unanimously adopted, it was:
RESOLVED: That Boyd & Karver be appointed to serve as legal counsel during 2022.

Upon a motion by Mr. Toepel, seconded by Mr. Biehl and unanimously adopted, it was:
RESOLVED: That Systems Design Engineering, Inc. (SDE) be appointed to serve as consulting engineering firm during 2022.

Upon a motion by Mr. Corson, seconded by Mr. Stauffer and unanimously adopted, it was:
RESOLVED: That Truist be appointed to serve as primary bank during 2022.

Upon a motion by Ms. Carpenter, seconded by Mr. Toepel and unanimously adopted, it was:
RESOLVED: That the Board authorizes the Authority Manager to pay wages to employees in accordance with the approved salaries and policy.

Upon a motion by Mr. Corson, seconded by Ms. Carpenter and unanimously adopted, it was:
RESOLVED: That purchasing limits for 2022 are set as follows:
Authority Manager - \$6,000.00

Upon a motion by Mr. Toepel, seconded by Mr. Stauffer and unanimously adopted, it was resolved to approve the minutes of the meeting held December 21, 2021.

PUBLIC COMMENT:

There was no public comment.

PLANT REPORT:

Mr. Christy presented the Plant Report.

Mr. Christy requested Board approval to purchase a new ditch aerator drive for B at a cost of \$8,088.16. In July 2021 we replaced oxidation ditch aerator drive A and had to wait 8 weeks for delivery. The drive for B is currently in stock. A resolution is required.

Mr. Christy reported the I & I program will now focus on the Basin 1 collection system that flows to Pump Station #1. Basin 1 is a high source of I & I impacting the Swamp Creek plant.

Mr. Christy requested Board approval to purchase a new lateral camera at a cost of \$11,429.00. BMMA's lateral camera is 15 years old, outdated and difficult to get serviced. The new camera has a bigger screen and views the interior of the pipe right side up. He received pricing from three suppliers, Supply House being the lowest. A resolution is required.

OFFICE REPORT:

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

AUTHORITY MANAGER REPORT:

Mr. Farmer presented the Authority Manager Report.

Elizabeth Marx of Pennsylvania Utility Law Project (PULP) did a remote presentation for the Board on the Low Income Household Water Assistance Program (LIHWAP). After the presentation, a discussion was held about BMMA's participation in the program. A resolution to ratify action of signing the LIHWAP Vendor Agreement is required.

Mr. Farmer reported he engaged Emily Branch of Cage Free Design to develop ideas for a customer outreach program. Ms. Branch was present at the meeting and reviewed a marketing proposal that included a logo she designed for BMMA.

Mr. Farmer provided an update on Adam's Royal Car Wash. He reported the water usage for the past 4 quarters equates to 16 EDUs. Payment for the 2 additional EDUs will remain in escrow until the new car wash is operational and water usage is evaluated. Mr. Farmer spoke with Mr. Heimer and he agreed.

An update was provided on 1013 Reading Avenue (Plaza Azteca). The Solicitor is preparing a Sewer Service Agreement. SDE signed off on flows, the planning module submission must be approved by Douglass/Berks.

Mr. Farmer recommended the Board approve the updated IRS standard mileage rate for use of a personal vehicle of \$0.585 per mile for 2022. A resolution is required.

Mr. Farmer presented a proposed fee schedule for 2022. The \$20.00 Administrative Fee for accounts past due two or more billing cycles was added, legal fees for Lien and Filing of Writ of Scire Facias were changed from \$200.00 to \$250.00 and a notation was added that legal fees associated with the collection of delinquent sewer rental charges are disclosed in Resolution 2021-8. A resolution approving the proposed fee schedule is required.

Mr. Farmer presented a Resolution recognizing George Moser's 13 years of outstanding service with BMMA and is requesting the Board adopt the Resolution. A resolution is required.

Mr. Farmer reported BMMA provides an allowance to plant staff of \$95.00 each year to purchase safety boots for work. He is requesting an increase to the work boot allowance from \$95.00 to \$150.00. A resolution is required.

Mr. Farmer reported Juneteenth is recognized as a federal and state holiday. Traditionally BMMA recognizes most federal and state holidays. Mr. Farmer asked the Board if they wanted to add Juneteenth as a holiday recognized by BMMA. There was no motion made to add Juneteenth to the list of holidays recognized by BMMA.

Mr. Farmer reviewed his strategic planning initiatives for 2022.

REPORTS OF OFFICERS & COMMITTEES:

SECRETARY:

Mr. Stauffer reviewed the list of correspondence.

SOLICITOR:

Mr. Karver had no report.

TREASURER:

No report.

ENGINEER:

Mr. Showalter presented the Engineers report.

Mr. Showalter reported SDE reviewed revised plans for the Gambone/Holly Road project and prepared a draft review letter #3. The developer has not addressed the Ritvalsky easement or use of the existing 135 EDUs.

Mr. Showalter reported SDE received and reviewed plans for Kelly Acres. This project is proposing five single family lots along Buchert Road. SDE prepared a Written Certification for approval and attachment to the DEP Planning Exemption request for five (5) EDUs. A resolution is required.

Mr. Showalter reported air and mandrel testing of lines for Zern Phase 2 has been completed. Vacuum testing of manholes and manhole inserts need to be completed.

Mr. Showalter provided an update on the Digester Cover Replacement project. The work related to the new display panel for the laser level monitoring system is now complete. Payment Application #3 for \$69,963.00 was received and reviewed by SDE. SDE is recommending final payment to WesTech in the amount of \$68,003.00 which includes withholding \$1,960.00 for payment BMMA made to Twifford Electrical Services for additional work required due to the faulty level control display unit. Payment for \$68,003.00 is included in the list of bills.

Mr. Showalter reported SDE is meeting with Mr. Farmer on February 2 to assist with editing/data storage of the GIS system.

Mr. Showalter reported the grinder has been installed at Pump Station #2, start-up and testing is being coordinated. Payment Application #1 for \$67,450.00 was received and reviewed by SDE and payment is included in the list of bills.

Mr. Showalter reported Wexcon started work on the 2021 Sanitary Sewer Replacement Grant project.

Mr. Showalter requested authorization for SDE to prepare Chapter 94 Reports as required by DEP. Draft reports for Swamp Creek and Morysville will be presented for review at the February 28, 2022 Board meeting. The reports must be submitted to DEP by March 31, 2022. A resolution is required.

RESOLUTIONS & DISCUSSIONS:

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

RESOLVED: That the Board approves purchasing a new ditch aerator drive for B at a cost of \$8,088.16.

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

RESOLVED: That the Board approves purchasing a new lateral camera at a cost of \$11,429.00.

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

RESOLVED: That the Board ratifies the action of signing the Low Income Household Water Assistance Program Vendor Agreement.

5 Aye (Donovan, Corson, Stauffer, Carpenter, Toepel) 1 Nay (Biehl)

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

RESOLVED: That the Board approves the updated IRS standard mileage rate for use of a personal vehicle of \$0.585 per mile for 2022.

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

RESOLVED: That the Board approves the proposed fee schedule for 2022.

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

RESOLVED: That the Board adopts the Resolution recognizing George Moser's 13 years of outstanding service with BMMA.

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

RESOLVED: That the Board approves increasing the work boot allowance for plant staff from \$95.00 to \$150.00.

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

RESOLVED: That the Board approves the Written Certification for the DEP Planning Exemption request for five (5) EDUs for Kelly Acres.

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

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

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

RESOLVED: That the Board authorizes the payment of \$292,100.78 for the bills as presented.

The meeting was recessed at 9:09 PM to the Employees' Pension Trust meeting.

The meeting was reconvened at 9:13 PM and adjourned at 9:15 PM to executive session.

Respectfully submitted,

Christine L. Leister