

**A REGULAR MEETING  
BERKS-MONTGOMERY MUNICIPAL AUTHORITY  
APRIL 25, 2022**

A Regular Meeting was held at the Administration Building on April 25, 2022 at 7:00 PM EDT with the following members present:

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

Also present:

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

Victor Frederick was present at the meeting to fill in for Solicitor Karver who was absent.

Ms. Carpenter arrived at the meeting at 7:32 PM.

Upon a motion by Mr. Stauffer, seconded by Mr. Toepel and unanimously adopted, it was resolved to approve the minutes of the meeting held March 28, 2022.

**PUBLIC COMMENT:**

There was no public comment.

**PLANT REPORT:**

Mr. Christy presented the Plant Report.

Mr. Christy reported on several maintenance items.

Mr. Christy reported BMMA received notice from Coyne Chemical of a 37% price increase for the polymer we purchase for dewatering the sludge. He purchased the polymer from Custom Environmental Technology and saved \$650.00. He is contacting other vendors to obtain pricing for polymer products.

Mr. Christy reported he suspended the PAC trial on April 18 due to a significant rain event. He resumed the trial on April 25.

Mr. Christy requested Board approval for Midway Industrial Supply to make repairs to the horizontal cake conveyor in the press building at a cost of \$6,867.48. The conveyor belt is deteriorated, repairs include a new two-way directional belt and 15 new rollers. He received a proposal from another vendor at a cost of \$9,300.00. A resolution is required.

**OFFICE REPORT:**

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

A discussion regarding existing BMMA credit cards was held. There are currently three Visa business credit cards issued in the names of the Authority Manager, Plant Superintendent and Office Manager with various credit limits. There is also a Tractor Supply store credit card with a \$1,000.00 credit limit. The Board wants only one Visa business card issued in BMMA's name with a \$5,000.00 credit limit. The Office Manager will maintain possession of the card and will be responsible for the use of the card. The Tractor Supply store credit card can remain open and the Plant Superintendent will maintain possession of the card. A resolution is required.

AUTHORITY MANAGER REPORT:

Mr. Farmer presented the Authority Manager Report.

Mr. Farmer reported he and Ms. Leister met with Dave Coult and Emily Moore of Milestone Financial for the annual review of BMMA's 457 Plan. Milestone completed a fund-by-fund review and, based on the review, two investments were placed on the watch list. Mr. Coult is not recommending any changes at this time.

Mr. Farmer provided an update on responses received to the annual usage review for commercial properties since the last meeting.

Account BE032 – Larry and Stacey Moser, 173 W. Spring St., needs 1 EDU. A repair permit was issued to remove the sink in the salon and change from home commercial to residential.

Account Z042 – Frecon Farms, 501 S. Reading Ave., needs 1 EDU. Owner agreed to purchase 1 EDU, payment is expected soon.

Account Z270 – McDevitt Realty, 429 Hoffmansville Rd., needs 1 EDU. Insufficient documentation was provided, additional documentation of repair was requested.

Mr. Farmer reported an RFP for installing fiber optic cable between the WSC plant and the Administration building was sent to three contractors. Responses are expected over the next few weeks.

Mr. Farmer reported BMMA received an Application for Review of Sanitary Sewer Projects and escrow deposit for the Neighborhood Hospital and Medical Office Building proposed at Route 100 & Grosser Road.

Mr. Farmer reported he and Mr. Stauffer met with representatives from Douglass Township Berks County. They expressed interest in joining BMMA and holding a seat on BMMA's Board. This will be discussed at their Board of Supervisors meeting on May 9. If the township is interested in pursuing further, they will need to have discussions with Douglass Township Montgomery County and Colebrookdale Township regarding the Board seat.

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 additional water usage information was submitted to SDE to determine the number of EDU's initially required for Plaza Azteca. The peak usage of 1,833 gallons per day equates to 14 EDU's. The Sewer Service Agreement was revised to include 14 EDU's.

Mr. Showalter reported Escrow Release Request #4 for \$25,241.72 for Zern Tract Phase 2 was received and reviewed by SDE and he is recommending release of the funds. A resolution is required.

Mr. Showalter reported Bond Reduction Request #1 for \$381,496.24 for Country View was received and reviewed by SDE and he is recommending reduction of the bond. A resolution is required.

Mr. Showalter provided an update on the 2021 Sanitary Sewer Replacement Grant project:

Wexcon performed site restoration and submitted Payment Application #2-Final requesting \$17,687.00. The Payment Application was reviewed by SDE and payment is included in the list of bills.

SDE prepared Change Order #1 for \$1,170.00 for a final contract price adjustment to reflect actual quantities of materials used. Contract bid price was \$111,694.00 and final contract price was \$110,524.00. A resolution is required.

SDE prepared CFA Grant Payment Request #2 for \$17,884.00. A resolution is required.

Mr. Showalter reported SDE prepared the renewal for the Waste Management Industrial User Permit. Waste Management is not discharging to BMMA but requested the permit be renewed. A resolution is required.

Mr. Showalter reviewed a preliminary conversion analysis prepared by SDE estimating costs to convert the Morysville WWTP into a pump station and send the flow to the West Swamp Creek plant. An upgrade of the WSC plant would be required to take the additional flow from Morysville.

### RESOLUTIONS & DISCUSSIONS:

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

RESOLVED: That the Board approves repairs to the horizontal cake conveyor in the press building at a cost of \$6,867.48.

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

RESOLVED: That the Board authorizes closing the three Visa business credit cards issued in the names of the Authority Manager, Plant Superintendent and Office Manager and opening a business credit card in BMMA's name only with a \$5,000.00 credit limit. The Office Manager will maintain possession of the card and will be responsible for the use of the card. The Tractor Supply store credit card can remain open and the Plant Superintendent will maintain possession of the card.

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

RESOLVED: That the Board approves Escrow Release Request #4 for \$25,241.72 for Zern Tract Phase 2.

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

RESOLVED: That the Board approves Bond Reduction Request #1 for \$381,496.24 for Country View.

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

RESOLVED: That the Board approves Change Order #1 for \$1,170.00 for the 2021 Sanitary Sewer Replacement Grant project.

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

RESOLVED: That the Board approves the CFA Grant Payment Request #2 for \$17,884.00 for the 2021 Sanitary Sewer Replacement Grant project.

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

RESOLVED: That the Board approves renewing the Industrial User Permit for Waste Management.

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

RESOLVED: That the Board authorizes the payment of \$116,189.15 for the bills as presented.

The meeting was adjourned at 8:40 PM.

Respectfully submitted,

Christine L. Leister