

**A REGULAR MEETING  
BERKS-MONTGOMERY MUNICIPAL AUTHORITY  
JANUARY 25, 2021**

A Regular Meeting was held via a Zoom video conference on January 25, 2021 at 7:00 PM EST. Notice that the meeting was to be held electronically was advertised in The Mercury on December 24, 2020. The following members were present:

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

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

**REORGANIZATION MEETING:**

Ms. Leister read the slate of officers to serve in 2021 as follows:

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

Upon a motion by Ms. Carpenter, seconded by Mr. Donovan 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. Toepel presided.

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

RESOLVED: That Boyd & Karver be appointed to serve as legal counsel during 2021.

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

RESOLVED: That Systems Design Engineering, Inc. (SDE) be appointed to serve as consulting engineering firm during 2021.

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

RESOLVED: That Truist be appointed to serve as primary bank during 2021.

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

RESOLVED: That the Board authorize the Authority Manager to pay wages to employees in accordance with the approved salaries and policy.

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

RESOLVED: That purchasing limits for 2021 are set as follows:

Authority Manager	-	\$6,000.00
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Upon a motion by Ms. Carpenter, seconded by Mr. Biehl and unanimously adopted, it was resolved to approve the minutes of the meeting held December 22, 2020.

PUBLIC COMMENT:

There was no public comment.

PLANT REPORT:

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

In December the West Swamp Creek plant exceeded the permit limit for monthly average of Aluminum. A review of all process operations did not indicate any issues.

OFFICE REPORT:

Ms. Leister presented the Office Report.

AUTHORITY MANAGER REPORT:

Mr. Moser presented the Authority Manager Report.

Mr. Moser recommended the Board approve the updated IRS standard mileage rate for use of a personal vehicle of \$.56 per mile for 2021. A resolution is required.

Mr. Moser presented a proposed fee schedule for 2021. The Engineer requested an increase of the lateral inspection fee from \$250 to \$500. A resolution is required.

Mr. Moser reviewed the results of the 2020 annual financial audit. After discussion by the Board, it was determined a review with the Auditor was not required.

Mr. Moser reported Garry Kulp of 449 Congo Road is requesting an EDU so he can proceed with a connection when the new service line for 443 Congo Road is approved for flow. A resolution is required.

Mr. Moser reported the Chestnut Street bridge in Bechtelsville is schedule to be replaced. Based on preliminary plans, there should be no impact to BMMA.

Mr. Moser reported Colebrookdale Township approved the subdivision of 603 N. Reading Avenue subject to the installation of a new lateral for one of the two buildings on the property. In 2005 a second unit was connected through the original lateral. The property owner will be submitting a lateral connection plan for the revised connection.

Mr. Moser reported he developed a lateral connection procedure outlining the steps to connect a new lateral to existing lines. He is requesting that the Board adopt the written procedure. A resolution is required.

Mr. Moser reported BMMA received a request from Earl Township to consider processing sanitary waste from areas that they are evaluating in their Act 537 plan. After discussion with the Board and SDE, it was decided that the response to Earl Township will be that BMMA has no available capacity at the Morysville plant and that a study could be conducted if they are willing to share in the cost.

Mr. Moser reported the connection to 158 Buchert Road was completed on December 23, 2020 and a Bill of Sale is required.

Mr. Moser reported the Highway Occupancy Permit for the BASD Maintenance Building project is scheduled to expire in February 2021. The Engineer for the School District requested the permit be closed since the School District will not have funding to complete the project in the near future.

Mr. Moser reported the Dystor cover was received by BMMA. SDE has recommended Payment Application #2 for \$112,744.80 and payment is included in the list of bills.

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 requested authorization for SDE to prepare Chapter 94 Reports as required by DEP. Reports for Swamp Creek and Morysville will be presented for review at the February 22, 2021 Board meeting and must be submitted to DEP by March 31, 2021. A resolution is required.

Mr. Showalter reported the contractor substantially completed the work for the Morysville MH 96 Streambank Stabilization project during the week of January 11, 2021. Final permanent restoration will be completed after March 15. Payment Application #1 for \$28,165.84 was received and reviewed by SDE and payment is included in the list of bills. SDE prepared a Certificate of Substantial Completion along with a Punch List. A resolution is required.

Mr. Showalter reported construction for Stafy 2 is complete. Sewer lines have been pressure tested. Vacuum testing of the manholes is needed. Escrow Release Request #1 for \$121,328.47 was received and reviewed by SDE and he is recommending release of the funds. A resolution is required.

RESOLUTIONS & DISCUSSIONS:

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

RESOLVED: That the Board approves the updated IRS standard mileage rate for use of a personal vehicle of \$.56 per mile for 2021.

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

RESOLVED: That the Board approves the proposed fee schedule for 2021.

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

RESOLVED: That the Board approves one (1) EDU for 449 Congo Road.

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

RESOLVED: That the Board approves the lateral connection procedure developed by Mr. Moser.

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. Donovan, and unanimously adopted, it was:

RESOLVED: That the Board approves the Certificate of Substantial Completion for the Morysville MH 96 Streambank Stabilization project.

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

RESOLVED: That the Board approves Escrow Release Request #1 for \$121,328.47 for Stafy 2.

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

RESOLVED: That the Board authorizes the payment of \$305,665.73 for the bills as presented.

The meeting was adjourned at 8:02 PM.

Respectfully submitted,

Christine L. Leister