

DATE: Wednesday, February 28, 2024

The regular monthly meeting of the Womelsdorf-Robeson Joint Authority was held Wednesday, February 28, 2024 at 7:00 p.m. in the Womelsdorf Borough Hall.

Please be advised that to assist the Secretary in the preparation of minutes, the Secretary records the meeting. The recording is deleted after the minutes are prepared and no permanent recording is kept by the Secretary.

The following members were present:

Steve Bright	Ralph Honigmann	Matthew Miller	Rod Lebo
Mark Spotts	Barbara Orth		

Jack Morris was absent.

Engineer, Jason Coyle and Dennis Miller (Authority Operators) was also in attendance. Solicitor Jestyn Payne was absent. Joan London attended in his place.

The meeting was opened with the Pledge to the Flag of the USA.

Visitors: Tim Stoltzfus, 206 Furnace St. came to comment that he received the letter sent by the WRJA solicitor regarding encroachment on WRJA property. He noted 3 issues in letter:

1. Equipment – he will remove from WRJA property.
2. Garage located on a poured concrete pad. Heidelberg Township gave him the permit and he thought he was 6' from the property line. He could find no visible pins. He is requesting consideration of easement or to purchase some property from WRJA.
3. Questioning the timber removal. He stated he talked to someone about cutting down dead trees from WRJA but could not remember who.

Chairman stated that we are different from the township and had nothing to do with issuance of permit. We can provide information on the survey that was done by SSM.

Asked Mr. Stoltzfus to put his issues/comments in writing to Solicitor Payne. Board will discuss in executive session. Chairman mentioned that we have a forester who knows what is going on. No permits were given by WRJA to cut firewood.

Secretary's Report:

1. The minutes of the meeting held Wednesday, January 24, 2024 were reviewed and approved on a motion by Rod Lebo, seconded by Ralph Honigmann. Motion carried.
2. Correspondence: K2 Renew – Solar Farm proposal, Certificates of Liability from Kohl Bros Inc., and Allgyer Enterprises, LB Water Year-end inventory (emailed to Dennis, Ralph, Steve), Email and letter from Diversified regarding no longer entering manual payments, USDA Funding announcement (gave to Jason).
3. Diversified is asking me to contact them for training. I was having trouble contacting them. Dennis said they are having a lot of personnel changes, they got more clients and right now a stomach illness is going through the office. I will continue to reach out to them for training. Clients are having issues contacting them too, but this should be a temporary issue. Treasurer and Mark Spotts commented they were kicking around ideas of a consortium for various utilities that use Diversified.

Treasurer's Report:

1. The Treasurer's Report showing a balance of \$2,238,741.66 was approved on a motion by Barbara Orth, seconded by Mark Spotts. Unanimously approved.
2. Bills in the amount of \$38,256.71 were presented for payment, which were ratified or approved on motion by Barbara Orth, seconded by Mark Spotts. Motion was unanimous.

3. Edward Jones statements are available upon request.
4. Audit is back from Barbara Akins. Reviewed the comments. Minor issues that have been addressed. Motion to accept the audit made by Barbara Orth, seconded by Ralph Honigmann. Motion carried.
5. PMRS 2022: Audit is complete.

Engineer's Report:

1. Robesonia-Wernersville Sewer Authority has decided to move forward with adding the Sewer System to GIS and will contact us to propose options to work with our GIS system. No Update
2. Lead Service Inventory: Spreadsheet was developed by GIS for WRJA staffing to self-report. Staffing delivered 100 letters to request meter inspections to verify a section of town. Staffing is meeting with SSM to review spreadsheet requirements. DEP has a spreadsheet, but it is extremely difficult to use. DEP will upload our spreadsheet information into their system. Reporting curb to house. October 2024 is deadline for action plan. Talking about digging 18" before and after shut off. As built records will protect us. The guy who put meters in for radio reads took pictures of each one put in. Operators are trying to get access to these pictures. Dustin & Dennis handed out about 100 letters for lines that Glenn is not 100% sure of. Otherwise, should be ductile iron pipe ¾ K. We are going to cover ourselves with what we are doing. Dennis is sure we will have this done by midsummer.
3. 2023 LSA Grants, which have not yet been awarded. No update.
4. Wawa-Robesonia Meter Pit Review for Brian Yoder PM, Hershey Excavating. WRJA provided direction on the required sizing for the Meter Pit. No Update
5. GIS Update: Staffing is getting trained to mark up the GIS updates in the field. SSM will need to verify to save to the cloud. We have been working to update all our projects to date and verifying accuracy within the existing system. Dennis has a license for the GIS system that the Authority owns. He can make field modifications to GIS system right in the field. Asking the board what they are comfortable spending per month to spend time on monthly basis to update system by SSM? Dennis takes pictures in the field. It's saved to WRJA. Evo Andreatti/SSM verifies and puts into cloud & GIS master. Dennis cannot download an as built and put it in. He does not know how and does not have the equipment. Will invite Evo to come to meeting. Our guys are doing as much as possible.
6. 2023 Water Main Update: As builts are complete and are loaded into GIS. Mislabeled the project last month. Apologize for misunderstanding. Copies were delivered to the staffing.
7. Jack Keener – Furnace Village II. Update: Survey verified the 2019 easement will need to be reviewed by HNT. I reached out to them. Update: Survey crew could not get the coordinates to match what was on the plan. HNT will check coordinates.
8. Russ Diamond, Lebanon State Rep, meeting scheduled for March 5th. WRJA has been included within the invite list. Location: The Myerstown Borough Auditorium, 101 S Railroad St, Myerstown at 9:30 AM to review PFAS, lead inventory, why we don't receive grants.
9. East High Street Subdivision Update: Easements for water main on Cherry Alley. Update: On hold until we hear from C2C.
10. SSM is preparing the second round of the Back Flow Prevention Letters Update: Full list went out this month and now all letters have been sent. Responses are coming in.
11. 2024 Project Discussion: Would like to initiate conversation to prepare documents on Main Replacement from 3rd St West to 6th St. W High Street to convert all to 8".

12. Chairman reminded about the tank painting. Jason said it's on his list of questions. We must have project bid. Do we want to prepare a bid? Gold Spring tank should be first. Go ahead and prepare bid. There is bid work done on this already. Will do base bid and then alternate for second tank. Dennis said Stoltzfus was recommended by MBA. He believes they are COSTARS. Dennis recommends the fellow that ran the robot to do the inspecting. He would be worthwhile having to do that. Motion to prepare instructions to assemble documents and prepare recommendations made by Matthew Miller, seconded by Ralph Honigmann. Motion carried.

13. Annuals reports are due the end of the month. Working on them now.

Solicitor's Report:

1. 2024 Reorganization Resolution: Signed
2. 2024 Compensation Resolution: Signed
3. Audit: Ralph covered in his report. It is a clean report. Are there any requirements to keep depreciation schedule?

Operator's Report:

1. Meters are read and bills are out. Will be reading again in April.
2. Fixed problem meters
3. Fixed leak on Sheridan line and on High Street.
4. Started exercising valves
5. Update on Well 1 Pump: Glenn talked to someone and still waiting on parts.
6. Update on loggers: Doing a really good job.
7. Blatt & Myers went over electric in pump houses. Everything looks good.

Chairman's Report:

1. PPL Easement: Solicitor wrote a letter because they shouldn't need an access...there are already two accesses. They should not need a third.
2. Health insurance: Done and in place. Received new premium.
3. Dennis Miller is certified. Needs two certs for corrosion control. He does not need them yet but will in future. Will not need to give Glenn a stipend any longer. Thank you, Glenn and congratulations Dennis!

Other Board Member Comments:

None

Went into Executive Session at 8:14 PM for discussion on land encroachment. Came out of Executive Session at 8:20 PM.

Motion to Adjourn at 8:20 PM by Barbara Orth, seconded by Ralph Honigmann. Motion carried.

Next meeting: **Wednesday, March 27, 2024 at 7PM** at the Womelsdorf Borough Hall.

Respectfully submitted,

Barbara Orth
Secretary