

DATE: Wednesday, January 26, 2022

The regular monthly meeting of the Womelsdorf-Robeson Joint Authority was held Wednesday, January 26, 2022, 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:

Randy Gartner	Ralph Honigmann	Steve Bright	Rod Lebo
Mark Spotts	Jack Morris	Barbara Orth	

Engineer David Bright, Solicitor Jestyn Payne, Glenn Eberly and Dennis Miller (Authority Operator) were also in attendance.

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

2022 Reorganization Meeting Held January 26, 2022

1. Upon motion by Ralph Honigmann, seconded by Barbara Orth, Jack Morris is nominated to temporarily chair this meeting of the Womelsdorf-Robeson Joint Authority until a Chairman is duly elected. A vote on the motion was called. The motion was unanimously approved.
2. **Member at Large** – Upon motion by Ralph Honigmann, seconded by Rod Lebo, Steve Bright was reappointed for a 5-year term. Motion carried. Steve Bright abstained.
3. **Chairman** - Upon motion by Steve Bright, seconded by Ralph Honigmann, Randy Gartner is nominated as Chairman of the Authority to serve until such time as his successor is duly elected. Steve Bright moved that the nomination for the office of Chairman be closed. A vote on the motion was called. The motion was unanimously approved by all those voting. Randy Gartner abstained.

The Chairman then takes over the voting process and continues the reorganization meeting.

4. **Vice Chairman** - Upon motion by Steve Bright, seconded by Barbara Orth, Albert (Jack) Morris is nominated as Vice Chairman of the Authority to serve until such time as his successor is duly elected. Barbara Orth moved that nominations for the office of Vice Chairman be closed. A vote on the motion was called. The motion was unanimously approved by all those voting. Albert (Jack) Morris abstained.
5. **Secretary** - Upon motion by Steve Bright, seconded by Jack Morris, Barbara Orth is nominated as Secretary of the Authority to serve until such time as her successor is duly elected. Steve Bright moved that the nominations for the office of Secretary be closed. Vote on the motion was called. The motion was unanimously approved by all those voting. Barbara Orth abstained.
6. **Treasurer** – Upon motion by Barbara Orth, seconded by Rod Lebo, Ralph Honigmann is nominated as Treasurer of the Authority to serve until such time as his successor is duly elected. Steve Bright moved that the nominations for the office of Treasurer be closed. A vote on the motion was called. The motion was unanimously approved by all those voting. Ralph Honigmann abstained.
7. **Assistant Secretary** – Upon motion by Barbara Orth, seconded by Jack Morris, Steve Bright is nominated as Assistant Secretary of the Authority to serve until such time as his successor is duly elected. Barbara Orth moved that the nominations for the office of Assistant Secretary be closed. A vote on the motion was called. The motion was unanimously approved by all those voting. Steve Bright abstained.

8. **Assistant Treasurer** – Upon motion by Steve Bright, seconded by Barbara Orth, Rod Lebo is nominated as Assistant Treasurer of the Authority to serve until such time as his successor is duly elected. Steve Bright moved that the nominations for the office of Assistant Treasurer be closed. A vote on the motion was called. The motion was unanimously approved by all those voting. Rod Lebo abstained.
9. **Assistant Secretary/Treasurer** – Upon motion by Barbara Orth, seconded by Jack Morris, Mark Spotts is nominated as Assistant Secretary/Treasurer of the Authority to serve until such time as his successor is duly elected. Steve Bright moved that the nominations for the office of Assistant Secretary/Treasurer be closed. A vote on the motion was called. The motion was unanimously approved by all those voting. Mark Spotts abstained.

Personnel Committee (Incumbents – Steven Bright, Albert (Jack) Morris and Mark Spotts) Upon motion by Barbara Orth, seconded by Rod Lebo, Steven Bright, Albert (Jack) Morris and Mark Spotts are nominated to the Personnel Committee to serve until such time as their successors are duly elected with Steven Bright acting as Chairman thereof. Barbara Orth moved that the appointments for the Personnel Committee be closed. A vote on the motion was called. The motion was unanimously approved by all those voting. Steven Bright, Albert (Jack) Morris and Mark Spotts abstained.

Budget Committee (Incumbents – Ralph Honigmann, Rod Lebo and Barbara Orth) Upon a motion by Jack Morris, seconded by Steve Bright, Ralph Honigmann, Rod Lebo and Barbara Orth are nominated to the Budget Committee to serve until such time as their successors are duly elected, with Ralph Honigmann acting as Chairman thereof. Steve Bright moved that the appointments for the Budget Committee be closed. A vote on the motion was called. The motion was unanimously approved by all those voting. Ralph Honigmann, Rod Lebo and Barbara Orth abstained.

Physical Plant and Equipment Committee (Incumbents – Albert (Jack) Morris, Randall Gartner and Mark Spotts) Upon motion by Barbara Orth, seconded by Rod Lebo, Albert (Jack) Morris, Randy Gartner and Mark Spotts are nominated the Physical Plant and Equipment Committee to serve until such time as their successors are duly elected, with Albert (Jack) Morris acting as Chairman thereof. Steve Bright moved that the appointments for the Physical Plant and Equipment Committee be closed. A vote on the motion was called. The motion was unanimously approved by all those voting. Albert (Jack) Morris, Randy Gartner and Mark Spotts abstained.

Upon motion by Jack Morris, seconded by Rod Lebo and adopted by unanimous vote of the Board, **(Incumbents - David M. Bright, P.E., and Spotts, Stevens and McCoy, Inc.)**, David M. Bright, P.E., and Spotts, Stevens and McCoy, Inc. are appointed to serve as engineer of the Authority, that **(Incumbents - Jestyn G. Payne, Esq., and Kozloff Stoudt Professional Corporation)** Jestyn G. Payne, Esq., and Kozloff Stoudt Professional Corporation are appointed to serve as solicitor to the Authority and that **(Incumbent – Barbara Akins, Certified Public Accountant)**, Barbara Akins, Certified Public Accountant are appointed to serve as the auditor of the Authority. Jack Morris moved that the appointments for engineer, solicitor and CPA be closed. The motion was unanimously approved by all those voting.

The regular meeting begins with **visitors** as follows:

Sherry Weaver attended to observe.

Mr. Michalowski: Solicitor advised him documents sent to Attorney Miller.

Forester, Joe Brackman: Made presentation to the board regarding harvesting of trees and the bid process. Motion to accept proposal as noted in contract of 1/25/22 was made by Mark Spotts, seconded by Jack Morris. Motion carried. Kozloff Stoudt will advertise.

Secretary's Report:

The minutes of the meeting held Wednesday, December 22, 2021 were reviewed and approved on a motion by Ralph Honigmann, seconded by Jack Morris. Motion carried.

Passed around the WRJA contact list to board to make changes if needed.

Read correspondence:

Certificate of liability from Kohl Bros Inc,

The Authorities publication regarding board member training: March 11 or March 24,

Diversified Technology letter (previously sent via email). Glenn spoke to Tom Tobin and we are up to date.

Letter from Heidelberg Twp regarding notice to terminate water service due to non-payment of sewer service of upwards of \$7,000 (315 E Lincoln Av). Notified Glenn and Dennis. They did turn water off.

Treasurer's Report:

1. The Treasurer's Report showing a balance of \$2,179,213.58 was approved on a motion by Jack Morris, seconded by Barbara Orth. Unanimously approved.
2. Bills in the amount of \$144,135.21 were presented for payment, which were ratified or approved on motion by Jack Morris, seconded by Barbara Orth. Motion was unanimous.
3. Paid A.H. Moyer \$106,309.80 for the water main project.
4. Motion to disburse \$15,945. annuity payment to Bruce Weaver by Steve Bright, seconded by Ralph Honigmann. Motion carried.
5. Audit completed and distributed to board members.
6. Distributed annual Ethics reports for board members to complete.

Engineer's Report:

1. Water Main Project: Most in ground. West Road left to do. Completion and tested – payment made to A.H. Moyer.
2. Furnace Hill: Final plans received. Water main has been looped through the project, easement addressed, recommended no trees or light pole located in the off-street easement. Need escrow. Unsure of where borough stands.
3. Wawa: Waiting for the borough variance.
4. Zimmerman/Martin Subdivision: Letter sent in November.
5. Richland/Newmanstown: Wrote letter to Lebanon County to inquire if funds were available similar to Berks County. They replied no, they are using funds differently.
6. Dollar General: Received drawings. Putting in water service. Developer will address.
7. Big Spring Property: Pam Stevens, Lower Heidelberg Twp Manager drafted an application to Berks County proposing water main connections.

Several phases –

- a. Extending line from Old W Penn to 422
- b. Pipe from Big Spring Rd along 422 to High School/western end.
- c. Line from Jubilee along 422 (to spur development).

Noted it is odd that no one contacted us prior.

8. Annual Consumption Summary: Distributed to board for review.
9. Consumer Confidence Report: Will do.
10. Annual Reports: Working on them.
11. EPA - PFA's: Received email stating the Authority must register online so we can receive correspondence related to requirements of the next Unregulated Contaminants Monitoring Rule to collect drinking water samples as stated in the email.

Solicitor's Report:

1. Reading Eagle: 2022 Meetings advertised on 1/06/22. Paper and digitally.
2. Officer's Salaries: On a motion by Steve Bright, seconded by Jack Morris, officer's salaries will remain the same as in 2021. Motion carried.
3. Insurance Renewal: Motion to renew and Chairman to execute made by Ralph Honigmann, seconded by Steve Bright. Unanimously approved.
4. Audit: Very impressed with Barbara Akins and company. There was 1 issue with Glenn's payout. This cost the Authority and Glenn some additional taxes therefore, Kozloff Stoudt will make it right. On a motion by Jack Morris, seconded by Barbara Orth, the audit was accepted. Motion carried.
5. Michalowski Easement: Motion to execute was made by Barbara Orth, seconded by Ralph Honigmann. Motion carried.
6. Strickler Corporation: Attorneys are working on litigation.
7. 2022 Tractor: Glenn had suggested Omnia Partner's, but Solicitor noted that they are not in the Commonwealth of PA. Glenn got 3 quotes through the Costars program. Ford New Holland (\$28,971 out and \$26,000 trade in), Kubota(\$23,970 out and \$30,000 trade in), and John Deere (\$23,409 out and \$26,500 trade in). Motion by Jack Morris, seconded by Steve Bright to purchase the John Deere. Motion carried. Glenn recommends trading in every 4-5 years.
8. Berks Trail Works: Received certificate of insurance. Solicitor has an event agreement and individual agreement (for participants). He will add something about the proposed logging but Mark Spotts does not think this will affect them. Solicitor will send to Ruth Morawski for input. Mark will send Berks Trail Works a copy of the map from Joe Brackman. Motion to finalize and Chairman to sign was made by Mark Spotts, seconded by Ralph Honigmann. Unanimously approved.
9. Taking of West Road: On a motion by Steve Bright, seconded by Jack Morris a check in the amount of \$250 will be issued as compensation for Declaration of Taking of West Road.
10. Sheriff Sale: Marcie has filed a claim for 322 Dogwood Lane.

Operator's Report:

1. Meters are read, bills are out
2. Water Distribution System
3. Fixed leak at 291 N Sheridan Road
4. Fixed leak at 401 Lyman Avenue
5. Fixed hit hydrant 451 W Penn Avenue
6. McDonalds tie in to Boyers – done
7. Working on Locust Lane main replacement
8. Shut off water at 315 E Lincoln for non-payment of sewer.
 - a. Request by Heidelberg for a bill to shut off. Board discussed. We never generated bill before. Will handle the way it's been.
9. Discussed the upcoming foresting. Clear cutting is a good way to generate new growth.

Chairman's Report:

None

Other Board Member Comments:

Mark Spotts:

Computer contract with Smrtguys for \$7,980 for 8 camera's at barn, house, pump house, power line, Gold Spring tank, gate and inside barn. Motion made by Steve Bright, seconded by Mark Spotts to purchase all 8 cameras. Motion carried.

Billing system: Ed Denver of LB Water Service worked with Mark and Dennis to train them in the use of the radio reads and billing system. Mark noted it is a nice system. He also mentioned the board should think about the fact that we are currently giving the reads freely to the sewer companies.

Steve Bright:

At 8:42 PM we went into executive session to discuss personnel matters.

At 8:56 PM we came out of executive session. On a motion by Steve Bright, seconded by Jack Morris and unanimously approved to offer the operator position to Dustin Miller at the rate of \$27.50/hour. There will also be benefits including health insurance, 2 weeks' vacation, PMRS pension plan and 7 paid holidays. Employees will also be able to take trucks home in case of emergencies.

Steve also brought up offering life insurance to all full-time employees. He recommended looking into a different pension plan such as a 403B.

Next meeting: Wednesday, February 23, 2022 at 7PM at the Womelsdorf Borough Hall.

Motion to Adjourn at 9:02 p.m. by Mark Spotts, seconded by Randy Gartner. Motion carried.

Respectfully submitted,

Barbara Orth
Secretary