

DATE: Wednesday, December 22, 2021

The regular monthly meeting of the Womelsdorf-Robeson Joint Authority was held Wednesday, December 22, 2021 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 Operators) were also in attendance.

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

**Visitors:** Mr. Michalowski – Per Solicitor, finalized easement agreement was sent to Attorney Miller. Solicitor will call Attorney Miller tomorrow. Need work on 1 exhibit.

### **Secretary's Report:**

The minutes of the meeting held Tuesday, November 23, 2021 were reviewed and approved on a motion by Jack Morris, seconded by Mark Spotts. Motion carried.

Correspondence:

Received: Letter from SSM regarding Zimmerman/Martin Subdivision, Letter from SSM regarding Furnace Hill Subdivision, Letter from Guardian regarding pending death claim (emailed to Treasurer), Email from Mark Spotts regarding new computer and associated fees, The Authorities 2022 Roster Sheet.

Sent: Letter to Platinum Home Services – they sent us check that should have gone to Womelsdorf Sewer Authority.

Miscellaneous: Article in Myerstown Merchandiser regarding Steven Goodhue of Edward Jones.

### **Treasurer's Report:**

1. The Treasurer's Report showing a balance of \$2,186,278.98 was approved on a motion by Steve Bright, seconded by Rod Lebo. Unanimously approved.
2. Bills in the amount of \$29,588.25 were presented for payment, which were ratified or approved on motion by Steve Bright, seconded by Rod Lebo. Motion was unanimous.
3. Auditor, Brittany Jones asked us to raise our capitalization to \$50,000 since we do not depreciate our assets. This will help to categorize items properly. We did get a consensus from the board via email but now that we are meeting Ralph made a motion to increase the capitalization from \$30,000 to \$50,000. They will soon be finished with the audit. Waiting for reports from Diversified. Auditor suggested for Guardian, should use a 1099R for Bruce Weaver's payout. The auditor will help Ralph with this.
4. Edward Jones: In November, transferred \$1,000,000. Included information in the Treasurer's report and handed out a statement. Ralph reviewed statement with the board.
5. Guardian: Called to verify that Ralph is in charge of the account. Ralph forwarded them a letter that the Secretary had prepared for Rick Speicher's office when working on Glenn's annuity completion. May need a resolution if they do not accept.

## **Engineer's Report:**

1. Water Main Project: Chairman signed the change order confirming the 90-day extension. AH Moyer did start work this week. The casing pipe was installed under Route 422.
2. Furnace Hill Subdivision: Board was sent a plan review letter on December 1. Waiting for developer and his consultant to address comments in the letter.
3. Wawa Project: Waiting for preliminary plans.
4. Capital Improvements: Nothing to comment at this time.
5. Zimmerman/Martin: Plan review letter was distributed to board. Waiting for their comments.
6. Emergency Response Plan: EPA requirement that Authority needs to comply with. Glenn, Dennis and Engineer need to review and update. Then will finalize.
7. Richland/Newmanstown: Sent letter to Lebanon County administrator to inquire about American Rescue Plan and if Lebanon County has a similar program as Berks County involving infrastructure. Would there be money available for joint project? If so, would Newmanstown/Richland be interested?
8. Dollar General: Received plan review fee of \$2,000. This will be located in the field behind McDonald's.

## **Solicitor's Report:**

1. Michalowski Agreement: Will follow up with Attorney Miller.
2. Strickler Corporation: Now being handled by Kozloff Stoudt Attorney, Barry Sawtelle. He will meet with Dennis, Glenn and briefly with Steve Bright.
3. Expenditure Policy: Will pursue later.
4. Additional Employee: Marcie Kunkelman placed advertisements for new operator in the Reading Eagle, Reading Eagle internet site, Lebanon and Myerstown Merchandisers and Western Berks Merchandiser. Steve Bright reported that 7 resumes were received. The personnel committee met and there are 2 candidates they want to interview, hopefully next week. These potential hires would likely need health insurance. Steve contacted Power Kunkle to investigate that. Would also need pension plan, retirement and salary. Talked about life insurance policies for employees. Steve talked to insurance company. They need a profile from employees. Dennis was given a form to complete.
5. Insurance: Current coverage expires January 31, 2022. Marcie is working with Treasurer and Courtney from Zigmund.
6. Recreational Use: Berks Trail Works – Did not receive certificate of insurance for WRJA. Would also like something in writing regarding the use of our land.
7. West Road Declaration of Taking: Attorney John Muir has filed. The Authority owns the property, but we need to propose just compensation. Will do that in executive session. If no one claims in 6 years the money goes to the Commonwealth of Pennsylvania.
8. Zimmerman Landscaping: Letter sent to them but did not receive a response. Ralph offered to speak with them.
9. 2022 meeting notices: Will advertise as the 4<sup>th</sup> Wednesday of each month except for November which will be held on the 4<sup>th</sup> Tuesday. Approved on a motion by Steve Bright, seconded by Barbara Orth. Motion carried.

## **Operator's Report:**

1. Glenn reports that all going well. Dennis is doing a super job!
2. Looking for leaks – one in Sheridan and one in Robesonia.
3. Water Main replacement across 422 going well.
4. Tractor: Plowing, mowing, pallet mover. Looking at 2022 tractors. Ours is 6 years old. Can get \$32,000 for a trade in. Got 3 quotes on Massey Ferguson tractor and for \$19,000 we can upgrade to a 2022. The catch is the new ones will not be available until July. It is not CoStars but it is through Omnia Partners. Motion by Jack Morris, seconded by Ralph Honigmann to move forward and purchase. Motion carried. Solicitor will look into Omnia.
5. Land usage: Hunters seemed very minimal this season.
6. Dennis Miller: Passed all 6 of his tests. Congratulations! Dennis must apply for his license and have background check. We will reimburse him for any costs incurred. May write a letter to the board listing all assets and other pertinent info to trying to getting his certification sooner.
7. Billing: Mark Spotts reported that Bruce was the computer/electronics guy. He took care of the quarterly billing. A Sensus meter representative will assist Dennis and Mark on how the system works. Will need new software for the new computer. The new hire should also be trained on how to use this program.
8. Street cut quote sheets: Steve Bright reported that he created. Got 3 quotes using these. They are straight forward and worked well.
9. Wolfe/Kline: New management for Park Place Townhouses. These are rentals and there was an issue with billing. Glenn talked to Jason at Wolfe/Kline. It is quiet now so hopefully issue is resolved.

## **Chairman's Report:**

None

## **Other Board Member Comments:**

Mark Spotts:

1. New website – good. Let him know if any suggestions.
2. New computer: installed at barn. No big issues. Contacted Comcast and gave their modem back. We purchased our own modem. Our plan changed and will cost \$70.52/month for high-speed internet the first year and then increase to \$80. It's approximately a \$15 savings of what we are currently paying. Our internet speed will increase. This will be beneficial if we put in security cameras.
3. Camera System: Smrtguys Computer took a tour around the pump houses, tanks, and barn. Will start with the Sheridan Road property first. Corey will give us a quote for that system which will include a monitor the 8 cameras. The monitor will be installed inside the office and will have the ability to live stream and 8 cameras. It will give the ability to check in online or on phones.
4. Land Use: Posted a total of 48 land use banners and spoke to several border property owners about rules. All comments positive. 82 courtesy tree stand notices have been posted. That's only a portion. It's likely some tree stands have been there for years. Also posted 3 removal notices. These are tree stands that do not meet our requirements.
5. Berks Trail Works: Wanting to place a ground bridge. It goes over a marshy area. Will table this conversation until next meeting. Solicitor wants to research. There are 2 other bridges – one that the Boy Scouts built and another behind South Freeman Street.

Adjourned at 8:02 PM for executive session to discuss personnel issues and litigation.

Came out of executive session at 8:30 PM.

A motion by Ralph Honigmann was made for just compensation of the West Road property of \$250. Rod Lebo seconded and the board unanimously approved.

Motion by Steve Bright and seconded by Ralph Honigmann for Dennis Miller's rate to increase by 4% to \$28.60/hour starting January 1, 2022. Bonuses for 2021 – Bruce's estate to receive 1 week's salary based on a full year. Glenn will receive bonus based on 2/3 year salary and Dennis will receive 1 week's salary based on full year. Because of circumstances, Dennis will be able to carry over 4 vacation days and personal days into 2022. Motion carried.

Next meeting: **Wednesday, January 26, 2022 at 7PM** at the Womelsdorf Borough Hall.

Motion to Adjourn at 8:45 p.m. by Jack Morris, seconded by Barbara Orth. Motion carried.

Respectfully submitted,

Barbara Orth  
Secretary