

DATE: Wednesday, April 28, 2021

The regular monthly meeting of the Womelsdorf-Robeson Joint Authority was held Wednesday, April 28, 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
Mark Spotts	Barbara Orth	

Rod Lebo and Jack Morris were absent.

Engineer David Bright, Solicitor Jestyn Payne, Bruce Weaver and Dennis Miller (Authority Operators) were also in attendance.

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

Visitors: None

Secretary's Report:

The minutes of the meeting held Wednesday, March 24, 2021 were reviewed and approved on a motion by Steve Bright, seconded by Mark Spotts. Motion carried. Read correspondence – PMAA Board Member Training (virtual), Countryside Fuel – letter offering new services & plan memberships, letter from Sylvandale Forestry
Sent correspondence to

1. Change WRJA address: The Hess Insurance Agency (AH Moyer certificate of insurance)
2. Worked with Marcie on House Bills correspondence
3. Sent in proxy for PLGIT Annual Meeting of Shareholders 5/21/21
4. Called guests for Glenn's party – estimated at about 30 attending
5. Emailed Tony Wirebach to update website which he did. Barb will ask him to change our emergency contact to Bruce Weaver and update our fee schedule. Mark Spotts wonders if we own our domain name. Mark would be happy to take over or create a new website for us. He will create another and keep obscure. We can review and decide what we think.

Treasurer's Report:

1. The Treasurer's Report showing a balance of \$2,044,552.83 was approved on a motion by Steve Bright, seconded by Barbara Orth. Unanimously approved.
2. Bills in the amount of \$29,793.33 were presented for payment, which was approved on motion by Steve Bright, seconded by Mark Spotts. Motion was unanimous.
3. Dave Bright mentioned about the interest rates we're getting with PLGIT. Ralph will check Fulton Bank interest rates or M&T or Jonestown.

4. United Site Services rate increase. When looking back over the records we went from \$40/month to \$158/month. Walter Services would do it for \$112/month. Called United Site to see if they would match but they did not respond. It was agreed we should switch to Walter Services.
5. Glenn's Annuity check came. When should we give him the check? It was agreed to present to him at the retirement party.
6. 2022 Budget was presented and reviewed. Basically, gave everything a 2% increase. A motion was made to adopt the budget by Steve Bright and seconded by Ralph Honigmann. Motion carried.
7. Rod Lebo is the Assistant Treasurer. Ralph would like to have him sit in with him every few months to show him how payroll is done. Secretary is also creating a procedural manual for the tasks performed.

Engineer's Report:

1. Consumer Confidence Report: Was finalized and posted on the Authority's website and the link to that site was noted on the bills that recently went out.
2. Tower Health: The master meter pit was delivered and set at the site. Had a meeting and they will need to tie in.
3. Zimmerman/Martin Subdivision (Mill Road): They were planning 8 individually owned townhouses with separate meter pits. Reviewed options to provide service without dead-ends. They decided they would provide service to the site through a single master meter pit out at the street. Waiting for information and confirmation from them.
4. Risk & Resilience: New requirement from Federal government. Potential problems with significant risks that may happen and how we would deal with it. Submitted online the required certification. We do have an Emergency Response Plan that the State requires.
5. Furnace Village: Jack Keener has submitted plans for Phase II which extends street about 100 feet and adds additional units on either side of the street. The plans were sent to the sewer authority and the borough. We have not received the plans yet. Financial security is still being held for the first phase. The 18 months is up in June. Jack Keener said we should continue to hold this letter of credit for Phase II.
6. One Call: notice came out for the property east of Robesonia along 422 at Big Spring Road asking for information. The authority does not have anything in that area. Engineer responded to KCI Technologies in Mechanicsburg. They are just doing due diligence right now but if things move forward, they will desire water. Engineer sent him information.
7. Backflow Prevention: Get program back on track. Certain businesses are required to perform periodic testing of their backflow prevention system. This had been on hold due to COVID-19. Can we move forward with this? There is a cost associated with this. Bruce will get costs/estimates and we can continue with the topic at our next meeting.
8. Water Main Replacement Project: Received State Occupancy permit for the proposed crossing at Mill Road and ready to finalize documents. Solicitor will continue discussion.

Solicitor's Report:

1. Water Main Replacement Project: Proposed loop of 2 dead-end lines at the far end of west Womelsdorf in Penn Hill Estates and is shown as West Road which is a paper street. Owned by estate of John Voght who died April 1976. Now owned by his 2 sons who do not live locally. Need right of way agreement which we cannot get from the Voght estate. Three options to pursue, assuming we will never find the estate owners:
 - a. We can pursue adverse possession which means if adjacent property owners mow grass, etc. for 21 continuous years, they have ownership to the property. Solicitor would have to follow up to establish.
 - b. We could take it by eminent domain. Money for fair market value would be put in escrow. Advertise - if no one comes forward we can proceed. After 5 years if no one contacts us, we keep the money.
 - c. Ignore and proceed. Not recommended.

Chairman recommends pursuing eminent domain. Board agrees.

2. Other component to the project is at the crossing of 422 linking 2 dead-end pipes Part is outside of State right-of-way and not entirely within the easement that's already there owned by LAO. Glenn spoke to Livingood and has no objection to this project. Solicitor did the title report, LAO owns it so they have someone to sign the agreement.
3. House Bills HB795, 796, 797 and 798: Solicitor wrote to each of the legislators on behalf of the Authority telling them we oppose these bills. Chairman signed. Will mail.
4. Watershed Rules & Recreation for Day Use: Reviewed past discussions and Solicitor noted 2 issues - one regarding wearing blaze orange during hunting season and one regarding using property at their own risk. Tree stands are used during deer season. Mark recommends getting exterior grade posters and post them on stands that are currently up to let them know the stands must come down within two weeks after deer season concludes. He would be willing to do this and leave them go until after the after the next season. There should be one posted on the marquee, at trail heads, towers, etc. There is one stand which should come down now because it is very dangerous. Ralph has offered to assist to take it down. As far as tagging future tree stands, we could have them put a tag with name, address, phone number on tree stand. Tree stands should be commercially manufactured.
5. 318 S Sheridan Road Property: Implications of renting the house is that we could lose our real estate exemption. There would have to be a separate pin number for the house. Advise is don't rent the house. Mark Spotts recommends using the house as an office and for bathroom facility. We will defer this until later. Therefore, we would not need the porta potty and could save that monthly bill. Ralph noted that we own the porta potty. If no longer needed the POS of A or the Friends of the Robesonia Furnace may be able to use.

Operator's Report:

1. Meters are read and bills are out
2. Water Distribution System.
3. We got the service line work done on N Robeson Street dead end.
4. We installed the new hydrant on Harry Avenue.
5. We posted 50 door hangers for past due. Bills not payed the first week of May will be turned off.
6. Getting 3 quotes on patch paving and 3 for N Robeson Street.
7. Zimmerman's Chair is buying the big ash log going into well 2. We received check for \$750.
8. We got the hydrant flushing done. Had to repair one.
9. The meter vault for tower health is installed, but not tied in yet.
10. A citizen reported seeing someone up on William Penn Blvd getting water out of a hydrant. Bruce checked it out and found that some lawns in the new development were recently seeded and watered. He will contact Landmark to find out who and tell them not to continue this practice.
11. Electronic gate at barn should be completed tomorrow.
12. Mark questioned if Bruce did anything with trail cams yet. Mark would like to get one up at the hatchery and for the towers. Then also one at the pump houses and could plug in - then would have dual power.
13. Trees - 2 American Chestnut trees which are disease resistance should be coming.

Chairman's Report:

Letter from Joe Brackman/Sylvandale Forestry. Board advised Bruce to go ahead and get proposal. The Authority owns approximately 1,500 acres.

Other Board Member Comments:

Barbara Orth: Website has Glenn Eberly as emergency contact. I will ask Tony to change this to Bruce Weaver. Also, checked with Mark - he did contact Lisa Heilman regarding customers contacting Steve Bright's personal phone. She is not giving out that info.

Steve Bright: Reviewed list of food, etc for Glenn's party.

Mark Spotts: Jack Keener rumor that he is selling 143 acres behind Gold Spring Tank. Supposedly up for public auction in July. Appraisal approximately, \$225,000. Doug Haring did a few years ago. If so, do we want to bid? Yes, some must be zoned residential and need Phase I study.

Next meeting: Wednesday, May 26, 2021, at 7PM at the Womelsdorf Borough Hall.

Motion to Adjourn at 8:46 p.m. by Barbara Orth, seconded by Steve Bright. Motion carried.

Respectfully submitted,

Barbara Orth

Barbara Orth
Secretary

Womelsdorf-Robeson Joint Authority

A WATER AUTHORITY - SUPPLYING WOMELSDORF, ROBESONIA AND SHERIDAN, PA.

P.O. BOX 94 Womelsdorf, PA 19567 * Phone: 610-889-2740 * Fax: 610-889-1340

Treasurer's Report March 2021

Balance February 28			\$320,169.42
Customer Collections		\$34,554.94	
Cert. Fees		\$100.00	
New water service Lot #13, 14, 25-30		\$20,800.00	
Other income		\$5,835.89	
Total Income			<u>+\$61,290.83</u>
			\$381,460.25
Disbursements for March		\$46,126.14	
Total Disbursements			<u>-\$46,126.14</u>
			\$335,334.11
Treasury Notes			
Expires 02.15.27	2.250%	\$100,000.00	
Expires 08.15.28	2.875%	\$140,000.00	
Expires 05.15.29	2.375%	<u>\$105,000.00</u>	
		\$345,000.00	
			<u>+\$345,000.00</u>
			\$680,334.11
PLGIT		\$1,364,166.21	
Interest	0.05%	+\$52.51	
			<u>+\$1,364,218.72</u>
			\$2,044,552.83

BUDGET
WOMELSDORF-ROBESONIA JOINT AUTHORITY

OPERATION AND DEBT SERVICE BUDGET FOR FISCAL YEAR ENDING MAY 31 2022

REVENUE

WATER COLLECTIONS		\$646,945.00
INTREST INCOME		\$ 22,956.00
OTHER INCOME		<u>\$ 9,391.00</u>
		\$679,292.00

PURIFICATION SYSTEM

PURIFICATION, WATER	\$30,260.00	
PUMP SERVICES, EXPENSE	\$26,086.00	
LEASE	<u>\$1,000.00</u>	
	\$57,346.00	

DISTRIBUTION SYSTEM

WAGE'S	\$39,651.00	
SUPPLIES	\$122,085.00	
SERVICES	<u>\$28,173.00</u>	
	\$189,909.00	

GENERAL EXPENSE

PAYROLL TAXES	\$12,774.00	
MAINTENANCE, EQP/PRP	\$50,086.00	
SUPPLIES	\$19,782.00	
INSURANCE	\$31,303.00	
AUTO	\$7,304.00	
BANK VISIT, SHUTOFF, DELINQ.	\$5,738.00	
METER READING	\$5,008.00	
VACATION, HOLIDAY, FUNERAL	\$17,738.00	
MISC.	<u>\$521.00</u>	
	\$148,654.00	

ADMINISTRATION

OFFICE WAGE'S	\$27,651.00	
ADVERTISING	\$625.00	
OFFICE SUPPLIES	\$2,817.00	
DUES	\$2,764.00	
UNIFORMS	\$2,087.00	
RENTALS	\$1,251.00	
LEGAL	\$26,086.00	
ENGINEER	\$57,390.00	
ACCOUNTANT	\$5,217.00	
COMPUTER SERVICES	\$26,086.00	
PHONE	\$5,217.00	
DEBT	\$.00	
MISC.	<u>\$26,086.00</u>	
	\$183,277.00	

TOTAL INCOME: \$679,292.00

TOTAL EXPENSE: \$579,186.00