

DATE: Wednesday, January 25, 2023

The regular monthly meeting of the Womelsdorf-Robeson Joint Authority was held Wednesday, January 25, 2023, 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	Rod Lebo	Mark Spotts
Jack Morris	Matthew Miller	Barbara Orth	

Chief Engineer, Darryl Jenkins, Solicitor Jestyn Payne, Dennis Miller and Dustin Miller and Glenn Eberly (Authority Operators) were also in attendance.

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

Matt Miller was welcomed to the Authority.

2023 Reorganizational Meeting – January 25, 2023

1. Upon motion by Barbara Orth, seconded by Ralph Honigmann, Albert (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. **Chairman** – Motion is made by Barbara Orth, seconded by Ralph Honigmann, that Steve Bright be nominated for the office of Chairman of the Authority. Motion to nominate Jack Morris for the office of Chairman of the Authority was made by Mark Spotts. No one seconded the nomination and Jack Morris declined the nomination. There being no additional nominations for the office of Chairman, Albert Morris called for a vote. Steve Bright abstained. A vote on the motion was called. The motion was unanimously approved by all those voting. Based upon the vote, Steve Bright is elected as Chairman.

The newly elected Chairman continued with the reorganization of the Board.

3. **Vice Chairman** – Motion is made by Mark Spotts, seconded by Ralph Honigmann, that Albert Morris be nominated for the office of Vice Chairman. No other nominations were made. A vote on the motion was called. Albert Morris abstained. The motion was unanimously approved by all those voting. Based upon the vote, Albert Morris is elected as Vice Chairman.
4. **Secretary** – Motion is made by Mark Spotts, seconded by Rod Lebo, that Barbara Orth be nominated for the office of Secretary. No other nominations were made. A vote on the motion was called. Barbara Orth abstained. The motion was unanimously approved by all those voting. Based upon the vote, Barbara Orth is elected as Secretary.
5. **Treasurer** – Motion is made by Mark Spotts, seconded by Albert Morris, that Ralph Honigmann be nominated for the office of Treasurer. A vote on the motion was called. Ralph Honigmann abstained. The motion was unanimously approved by all those voting. Based upon the vote, Ralph Honigmann is elected as Treasurer.

6. **Assistant Secretary** – Motion is made by Steve Bright, seconded by Mark Spotts, that Matthew Miller be nominated for office of Assistant Secretary. A vote on the motion was called. Matthew Miller abstained. The motion was unanimously approved by all those voting. Based upon the vote, Matthew Miller is elected as Assistant Secretary.
7. **Assistant Treasurer** – Motion is made by Ralph Honigmann, seconded by Mark Spotts, Rod Lebo be nominated for the office of Assistant Treasurer. A vote on the motion was called. Rod Lebo abstained. The motion was unanimously approved by all those voting. Based upon the vote, Rod Lebo is elected as Assistant Treasurer.
8. **Assistant Secretary/Treasurer** – Motion is made by Steve Bright, seconded by Ralph Honigmann, that Mark Spotts be nominated for the office of Assistant Secretary/Treasurer of the Authority. A vote on the motion was called. Mark Spotts abstained. The motion was unanimously approved by all those voting. Based upon the vote, Mark Spotts is elected as Assistant Secretary/Treasurer.

Personnel Committee (Incumbents – Steve Bright, Albert Morris and Mark Spotts) Motion is made by Barbara Orth, seconded by Rod Lebo that Steve Bright, Albert Morris and Mark Spotts are nominated to the Personnel Committee with Steve Bright acting as Chairman thereof. A vote on the motion was called. Steve Bright, Albert Morris and Mark Spotts abstained. The motion was unanimously approved by all those voting. Based upon the vote, Steve Bright, Albert Morris and Mark Spotts are elected members of the Personnel Committee.

Budget Committee (Incumbents – Ralph Honigmann, Rod Lebo and Barbara Orth)

Motion is made by Steve Bright, seconded by Mark Spotts that Ralph Honigmann, Rod Lebo and Barbara Orth be nominated to the Budget Committee with Ralph Honigmann acting as Chairman thereof. A vote on the motion was called. Ralph Honigmann, Rod Lebo and Barbara Orth abstained. The motion was unanimously approved by all those voting. Based upon the vote, Ralph Honigmann, Rod Lebo and Barbara Orth are elected members of the Budget Committee.

Physical Plant and Equipment Committee (Incumbents – Albert Morris, Randy Gartner and Mark Spotts) Motion is made by Steve Bright, seconded by Ralph Honigmann, that Albert Morris, Mark Spotts and Matthew Miller be nominated to the Physical Plant and Equipment Committee with Albert Morris acting as Chairman thereof. A vote on the motion was called. Albert Morris, Mark Spotts and Matthew Miller abstained. The motion was unanimously approved by all those voting. Based upon the vote, Albert Morris, Mark Spotts and Matthew Miller are elected members of the Physical Plant and Equipment Committee.

Motion is made by Steve Bright, seconded by Ralph Honigmann that Darryl Jenkins, Chief Engineer, and Spotts, Stevens and McCoy, Inc. are appointed to serve as engineer of the Authority, that Jestyn G. Payne, Esq., and Kozloff Stoudt Professional Corporation are appointed to serve as solicitor to the Authority and that Barbara Akins, Certified Public Accountant is appointed to serve as the auditor of the Authority. The motion was unanimously approved by all those voting. Based upon the vote, Darryl Jenkins, Chief Engineer, and Spotts, Stevens and McCoy, Inc. are appointed to serve as engineer of the Authority, Jestyn G. Payne, Esq., and Kozloff Stoudt Professional Corporation are appointed to serve as solicitor to the Authority and Barbara Akins, Certified Public Accountant is appointed to serve as the Auditor of the Authority.

Visitors: None

Secretary's Report:

The minutes of the meeting held Wednesday, December 28, 2022 were reviewed and approved on a motion by Jack Morris, seconded by Ralph Honigmann. Motion carried.

Correspondence: The Authorities – board member training, new water service (25 N 4th), Arc News, Letter from R Gartner

Treasurer's Report:

1. The Treasurer's Report showing a balance of \$2,181,467.68 was approved on a motion by Jack Morris, seconded by Steve Bright. Unanimously approved.
2. Bills in the amount of \$33,321.61 were presented for payment, which were ratified or approved on motion by Barbara Orth, seconded by Rod Lebo. Motion was unanimous.
3. Edward Jones statements are available upon request.
4. Limit on spending without board approval is \$2,000.
5. Ethics forms were distributed. Please return by next meeting.

Engineer's Report:

1. East High Street Subdivision (Womelsdorf) – Continue to wait for revised plans
2. Furnace Hill subdivision (Robesonia) – nothing to report
3. Wawa land development (Robesonia) – nothing to report
4. Zimmerman-Martin project (Womelsdorf) – nothing to report
5. Big Spring Farms – update on project including posting of plan review fees by developer. Had a conversation with developer, Mr. Pugh yesterday and reviewed with him the process we go through which consists of him giving us a deposit check, submitting plans, we review plans and when approved proceed to the developer agreement stage. Developer would provide us with estimate of cost to construct the facilities and supply a letter of credit. Mr. Pugh questioned about costs prior to him wanting to submit a set of plans. Engineer explained to him that board invested certain dollars and wanted to be reimbursed. Engineer will go through invoices to provide to him. Solicitor will check his invoices and will send to Engineer to have all together.
6. Capital improvements plan – SSM engineering costs will be provided for proposed 2023 main replacement project. Talked to operators regarding proposed project for this year. Will start surveying and will give update later.
7. Backflow prevention program – Slated to begin in 2023. Talked to Glenn and will integrate into GIS database. Will meet with staff and then get letters out to customers.
8. Storage tanks asset management – review/action on proposal from Mumford Bjorkman Associates (MBA) for independent assessment of Authority storage tanks. Last month gave proposal from MBA. Since then, found report from 2019. Engineer does not think we have to do an interior inspection of the tanks again but proceed to take care of exterior. Should we overcoat or take down to bare metal? MBA should advise so we can get quotes. Motion to move forward made by Mark Spotts, seconded by Ralph Honigmann. Motion carried.
9. Year 2022 DEP and DRBC Reporting Requirements – Got 4th Quarter bills and consumption numbers. Will work to get everything submitted by March 31 deadline.

Solicitor's Report:

1. Meeting Advertisement Notice for 2023: Notice for 2023 meetings was published in Reading Eagle on January 9th. Also posted at Womelsdorf Borough Hall.
2. The Solicitor gave a presentation on certain issues with respect to ethics requirements applicable to Board members as well as applicable legal requirements including (a) the necessity to advise guests that the Secretary records the Board's meetings, (b) an explanation as to the voting conflict procedures of the Board, (c) the prohibition against the Authority directly or indirectly doing business with a member of the Board, (d) the agenda requirements of Act 65 of 2021, and (e) the provisions governing and limiting compensation of members of the Board. At the end of the presentation, the Solicitor inquired as whether there were any questions. There were none. The Solicitor indicated that any member should always feel free to contact him or Marcie Kunkelman of his office in the event he or she has any questions with respect to any of the foregoing.

The Solicitor advised the Board that its Bylaws and Rules & Regulations should periodically be updated. There was some question as to whether the members of the Board had current copies of the Bylaws and the Solicitor indicated that his office would send out the most recent form of Bylaws adopted by the Board. The Chairman requested each of the members of the Board to review the Bylaws and make notes for the purpose of input as to potential changes at the next meeting. The question of whether a Bylaws committee should be formed was deferred until the next meeting.

The Solicitor indicated that because of the growing complexity of the positions of Secretary and Treasurer, functional redundancy is important and he suggested that the Secretary and the Treasurer train the assistant officers in the tasks associated with the positions. Ralph Honigmann indicated that he and Rod Lebo had already one such session. The Chairman suggested that the Secretary and Treasurer should probably meet with the assistants at least quarterly to review the officer's duties as well as activities in the preceding quarter.

3. Auditor Discussion re: Edwards Jones Investment Reporting: Will report on this next month.
4. Did we ever receive a fully executed copy of the agreement from Diversified Technologies? Per Barb Orth, no. Solicitor will contact them.
5. Compensation Resolution Execution: Chairman signed.
6. Insurance Review 2023: Expires January 31, 2023. Reviewed package with board. Chairman signed.
7. Rod & Gun Club Hatchery – Lease: Per Mark Spotts, Charlie Lungren takes care of the fish hatchery for Robesonia Fish & Game (RFG). The Boat & Fish Commission has a grant but the RFG cannot apply for the grant since they do not own the land where the hatchery is located. Solicitor encourages getting some sort of agreement between the Authority and the RFG. Marcie Kunkelman checked with Ruth Moraski regarding insurance and she was not concerned that the hatchery is there. Motion to give Mark Spotts and Solicitor Payne approval to research and move forward if possible, with lease agreement and grant, by Steve Bright, seconded by Ralph Honigmann. Unanimously approved.
8. Berks Trail Works Event Agreement (April 22, 2023): Rain date scheduled for following Saturday. Motion to proceed made by Barbara Orth, seconded by Jack Morris. Motion carried. Going forward we should initiate an application fee. Solicitor noted we already have an agreement from prior year so will change dates and update some language. Mark made a motion to amend the motion to include the fee going forward. Seconded by Ralph Honingmann. Ralph will review past costs for legal and other fees and then the board can come up with the fee amount.
9. The Solicitor reported that he had discovered a wording error in certain past resolutions and would be providing corrective language at the next meeting for consideration by the Board.

