

DATE: Wednesday, December 28, 2022

The regular monthly meeting of the Womelsdorf-Robeson Joint Authority was held Wednesday, December 28, 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  
Jack Morris

Ralph Honigmann  
Barbara Orth

Steve Bright

Rod Lebo

Mark Spotts was absent.

Chief Engineer, Darryl Jenkins, Solicitor Jestyn Payne, Dennis Miller, Dustin Miller and Glenn Eberly (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 Tuesday, November 22, 2022 were reviewed and approved on a motion by Jack Morris, seconded by Rod Lebo. Motion carried.

Correspondence: The Authorities - call for presentations, Eblings announcement of Commercial Day, March 14<sup>th</sup> at Lebanon Valley Expo Center

Letters sent to: Diversified Technologies regarding new contract, Borough of Womelsdorf regarding reappointment of Ralph Honigmann.

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

1. The Treasurer's Report showing a balance of \$2,157,865.12 was approved on a motion by Barbara Orth, seconded by Jack Morris. Unanimously approved.
2. Bills in the amount of \$20,851.28 were presented for payment, which were ratified or approved on motion by Barbara Orth, seconded by Jack Morris. Motion was unanimous.
3. Edward Jones statements are available upon request.
4. The Audit was received. Recommendations are for the Edward Jones Investments labeled individually on Excel Spreadsheets. Solicitor had comments. He reviewed carefully. Barbara Atkins is very thorough which is good. What is she asking regarding Edward Jones? Ralph explained every time a purchase is made, it should be itemized on the spreadsheet which should show what we paid for it, the length of date to maturity and amount of accrued interest. Ralph thinks he must maintain it, not present to board each month unless asked. Solicitor inquired what is State Bank of India? (page 11, note #3 in audit report). Chairman asked Solicitor to find out what law/rule says we must provide the level of detail suggested by Auditor. Discussed other items in audit. Solicitor will contact Barbara Atkins to discuss these questions. Steven Goodhue of Edward Jones will assist Ralph as needed. The audit for the year ending May 31, 2022, was approved on a motion by Steve Bright and seconded by Jack Morris. Unanimously approved.

## Engineer's Report:

1. East High Street Subdivision (Womelsdorf) – Waiting for revised plans
2. Drought contingency plan update – Plan update is complete. Making final revisions.
3. Furnace Hill subdivision (Robesonia) – nothing to report
4. Wawa land development (Robesonia) – nothing to report
5. Zimmerman-Martin project (Womelsdorf) – nothing to report
6. Big Spring Farms – update on project including posting of plan review fees by developer. Consider authorization to issue Letter of Serviceability.  
Engineer had a telephone conference with the developer of the Big Spring project, Doug Pugh, on 12/21. Mr. Pugh indicated that he would like to move forward with the design of the water main (a concept drawing has been prepared) and obtaining a developer's agreement with the authority. Engineer provided him with a copy of the Authority's Rules and Regulations and told him that he would need to start the process by depositing the necessary fees to cover the plan review. Mr. Pugh also indicated that he would like to obtain a "Letter of Serviceability (LOS)" from the Authority, which would allow him to proceed with certain activities on his part. The LOS does not bind the Authority to anything, and simply states that you have the ability and available capacity to service the project as governed by your Rules and Regulations. The LOS will only cover domestic service, as requirements for fire protection are unknown at this time. Processes would be for the WRJA board to tell him yes, then Mr. Pugh would post money and present plan. Engineer would then send him Letter of Serviceability (after deposit is received). As far as loop, we can incorporate that into the plan.
7. Capital improvements plan – SSM engineering costs will be provided for proposed 2023 main replacement project. SSM's summary of long-term capital cost items, including a breakdown of debt-service intervals in periods of 10 and 20 years. These numbers provide a high-level assessment of additional revenue requirements to fund the long-term plan, including the tank maintenance that has been discussed. SSM's proposal for design and bidding of the 2023 water main replacement project. 10 years would be about \$600,000 of annual cost. 20 years would be \$360,000 of annual cost for all water main projects including tanks. Will not need all this money at one time but gives an idea of what is needed.
8. Backflow prevention program – Slated to begin in 2023 (no change in status). Will meet with operators. Will give businesses plenty of notices with 1 year to comply.
9. Storage tanks asset management – review/action on proposal from Mumford Bjorkman Associates (MBA) for independent assessment of Authority storage tanks. Proposal from MBA for inspection of the water storage tanks. Their work will include an interior robotic inspection, condition assessment of the paint and other tank components, and recommendations for the timing of paint and repairs, including the cost for same. Their price was \$8,000. Treasurer and Chairman noted that MBA did an inspection and sent us a disk about 3 years ago. Chairman thinks he has the disk. Engineer will look for report. Pending that information will see what recommendations are there and alter scope of work.
10. Year 2022 DEP and DRBC Reporting Requirements – review reporting requirements and Submission timelines for 2023.
11. Estimate of cost for main replacement for next year would be \$24,000. Motion by Steve Bright and seconded by Barbara Orth to move ahead. Motion carried.

## **Solicitor's Report:**

1. Insurance Renewal for 2023. Marcie and Ralph are working on this. Expires January 31, 2023.
2. Extension of Agreement with Diversified Technology Corp. Secretary gave Solicitor a copy of the agreement signed by Chairman.
3. 2022 Audit: Motion to authorize advertising audit. Made by Steve Bright, seconded by Ralph Honigmann. Auditor sends audit report to Harrisburg. Treasurer will deliver to boroughs. Motion carried.
4. Compensation for officers/board members for 2023. Will talk about separately.
5. Meeting Dates for 2023. All on the 4<sup>th</sup> Wednesday of the month except for November which will be the 4<sup>th</sup> Tuesday of the month. Motion to advertise made by Barbara Orth, seconded by Rod Lebo. Motion carries.

## **Operator's Report:**

1. Meters are read and bills are out. Will read again in January.
2. Fixed and repaired problem meters
3. Assisted and checked installation of fire line at Church
4. Sent out CCR reports
5. Fixed water leak at Snap On
6. Chairman reminded Dennis he should be sending him weekly reports.

## **Chairman's Report:**

1. Chairman recommended since treasurer is doing more work especially due to extra reports, he should get an increase. Also, treasurer and secretary can turn in their mileage for reimbursement. Secretary will get a logbook for treasurer.
2. Rate increase: Met with treasurer to review revenue and expenses. Right now doing really good and understands there are upcoming projects. Hoping that if we do have to increase rates we can hold off for a while and not raise unless absolutely necessary.

## **Other Board Member Comments:**

### **Mark Spotts:**

1. Agenda/Possible Action. Berks Trail Works would like to hold their bike event on Saturday, April 22, 2023 (rain date April 29th).
2. Land Issue. Tree Top Lane (Robesonia) tree complaint. Joe Brackman surveyed tree and reports no action is required by WRJA. Tree is healthy and is not in danger of falling.
3. Correspondence. Received thank you letter from Trinity Food Pantry (Robesonia) for the Turkey Donations. Trucker at AWI/C&S was refused and had turkeys. Called Harvey Marshall who contacted food pantry.

### **Steve Bright:**

Got copies of Rules & Regulations and Employee Handbooks. Would like to review with engineer by the end of 2023.

The Board went into executive session to discuss personnel issues at 7:42 PM and came out of executive session at 8:08.

Following the conclusion of the executive session, Steve Bright made a motion to increase Dennis Miller's reimbursement because of his election to opt out of health insurance to \$300/month, to increase Dennis Miller's and Dustin Miller's hourly wage by 3 1/2% to bring Dennis to \$29.60 per hour and Dustin to \$29.00 per hour, and to give both employees 20 year term for \$100,000 benefit life insurance policy, the premiums for which would be paid by WRJA. The annual premium for Dennis would be \$417.72 and for Dustin \$157.68. The motion also included the establishment of 401(k) accounts for the employees. The WRJA would contribute 3% of each employee's W-2 earnings with no limit on each of their personal contributions. Jack Morris seconded the motion. Motion carried.

Steve Bright made the following motions, each of which was seconded by Rod Lebo, that in addition to the compensation of \$20.00 per month authorized by the Boroughs of Womelsdorf and Robesonia, the incorporating boroughs of the Authority in 1991, effective as of January 1, 2023, the Authority shall pay the following compensation on account of services and activities with respect to the following offices and committee assignments, each of which motions (subject to abstentions as set forth below) were unanimously adopted by all members of the Board in attendance:

- Chairman together with applicable committee assignment (the current incumbent abstained from the vote) \$370 per month
- Secretary together with applicable committee assignment (the current incumbent abstained from the vote) \$850 per month
- Treasurer together with applicable committee assignment (the current incumbent abstained from the vote) \$850 per month
- Vice Chairman together with applicable committee assignment (the current incumbent abstained from the vote) \$40 per month
- Assistant Secretary and applicable committee assignment (the current incumbent abstained from the vote) \$40 per month
- Assistant Treasurer and applicable committee assignment (the current incumbent abstained from the vote) \$40 per month
- Assistant Secretary/Treasurer and applicable committee assignment (the current incumbent was not present at the meeting and did not vote) \$40 per month

Solicitor Payne will complete a Resolution to be signed by Chairman.

Motion to Adjourn at 8:10 p.m. by Barbara Orth, seconded by Ralph Honigmann. Motion carried.

Next meeting: Wednesday, January 25, 2023, at 7PM at the Womelsdorf Borough Hall.

Respectfully submitted,  
*Barbara Orth*  
Barbara Orth,  
Secretary

# Womelsdorf - Robesonia Joint Authority

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

P.O. Box 94 Womelsdorf, PA 19567 • Phone: 610-589-2740 • Fax: 610-589-1340

## Treasurer's Report November 2022

Balance October 31			\$497,128.20
Customer Collections		\$82,215.65	
Cert. Fees		\$ 160.00	
Other Receipts		\$ 1,965.85	
<b>Total Income</b>			<b><u>+\$84,341.50</u></b>
			<b>\$581,469.70</b>
<b>Disbursements for November</b>		\$46,856.28	
<b>Total Disbursements</b>			<b><u>-\$46,856.28</u></b>
			<b>\$534,613.42</b>
<b>Treasury Notes</b>			
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	<b><u>+\$345,000.00</u></b>
			<b>\$879,613.42</b>
PLGIT		\$ 368,777.47	
Interest	3.87%	+\$1,170.88	
			<b><u>+\$369,548.35</u></b>
			<b>\$1,249,161.77</b>
<b>Edward Jones account value of Nov 25, 2022</b>		<b>\$ 908,703.35</b>	<b><u>+\$908,703.35</u></b>
			<b>\$2,157,865.12</b>