

DATE: Wednesday, January 27, 2021

The regular monthly meeting which also included the 2021 Reorganization Meeting of the Womelsdorf-Robeson Joint Authority was held Wednesday, January 27, 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, Bruce Weaver and Dennis Miller (Authority Operators) were also in attendance.

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

2021 Reorganization Meeting Held January 27, 2021

1. Upon motion by Barbara Orth, seconded by Steve Bright, 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** - Upon motion by Steve Bright, seconded by Mark Spotts, Randy Gartner is nominated as Chairman of the Authority to serve until such time as his successor is duly elected. Rod Lebo moved that the nomination for the office of Chairman be closed. A vote on the motion was called. Randy Gartner abstained. The motion was unanimously approved by all those voting.
The Chairman then takes over the voting process and continues the reorganization meeting.
3. **Vice Chairman** - Upon motion by Ralph Honigmann, seconded by Steve Bright, Albert (Jack) Morris is nominated as Vice Chairman of the Authority to serve until such time as his successor is duly elected. Steve Bright moved that nominations for the office of Vice Chairman be closed. A vote on the motion was called. Albert (Jack) Morris abstained. The motion was unanimously approved by all those voting.
4. **Secretary** - Upon motion by Mark Spotts, 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. Barbara Orth abstained. The motion was unanimously approved by all those voting.
5. **Treasurer** - Upon motion by Barbara Orth, seconded by Steve Bright, 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. Ralph Honigmann abstained. The motion was unanimously approved by all those voting.
6. **Assistant Secretary** - Upon motion by Jack Morris, seconded by Rod Lebo, 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. Steve Bright abstained. The motion was unanimously approved by all those voting.

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

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. Steven Bright, Albert (Jack) Morris and Mark Spotts abstained. The motion was unanimously approved by all those voting.

Budget Committee (Incumbents – Ralph Honigmann, Rod Lebo and Barbara Orth) Upon a motion by Steve Bright, seconded by Mark Spotts, 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. Jack Morris moved that the appointments for the Budget Committee be closed. A vote on the motion was called. Ralph Honigmann, Rod Lebo and Barbara Orth abstained. The motion was unanimously approved by all those voting.

Physical Plant and Equipment Committee (Incumbents – Albert (Jack) Morris, Randall Gartner and Mark Spotts) Upon motion by Barbara Orth, seconded by Steve Bright, 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. Albert (Jack) Morris, Randy Gartner and Mark Spotts abstained. The motion was unanimously approved by all those voting.

Upon motion by Steve Bright, seconded by Ralph Honigmann 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. Steve Bright moved that the appointments for engineer, solicitor and CPA be closed. The motion was unanimously approved by all those voting.

The regular monthly meeting began.

Visitors: None

Secretary's Report:

The minutes of the meeting held Wednesday, December 23, 2020 were reviewed and approved on a motion by Jack Morris, seconded by Mark Spotts. Motion carried.

Received correspondence: PPL Letter: To inform of Berks-South Akron 2 Line Maintenance by helicopter (emailed to Bruce and Chairman), Certificate of Insurance from Kohl Brothers, Inc of Myerstown, Insurance proposal from The Zigmund Company (via Marcie).

Sent correspondence: Letters to Xfinity/Comcast asking for assistance to update contact information. Ralph is working to get this in order. Will try using our wrja@comcast.com to gain access to update.

Treasurer's Report:

1. The Treasurer's Report showing a balance of \$1,979,436.41 was approved on a motion by Jack Morris, seconded by Rod Lebo. Unanimously approved.
2. Bills in the amount of \$1,042,753.58 were presented for payment, which was approved on motion by Barbara Orth, seconded by Jack Morris. Motion was unanimous.
3. Question regarding credit card bill - line locator was expensive. Ralph will advise other large expenditure(s) via email. (2/1/21 - email sent by Treasurer. Another large expense was body work to truck after an accident at the shop.
4. Official Audit received. Will advertise.
5. W-2's distributed to employees and board.
6. Glenn's comp time check with sign and release form is ready.

Engineer's Report:

1. Thank you for the reappointment.
2. Summary of Production: Pumped out of wells amount is down. Consumption increased.
3. Proposed Water Distribution Improvements: West Road at west end crossing Route 422 preliminary designs given to Bruce to review.
4. Tower Health Project: Received revised plans. Gave comments including making changes to the Authorities 12" main - adding valves, need to get State occupancy permit for proposed work. The Authority will install meter pit. Our operators will confirm the cost for this work and a check will be coming from the developer, D&B Construction for \$25,708.00 which includes cost of pit, inspection, tapping fee and our cost. Treasurer should add this information to his report under Damien Albrecht.
The secretary will let board and engineer know when check has been received.
5. Richland and Sheridan Water system: They are looking at long range planning and options. Have not heard anything yet. Other activities are going on - potential large industrial customer looking to build and tying into Newmanstown system. Also, 90 acres located on a tract going out of Newmanstown will be going up for sale in March and several developers are interested.
6. DEP: Submitted annual report to PA DEP and DRBC.
7. Updating GIS data base. Continuing to work with Bruce and Dennis.
8. Consumer Confidence Report: Chairman authorized Engineer to start.

Solicitor's Report:

1. Thank you for the reappointment.
2. Publish notice in Reading Eagle on January 6, 2021 and Womelsdorf bulletin board to announce 2021 meeting dates.
3. Insurance renewals: Expires January 31, 2021. Renewal good for another year. Chairman signed.
4. Mountain Biking: Ruth Moraski-Keller responded regarding mountain biking. Basically stating, individuals can use but not group activities.
5. Compensation resolution: Chairman signed.
6. Tapping fee resolution: Thank you Engineer Bright for your input/work on this. Chairman signed.
7. Overtime compensation: Prepared a receipt and release form for Glenn to sign. Gross amount of \$3,564.00 (net \$2,786.16).
8. Letter to teenagers who destroyed Authority property: Written in a non-legal manner. Suggestion made to change grammar. Mark Spotts suggested adding destruction of live trees. Mark will verify this information before Solicitor adds to letter.
9. Use of property: Need to create rules for Authority property. Chairman suggested posting on the Authority bulletin board. No organized events without prior approval from the Authority.

Mark Spotts reported a new bridge was recently built on our property just beyond Well #8. Solicitor said the statute that protects us for people recreating on our property requires that the property be "unimproved", so the existence of that bridge takes us out of that category in that vicinity. Solicitor will create a liability policy where the act does not cover. With the ramp that was talked about before, we will lose protection of the act. It was noted that the ramp should be taken down. Who built this newest bridge? According to Mark it was the bikers. They should be alerted that going forward, no one should be allowed to build anything without the approval of the Authority. No organized events without permission. Also, regarding hunters, tree stands should come down at the end of each season. Hunters are required to tag their tree stands. A policy on property usage will be created, reviewed, published and posted. Will also be sure we have the appropriate insurance.

Operator's Report:

1. Meters are read and bills are out.
2. We have around 10 delinquents to be turned off on Thursday.
3. Received 2 quotes for gates for end of driveway at barn. Will get more details on quotes.
4. 2 leaks repaired on East High Street on January 19.
5. UGI is replacing some gas mains on N Wayne Street and Lincoln Avenue. Starting soon. We marked streets.
6. Still checking on cameras.
7. Got cost to put a hydrant on Harry Avenue and will send bill to Heidelberg Township. Will wait for payment before parts are ordered.
8. Glenn's surgery went well. He is restricted for 2-4 weeks.

Chairman's Report:

None

Other Board Member Comments:

Barbara Orth: Uniform rentals – what is included? Per Bruce they get jeans, t-shirts, jackets and shorts. They are cleaned, repaired or replaced as needed. Steve Bright suggested they get fluorescent shirts, etc to be more visible especially when working on public roadways. Check at Rockhound Apparel with Authority logo for summer time wear.

Next meeting: Wednesday, February 24, 2021 at 7PM at the Womelsdorf Borough Hall.

Motion to Adjourn at 8:08 p.m. by Jack Morris, seconded by Barbara Orth.
Motion carried.

Respectfully submitted,

Barbara Orth

Barbara Orth
Secretary

Womelsdorf-Robesonía 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 December 2020

Balance November 30			\$1,287,883.12
Customer Collections		\$33,510.46	
Cert. Fees		\$140.00	
New Services 78 Mountain Rd. Robesonía		\$2,000.00	
Meter pit Installed		\$1,710.84	
Total December Income			<u>+\$37,361.30</u>
			\$1,325,244.42
Disburements for December		\$54,863.45	
Total Disburements			<u>-\$54,863.45</u>
			\$1,270,380.97
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>
			\$1,615,380.97
PLGIT		\$364,030.20	
Interest	0.08%	\$25.24	
			<u>+\$364,055.44</u>
			\$1,979,436.41