

DATE: Tuesday, November 23, 2021

The regular monthly meeting of the Womelsdorf-Robeson Joint Authority was held Tuesday, November 23, 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  
Mark Spotts

Ralph Honigmann  
Jack Morris

Steve Bright  
Barbara Orth

Rod Lebo was absent.

Engineer David Bright, Solicitor Jestyn Payne, Glenn Eberly and Dennis Miller (Authority Operator) 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, October 27, 2021 were reviewed and approved on a motion by Steve Bright, seconded by Jack Morris. Motion carried.

- Correspondence: On the Trail of History – article in The Authority magazine, PMAA 2021 Virtual Conference November 16 – 18, 2021 (emailed to WRJA and board members), PMAA 80<sup>th</sup> Annual Conference September 11 – 14, 2022 in Erie, PA, Furnace Hill application & escrow checks (\$2,000 each), County of Berks Planning Commission Re: Furnace Hill, Growmark FS Re: my FS Solution Center (new portal)
- Sent Correspondence – Colonial Surety Company Re: 2021 Water System Improvement Project – Alternate bid (AH Moyer), Diversified Technology: Verified contact information for NCOALink Service, Newmanstown Fire Co: request for donation (emailed WRJA). On a motion by Steve Bright, seconded by Mark Spotts a donation of \$100 will be made to Newmanstown Fire Company since the house at 318 S Sheridan is in their coverage area. Motion carried.

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

1. The Treasurer's Report showing a balance of \$2,172,004.35 was approved on a motion by Jack Morris, seconded by Steve Bright. Unanimously approved.
2. Bills in the amount of \$39,842.34 were presented for payment, which were ratified or approved on motion by Jack Morris, seconded by Steve Bright. Motion was unanimous.
3. Review Edward Jones Investments: Made the transfer of \$1,000,000 to our new Edward Jones investment account. Steve Goodhue started our investment "ladder". A brief report was sent. Treasurer will supply a summary for the board each month. Will add to agenda each month.
4. Audit: It will be ready soon.

## **Engineer's Report:**

1. 2021 Water Main Project: AH Moyer reported they can get pipes sooner but with an increased price. Their bid was received June 2021 in the amount of \$212,000 (whole project) with a substantial completion deadline of 12/13/21. WRJA board authorized a 90-day extension subject to contractor request on a motion by Barbara Orth, seconded by Steve Bright. Unanimously approved.
2. Furnace Hill: Received preliminary plans from developer's consultant. Reviewed with Glenn and Dennis. Will send a letter.
3. Wawa land development: Waiting for response from consultant. Chairman said they are waiting for zoning changes by the Borough of Robesonia.
4. Repainting tanks: Will follow up.
5. Capital Improvement (5-year plan): Will get together with Glenn and Dennis to put together a list to present to the board.
6. Richland/Newmanstown: No change.
7. Zimmerman/Martin: Received plans today. They will be treating units as apartments with a master meter, single read.
8. EPA Requirement: Risk and resiliency. Will be working on this to submit.
9. Backflow Prevention: Spring goal.

## **Solicitor's Report:**

1. Michalowski Easement Agreement: Sent to Attorney Larry Miller.
2. Strickler Corporation: Turned over to one of our litigators at Kozloff Stoudt.  
Bid Forms: Going forward, Steve Bright will create bid forms for street cuts, etc.
3. Expenditure Policy: Items to think about – Expenditure limits for Chief Operator, Chairman, Committees? Anything other than normal course of business, services, etc the limit would be \$3,000 on a motion by Steve Bright, seconded by Ralph Honigmann. Motion carried.
4. Advertisements are out for hiring an operator.
5. Insurance Coverage: Treasurer must complete some information then will send back.
6. Mountain Bikers: Need certificate of insurance for WRJA, plan of trails and other information in writing. Chairman will contact them.

## **Operator's Report:**

1. Water main break repaired at 2<sup>nd</sup> & High Streets.
2. Leak fixed at Sheridan Road
3. Zimmerman Landscaping: Bill was never paid. Solicitor will send them a letter. Glenn will give Solicitor the bill.
4. Leak detectors: In June 2019 spoke to leak detector guys about purchasing a line locator. Waited but now really need one. Available for approximately \$4,500. Approved to purchase on a motion by Barbara Orth up to \$6,000. Mark Spotts will help to search for the best deal. Jack Morris seconded. Unanimously approved.
5. Dual Scale: In each chlorine station we have scales to monitor usage. The ones we have are old. New rule by DEP. The scales must be calibrated/certified each year. Sooner or later, DEP will not pass. Glenn got 3 quotes for 8 scales: 2 quotes at \$8,000 and 1 at \$11,000. Glenn wanted board to be aware that we will need these in the future.
6. Dennis took his test today for certification.

## **Chairman's Report:**

Operator's License: Glenn agreed to be paid \$500/month to hold the operator's license. Steve Bright made a motion to approve and Ralph Honigmann seconded. It is retroactive for October and November. Motion carried.

## **Other Board Member Comments:**

### **Mark Spotts:**

1. Website: ready to go. Waiting to hear from Tony Wirebach regarding domain name. His company Echo Valley Graphics needs to release to transfer to our new site.
2. New Computer: Smartguys , Cory Cummings, out of Myerstown came up to see what we need. He gave us a quote of \$1,975 to replace entire system. Cable modem is leased equipment from Comcast. Mark can contact them to replace, or we could purchase our own for approximately \$250. A motion by Mark Spotts and seconded by Steve Bright to go ahead and purchase computer and possibly modem. Unanimously approved.

### **Steve Bright:**

2 applications received for operator so far. Personnel committee to meet perhaps mid-December to discuss.

### **Barbara Orth:**

Memorial for Bruce Weaver. Perhaps a semi-circle of trees with a bench on water authority property or at barn. Think about what kind of trees. Would like to do in Spring. Dennis Unger wants to make a sign for one of the trails – Bruce Weaver Trail.

Adjourned at 8:10 PM for executive session to discuss personnel issue.

Came out of executive session at 8:13 PM. Steve Bright made a motion to upgrade Dennis Miller's rate to \$27.50/hour starting Monday, December 29, 2021. Jack Morris seconded. Motion carried.

### **Mark Spotts:**

There is an external drive that Bruce used that in addition to other work-related items also held his photo's. Mark will clean up drive to Sherry so she can keep the photo's.

### **Additional board discussion:**

When time comes will get a new phone for new hire. They get new phones every two years because they are a government entity.

Glenn questioned Treasurer that Bruce Weaver had vacation pay coming. Will give to Sherry.

Authority vehicles: Mark commented that he told Dennis to take home the work truck since he was the only worker at the time. Glenn also takes his home. Will we want to continue this policy?

Next meeting: Wednesday, December 22, 2021 at 7PM at the Womelsdorf Borough Hall.

Motion to Adjourn at 8:21 PM by Jack Morris, seconded by Barbara Orth. Motion carried.

Respectfully submitted,

Barbara Orth, Secretary