

DATE: Wednesday, October 27, 2021

The regular monthly meeting of the Womelsdorf-Robeson Joint Authority was held Wednesday, October 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
Mark Spotts	Jack Morris	Barbara Orth

Rod Lebo was absent.

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

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

**Visitors:** Chris Herbein, Stephan Kincaid and Kory Koehler from Berks Trail Works came to ask permission to hold a mountain biking event on our property on Saturday, April 23, 2022 (rain date April 30). They would prep the trails and coordinate. It would be by private invitation only (not publicized). They will supply us with details about the event as well as a certificate of insurance for WRJA and Friends of the Robesonia Furnace. Solicitor Payne asked to see the event waiver. The biking group will be renting the pavilion on the Furnace grounds. The visitors left and the board discussed further. Mark Spotts made a motion to grant the Berks Trail Works group to hold their event on April 23, 2022 (rain date April 30) as long as they do not make any changes to our property and pending our receipt of certificate of insurance and waiver. This motion was seconded by Jack Morris and unanimously approved.

Raymond Michalowski, Jr was also in attendance to inquire about the easement to his property.

### **Secretary's Report:**

The minutes of the meeting held Wednesday, September 22, 2021, were reviewed and approved on a motion by Jack Morris, seconded by Steve Bright. Motion carried.

Correspondence: Diversified Technology Certificate of Insurance, rescind notice for Double D Construction certificate of insurance with Erie – their insurance is effective until the expiration date of 07/03/22, settlement issue for Bruce and Carol Zellman (202 Adams Dr #606127), Letter from USDA regarding available loans, check received from Dynamic Engineering for Wawa plan review. Treasurer will make a new account for Wawa.

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

The Treasurer's Report showing a balance of \$2,118,705.45 was approved on a motion by Steve Bright, seconded by Barbara Orth. Unanimously approved.

Bills in the amount of \$24,185.60 were presented for payment, which were ratified or approved on motion by Steve Bright, seconded by Barbara Orth. Motion was unanimous.

#### Comments from Treasurer:

1. PMRS forms for Bruce. Working to complete.
2. Berks Financial/Rick Speicher: Annuity/death benefit for Bruce – Glenn will contact them with death certificate.
3. Edward Jones/Steve Goodhue: Regarding investing WRJA money. Treasurer will go online to get funds transferred. A resolution to change the guardian's name from David Hartman to Ralph Honigmann was made on a motion by Steve Bright, seconded by Jack Morris. Motion carried. Solicitor will talk more about it later in the meeting.
4. Castaneda's: They have an outstanding invoice for a new meter and radio read in the amount of \$290. It may have been sent to the wrong address. Glenn will stop by and get it straightened out.

#### Engineer's Report:

1. Update on 2021 Water System Improvement project: no change due to backlog of supplies.
2. Furnace Hill Subdivision: waiting for plans.
3. Wawa: Plan review deposit and sketch plan received. Letter sent to consultant letting them know of requirements and tapping fee. There are currently three services, and one may be able to be used. Unused will have to be turned off at the main. Highway occupancy permit will be required.
4. Dollar General in Womelsdorf: waiting for plans.
5. Tank Inspections: on hold to review report from two years ago.
6. Big Spring Farms: County supposed to have a meeting but have not heard yet. County is involved because of American Recovery Plan which is supposed to be used for water and sewer projects.
7. Newmanstown/Richland Project: Would Lebanon County be able to use ARPA money for this project? Could we use it to update our line? Engineer will explore to see if Lebanon County is using funds for water/sewer.
8. Capital Improvements: what are improvements for 5-year plan?
9. Zimmerman/Martin Project: Received email from consultant so there is some activity.

#### Solicitor's Report:

1. Edward Jones: Randy Gartner, Ralph Honigmann and Jestyn Payne met with Steve Goodhue. On a motion by Barbara Orth, The Authority hereby appoints Edward Jones as a depository for the investment of such monies of the Authority as the Authority's Board shall from time to time determine to be appropriate, such investments at all times to be in the name of the Authority only, to be segregated from all other monies of or deposited with Edward Jones, and to consist only of authorized investments as set forth in the Pennsylvania Municipalities Authorities Act, as amended from time to time. In addition, the Authority hereby authorizes its Chairman and/or its Treasurer at their reasonable discretion to select the specific authorized investments to be purchased by Edward Jones in the Authority's name and on behalf consistent with the foregoing appointment. Seconded by Mark Spotts and unanimously approved.
2. Strickler Corporation: We requested more time from their lawyer. Jestyn selected a litigator from his office due to the importance of this issue.
3. Audit: Did not receive yet.

4. Vacant home: 318 S Sheridan Road is insured for the full value.
5. LAO Easement: Suzanne Lapearl met with him to get the signature notarized. That part is finished.
6. Expenditures: Solicitor distributed a document with suggestions/ideas to think about. We can address at a future meeting.
7. Michalowski Easement: Not finished. Mr. Michalowski was told this would be finished by our next meeting.
8. Employee Death benefit: Could this authority establish for 1 month salary and make it retroactive? Solicitor did not see any reason why we could not. This would be 1 month (4 weeks/40-hour work week) and a motion was made by Mark Spotts, seconded by Jack Morris. Motion carried. Mark Spotts recommended the personnel committee explore having a Life Insurance Policy for full time employees.
9. Act 43: Tabled. Initial reaction – it does not apply to us.

### **Operator's Report:**

No official report. Glenn stated he will come back and help Dennis as needed to keep things going. Winter is coming up so projects will be on hold. Concerned that Dennis needs 3 years of experience to get his certification license. Glenn will remain as Chief Operator to keep the license that is needed. Steve Bright recommended not taking any special projects. Board members will help if needed.

### **Chairman's Report:**

None

### **Other Board Member Comments:**

#### **Mark Spotts:**

Website: Ready to go. Need to transfer domain name. Mark will need to talk to Tony Wirebach. Steve Bright made a motion to transfer the domain name. Ralph Honigmann seconded. Motion carried. Per Glenn – website is very important and we need to keep updated.

#### **Steve Bright:**

Payroll time sheets? Problems. Mark commented that computer is very old and storage device is full. Some things removed to make more room. Mark will investigate a new computer. Chairman stated that Robesonia Borough is working with a company, Smart Guys Computer out of Bethel, PA. Ralph said he also had good experience with Staples. Barbara recommended looking into data security. It was noted that our water treatment system is not computerized.

Adjourned into executive session at 7:58 PM to discuss personnel issues and will not come back in our regular meeting.

Next meeting: **Tuesday, November 23, 2021**, at 7PM at the Womelsdorf Borough Hall.

Respectfully submitted,

Barbara Orth  
Secretary