

DATE: Wednesday, January 24, 2024

The regular monthly meeting of the Womelsdorf-Robeson Joint Authority was held Wednesday, January 24, 2024, at 7:00 p.m. in the Womelsdorf Borough Hall. This meeting also includes the Reorganization Meeting.

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	Matthew Miller	Rod Lebo
Mark Spotts	Jack Morris	Barbara Orth	

Engineer, Jason Coyle, Glenn Eberly, Dennis Miller and Dustin Miller (Authority Operators) were also in attendance.

Solicitor Jestyn Payne was absent. Joan London attended in his absence.

2024 Reorganization Meeting Held January 24, 2024

Jack Morris, Vice Chairman opened the meeting with the Pledge to the Flag.

He presided over the nomination and election of a new Chairman. Following his/her election, the new Chairman will preside over the nomination and election of all remaining officers.

These are compensated positions, no one may nominate, second or vote for him/herself with respect to any office. In terms of voting, his/her abstention will be recorded in the minutes.

1. **Chairman** – Motion is made by Mark Spotts, seconded by Matt Miller, that Steve Bright be nominated for the office of Chairman of the Authority. There being no additional nominations for the office of Chairman, Vice Chairman called for a vote. Based upon the vote, Steve Bright is elected as Chairman. 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 Chairman then takes over the voting process and continues the reorganization meeting.

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

7. **Assistant Secretary/Treasurer** – Motion is made by Steve Bright, seconded by Ralph Honigmann, that Matthew Miller be nominated for the office of Assistant Secretary/Treasurer of the Authority. 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/Treasurer.

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

Motion is made by Barbara Orth, seconded by Ralph Honigmann that Jason Coyle, 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 are appointed to serve as the auditor of the Authority. The motion was unanimously approved by all those voting. Based upon the vote, Jason Coyle, 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.

The regular board meeting now begins.

Visitors: None

Secretary’s Report:

The minutes of the meeting held Wednesday, December 27, 2024 were reviewed and approved on a motion by Ralph Honigmann, seconded by Rod Lebo. Motion carried.

Correspondence: The Authorities: Board Member Training various dates and locations, Chester Perfetto Agency – Letter regarding Worker’s Comp Insurance (gave to Ralph), 2024 PMAA directory (gave to Dennis), ArcNews (gave to Dennis), Diversified Technology letter regarding rate increase (gave to Ralph), email from Marcie Kunkelman (K.S.) regarding meeting dates for 2024 sent to Reading Eagle, email from Jason Coyle (SSM) regarding Bidding Thresholds Increases, Excavation Safety Guide & Directory (gave to Dennis).

Treasurer’s Report:

1. The Treasurer’s Report showing a balance of \$2,031,545.10 was approved on a motion by Jack Morris, seconded by Matt Miller. Unanimously approved.
2. Bills in the amount of \$17,898.00 were presented for payment, which were ratified or approved on motion by Jack Morris, seconded by Matt Miller. Motion was unanimous.
3. Edward Jones statements are available upon request.
4. Correction from November’s report. Missed a deposit. Distributed corrected report.

5. Received payment from logging.
6. Diversified Technology: Rate increase of 3% as of February 1, 2024 for monthly invoices plus 2 cent increase per bill for the notice of USPS increase as stated in the contract. Ralph did math, it's mostly postage. Motion to accept rate increase made by Ralph Honigmann, seconded by Barbara Orth. Motion carried.

Engineer's Report:

1. Robesonia-Wernersville Sewer Authority has decided to move forward with adding the Sewer System to GIS and will contact us to propose options to work with our GIS system. No update.
2. Lead Service Inventory: Meeting at SSM on December 21st with WRJA staffing.
Update: Staffing is marking up mapping to initiate meter inspections to verify section of system from the main to the interior of the home. Still in progress.
3. WRJA did NOT apply for the 2022 PA Small Water and Sewer or PA H2O Grants that were awarded recently. The Authority did, however, apply for the 2023 LSA Grants, which have not yet been awarded. This was the Resolution that was approved last month assigning Steve or Ralph to sign grant documents on behalf of the Authority.
4. Wawa-Robesonia Meter Pit Review for Brian Yoder PM, Hershey Excavating.
Update: WRJA provided direction on the required sizing for the Meter Pit
5. Meeting with WRJA staffing to fix GIS login issue. Update: GIS login was fixed and provided to staffing to prevent down time upon next system update.
6. East High Street Subdivision. Update: WRJA staffing provided field As-builds on 1/19/24. SSM copied plans into electronic file. Permission to add to the GIS system? Glenn recommends waiting until it's completed. Again noted, will not waive the tap in fee.
7. Jack Keener – Furnace Village II. Update: WRJA, Mr. Payne and SSM met on 1/19/24 to review existing easement. Mr. Payne will add vocabulary to include coverage for easement should Township not take dedication of Smokering Drive and SSM survey will verify property pins for Lot #49 to verify existing water main is actually within the existing 2019 easement.
8. Russ Diamond, Lebanon State Rep, meeting schedule and denial: Tuesday 23rd meet and greet regarding grants over coffee (denied) and February 8th grant discussions (denied). Email sent out on 1/19/24. Another meeting is in the works per Dennis Miller and we will go to that. (Don't forget the donuts!)
9. SSM provided copies of 27 original As-builds for review by staffing. Upon review and comments, SSM will update existing GIS. Goal is to get exact locations from paper to electronic files and GIS for current and future staffing. SSM will continue to print additional plans for review. Gave plans to Dennis to review and verify they are accurate.
10. East High Street Subdivision Update: Will verify Development Name and Developer Jestyn; This is a C2C Project and tapping fee reduction discussion. This is the correct name.
11. SSM is preparing the second round of the Back Flow Prevention Letters. Per Glenn one completed, one in place but not tested. Advises to mail the rest out. There is a 1 mile line at Fort Zellers School that needs to be tested.

Solicitor's Report:

1. Reading Eagle Publication of meeting dates was made on January 5. January 17 forwarded publication to secretary and to Womelsdorf Borough Hall to post.
2. Jack Keener – Furnace Village II: An amendment pushed the cul-de-sac west and added 10 lots. After meeting with SSM, Solicitor will amend improvements agreement. He will do for next meeting. Developer will pay all legal fees for agreement. There is no money in escrow from Keener.

3. Raymond Michalowski, Jr. Zoning Application Hearing: Denied by the zoning hearing board.
4. 206 Furnace Street Property Encroachment: Will discuss in executive session.
5. Compensation Resolution: Distributed a draft resolution. If amounts are approved tonight, Solicitor will put in final form for next meeting. The board agreed we do not need to hear the Ethics Act presentation.

The Authority shall pay the following compensation on account of services and activities with respect to the following offices and committee assignments:

The rate for Chairman is \$370 per month on a motion by Ralph Honigmann, seconded by Jack Morris. Motion carried. Steve Bright abstained.

The rate for Secretary is \$850 per month on a motion by Ralph Honigmann, seconded by Rod Lebo. Motion carried. Barbara Orth abstained.

The rate for Treasurer is \$850 per month on a motion by Barbara Orth, seconded by Jack Morris. Motion carried. Ralph Honigmann abstained.

The rate for Vice Chairman is \$40 per month on a motion by Mark Spotts, seconded by Ralph Honigmann. Motion carried. Jack Morris abstained.

The rate for Assistant Secretary is \$40 per month on a motion by Steve Bright, seconded by Ralph Honigmann. Motion carried. Mark Spotts abstained.

The rate for Assistant Treasurer is \$40 per month on a motion by Ralph Honigmann, seconded by Jack Morris. Motion carried. Rod Lebo abstained.

The rate for Assistant Secretary/Treasurer is \$40 per month on a motion by Steve Bright, seconded by Ralph Honigmann. Motion carried. Matthew Miller abstained.

Overall approval for resolution as presented was made by Ralph Honigmann, seconded by Rod Lebo. Motion carried.

6. 2024 Insurance Renewal: Too late in 2023 to go out to bid for 2024 but will go out to bid in 2024 for 2025 insurance. This is for liability and Worker's Compensation insurance. There are portions that need to be signed. Motion to authorize an officer to execute these insurance documents. Chairman noted our rates increased considerably. Be aware of this as we certainly will re-bid next year. Motion made by Jack Morris, seconded by Ralph Honigmann to approve signing of documents. Motion carried.

7. 2023/2024 Timber Project: On January 11, 2024 Marcie Kunkelman received:
Check in the amount of \$174,468.05 balance of purchase price.
Check in the amount of \$11,631.20 representing security deposit.
Certificate of insurance showing WRJA and Sylvandale Forestry/Joe Brackman as additional insured.
Ralph Honigmann picked up the 2 checks and they are reflected in the Treasurer's report.

Operator's Report:

1. Meters are read and bills are out.
2. Sending out second round of backflow letters.
3. Fixed problemed meters.
4. Fixed leak on Seltzer Ave.
5. Fix leak on North Wayne Street.
6. Well 1 update: Still waiting on parts. Ralph asked if quote stays same since, we have to wait so long for parts. Dennis said yes, it will remain as quoted.
7. Timber project: Started.

Chairman's Report:

PPL Easement: There is existing driveway. Glenn tried to contact PPL, but they never got back to him. Joan London will discuss with Jestyn.

Health Insurance: 6.57 increase for same plan. Dustin reported plan is good. Steve Bright motioned to keep same plan. Ralph Honigmann seconded. Motion carried. Steve will contact Power Kunkle advisor to proceed.

Other Board Member Comments:

Mark Spotts:

1. Diversified Technology: the 1st Quarter went well with meter recovery fee. We provide metering data for 4 municipal authorities. 3 out of 4 are Diversified customers. Regarding Millcreek Richland Sewer Authority there is a change. Millcreek Twp is now a Diversified customer. WRJA supplied metering info directly to Millcreek/Richland. They have a flat rate for residential customers and a metered rate for commercial customers (less than 10). Mark called Diversified because he was told they were releasing our information to them. Mark let them know that it is our information, and they will provide the commercial customer metering information only. They should not provide all customers of the Sheridan line. Will wait to see how billing goes.
2. Domain Name: WRJA.info – When we transferred server information we did not transfer the domain name – still with Tony Wirebach. Mark is working with Tony to get that resolved.
3. COG: Council of Governments – piggy backing off our server for their website. This is operational.

Thank you Mark for your work on the above items.

At 7:40 PM we went into Executive Session to discuss possible litigation. Out of Executive Session at 7:55 PM

Motion to Adjourn at 7:56 PM by Jack Morris, seconded by Barbara Orth. Motion carried.

Next meeting: Wednesday, February 28, 2024 at 7PM at the Womelsdorf Borough Hall.

Respectfully submitted,

Barbara Orth
Secretary