

DATE: Wednesday, April 27, 2022

The regular monthly meeting of the Womelsdorf-Robeson Joint Authority was held Wednesday, April 27, 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	Ralph Honigmann	Steve Bright	Rod Lebo
Mark Spotts	Jack Morris	Barbara Orth	

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

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

Visitors: Brad Small, Managing Partner at CoActive Wealth Strategists, LLC

Secretary's Report:

1. The minutes of the meeting held Wednesday, March 23, 2022, were reviewed and approved on a motion by Ralph Honigmann, seconded by Steve Bright. Motion carried.
2. Checks received for timber project \$9,105 for bond, \$136,575 for logging
3. Memorial – changing placement. Will change location to the barn area. Will be getting the flagpole donated from Jonestown Bank (thank you!). The Operators will remove and relocate to the barn. Will add lighting and plants around the pole. Would like to get an engraved stone dedicated to Bruce. Doing this was something that Glenn and Bruce talked about in the past, so felt it would be a nice way to honor and remember Bruce.
4. Email from Bill Moore/Womelsdorf Sewer – Glenn resolved issue regarding water shut offs for non-payment of sewer bills and payments to the Authority.
5. Read correspondence – Colonial Surety Company contract status inquiry (gave to Engineer to complete), Bethany Children's Home request for donation to Brick Campaign, Reelvest Properties interested in buying Authority property.

Treasurer's Report:

1. The Treasurer's Report showing a balance of \$2,038,479.30 was approved on a motion by Jack Morris, seconded by Steve Bright. Unanimously approved. (Steve pointed out error which Treasurer corrected) so balance shown above is correct. While Treasurer was correcting our copies we heard a joke from Chairman about kids and Jonah and the Whale.
2. Steve Bright talked about Life insurance Plans - \$25,000 & \$50,000. At age 65 lowers 35% and at age 70 lowers 50%. Cost for the \$25,000 policy is \$14.25/month, \$50,000 policy is \$28.50/month to cover both employees. Would like to go wireless with payment. Bruce Craft from Arbor Insurance will handle the Life Insurance Policy. Steve will ask him to attend our meeting next month to talk about long term/short term insurance.
3. Bills in the amount of \$43,749.87 were presented for payment, which were ratified or approved on motion by Jack Morris, seconded by Steve Bright. Motion was unanimous.
4. Adding AH Moyer to the April bills list in the amount of \$19,719 was approved on a motion by Barbara Orth, seconded by Ralph Honigmann. Motion carried. Dustin will deliver check to A.H. Moyer.
5. Treasurer received a notice that the QuickBooks version of 2019 is outdated. He needs to upgrade to the 2022 version. Cost is approximately \$600. Ok to purchase on a motion by Barbara Orth, seconded by Jack Morris. Unanimously approved.
6. Edward Jones statement available upon request.

Engineer's Report:

1. 2021 Water System Improvement Project, including action on: paving-related change order; agreement with Borough of Womelsdorf; and Application for Payment: Moving ahead. A.H. Moyer performed temporary paving. Received draft agreement. Prepared change order II which deleted the final paving with a net reduction of \$39,924. All but \$2,250 will be paid to Womelsdorf Borough for the repaving project. Change order # II was approved on a motion by Steve Bright, seconded by Ralph Honigmann. Final application for payment made to A.H. Moyer. Motion carried.
2. Furnace Hill subdivision (Robesonia)
They are addressing requirements with municipality.
3. Wawa land development (Robesonia)
They are addressing requirements with municipality.
4. Zimmerman-Martin project (Womelsdorf)
Received revised plans. They have taken care of all comments and are moving ahead. Authority will have a master meter going to 8 unit apartments. Bill will go to owner.
5. Dollar General (Womelsdorf)
They are addressing requirements with municipality.
6. 2021 CCR – for review and approval
Handed out preliminary report. Submitted to DEP for preapproval. Motion to proceed on a motion by Steve Bright, seconded by Barbara Orth. Motion carried.
7. Reading Bakery Systems
Freeman Street project of adding another building. Waiting for plans.
8. Big Spring Farm Commercial water main extension
Lower Heidelberg Township applying to County for American Recovery Plan funds. They did not ask WRJA for input. Engineer contacted manager with concerns regarding if they get money, we are not committed.
9. Stonecroft
William Penn Blvd – wrote to Aqua Water System to inquire about conveying system or purchasing water. They indicated they are not interested.
10. Capital improvements plan and Backflow prevention program
Will meet with Operators to update list.
11. Boundary survey at Rice/Groff properties
Concern over bike trails. SSM surveyed and marked lines. Mark Spotts spoke to concerned property owners. One of the bike trails is on the Rice property. Solution could be WRJA makes signs to indicate our property line. The Groff's have already posted no trespassing signs some of which is WRJA property. The Groff's currently have fencing and cows on WRJA property. Mark recommends leaving fences on WRJA property but what about adverse possession for municipal authorities? Municipal authorities are not exempt. Fences went up in 2005 by previous owner. Markers are off about 20 feet. Kurtz's are on the property line. They have no issues. Solicitor will investigate adverse possession and bring back for discussion in May. Also brought up the use of WRJA property on Mountain Road. People park on our land and there are permanent fixtures as well. Can we make an agreement but no adverse possession? At least send a letter.
12. ESRI renewal – for approval

Secretary will send in needed information and check who is listed as administrator. Contract is due in July.

13. Millcreek Summit

Cold Summit is test drilling for water. Engineer has not seen plans.

Visitor:

Brad Small from Managing Partner at CoActive Wealth Strategists, LLC made a presentation regarding retirement planning for WRJA full time employees. He talked about Simple IRA and 401(k) plans which would be best for our employees. The Simple IRA is no cost except for a yearly fee of \$20 per participant. Able to match contributions for employees up to 3% of their contributions. Employee can defer \$14,000 in contributions. If over 50 can add \$3000 as catch up. The 401(k) plan would be higher amounts and there are more fees. There are other options within the 401(k) plan so, Steve Bright recommended the personnel committee would work with Brad and a Third-Party Administrator (TPA), Timothy Fusner to work out details if board agrees to move forward.

Solicitor's Report:

1. Budget

Hoping to adopt at our May meeting. Treasure will get together

2. Timber Project

Started Monday, April 25.

3. Potential litigation and settlement with Strickler Corporation with respect to disputed claim

Reached settlement in the amount of \$7,524.10. Motion by Ralph Honigmann, seconded by Rod Lebo for Chairman to sign settlement agreement. Motion carried...Steve Bright abstained.

4. Metering Cost Assessment

Mark Spotts met with Jestyn who did some legal work. There was a lawsuit filed in New Kensington, PA regarding the sewer authority suing the water authority who tried to collect \$1.50 per meter for surcharge to recover their meter reading costs. The water authority won. WRJA gets paid to shut off water when sewer bills are not paid by customers. We could bill the sewer authority for lost revenue. Would likely not do this but would like to move forward with the \$1.00 per meter charge for reading meters.

5. Event Permission Agreement with Berks Trail Works

Went well. They were good to work with them. Mark Spotts talked to them prior to the event about the Rice property. Mark asked them to stay off the Rice property during the event.

6. Declaration of Taking of West Road

Gave documents to Secretary for our files.

7. WRJA approval for agreement for paving

Approval was authorized for the Womelsdorf Borough repaving on a motion by Mark Spotts, seconded by Ralph Honigmann. Motion carried.

Operator's Report:

1. Meters are read and bills are out. Replacing meters as they go bad.

2. Got everything ready and sawed road for water main project.

3. Started flushing hydrants.

4. Got correlator prices. \$14,700, \$15,300 and \$32,000. Operators recommended going with Exeter Supply Company for a cost of \$14, 691.60. Approved on a motion by Mark Spotts, seconded by Jack Morris. Unanimously approved. Will not have to buy a computer with this system.

5. Checked for new uniform company
Not happy with Nation Uniform Rentals. Get used or not cleaned clothing. Dennis is proposing that they buy their own clothing/uniforms with a clothing allowance. Got prices at Rockhound in Robesonia and Witmer's in Myerstown.

<u>Rockhound</u>	<u>Witmer</u>
\$40/set up embroidery fee	\$30/embroidery fee/set up
\$12/t-shirt to embroider	\$9/t-shirt to embroider

Could get 6 jeans, 6 t-shirts, 6 shorts, 6 long sleeve shirts, 6 polo shirts, 2 sweatshirts and 1 winter jacket for about \$2,100. Employees would wash.

Solicitor will look at 2015 contract with National that Dennis sent to Jestyn. Currently paying about \$2,000 per year with National.

Mark Spotts made a motion to pay up to \$2100 for this year's clothing allowance. Then \$500 for each employee each year after. Seconded by Ralph Honigmann. Motion carried. Employees would give receipts and we will reimburse them.

6. Started West Maple Road pipe replacement.

Chairman's Report:

Accident? Horse and buggy accident at barn. No one was hurt. They offered to pay for broken fence. Only about \$65. We will take care of it.

Other Board Member Comments:

Mark Spotts:

Security camera system update at barn. Installed. 2 camera's at the pump house went down. Could be due to trees. May have to take a few down. Camera system can be used with Smartphones. If interested, see Dustin.

Ralph Honigmann:

Had settlement on his personal property and noticed a \$30 certification fee. Motion by Mark Spotts, seconded by Ralph Honigmann to increase our certification fees from \$20/property/meter to \$30/property/meter. Motion carried. Mark will add to agenda as amendment.

Chairman: Another joke about salesman.

Steve Bright:

Motion to go into executive session to discuss employee benefits at 8:35 PM by Barbara Orth, seconded by Jack Morris. Motion carried.

Came out of executive session at 8:44 PM.

Motion to Adjourn at 8:44 PM by Barbara Orth, seconded by Jack Morris. Motion carried.

Next meeting: Wednesday, May 25,2022, at 7PM at the Womelsdorf Borough Hall.

Respectfully submitted,

Barbara Orth
Secretary