

**MOUNT PENN BOROUGH MUNICIPAL AUTHORITY**

**MINUTES**

**REGULAR MEETING**

**MARCH 8, 2023**

The regular meeting of the Mount Penn Borough Municipal Authority was held on Wednesday, March 8, 2023 at 7:00 p.m. in the meeting room of the John A. Becker Municipal Building, 200 North 25<sup>th</sup> Street, Reading, PA 19606.

The meeting was called to order by Vice Chairman Joseph Boyle. The following Board members were present:

Alfred Worrall, Treasurer  
Kelly Dudash, Assistant Treasurer  
Josh Nowotarski, Secretary

Also present were the following:

Matthew Hauck, Superintendent  
Christeena Hauck, Office Manager  
Steve Riley, Entech Engineering  
Mark Merolla, Solicitor

**AUDIENCE PARTICIPATION-** None.

Josh Nowotarski motioned, seconded by Kelly Dudash to approve the minutes of the February 8, 2023 meeting, as presented. The motion carried unanimously.

**TREASURER-** Alfred Worrall

The bills for the month of February were reviewed. Al Worrall questioned the Comcast bill for the shop. Christeena Hauck reported this bill has been negotiated, Steve Davis was able to get it reduced to \$200.00 per month for future billings. Al Worrall questioned the payment to M&A for 2807 and 2811 Perkiomen Ave. Following discussion, motioned by Josh Nowotarski, seconded by Kelly Dudash to approve the February Treasurer's Report. The motion carried unanimously.

**ENGINEER-** Steven Riley

The 2023 paving scheduled was received from Exeter Township which includes repaving Emerald Avenue between Butter Lane and Byram Street. The Authority's service area covers this portion of Emerald Avenue. There have been 5 main breaks in the last 7 years in this portion of Emerald Avenue, including 2 blowouts. It is recommended to replace the main prior to the paving project.

The survey has already been completed. After discussion, Joe Boyle made the motion to move forward with the Emerald Avenue main replacement, seconded by Josh Nowotarski. The motion carried unanimously.

Motioned by Kelly Dudash, seconded by Josh Nowotarski authorizing Entech's Engineering Work Order for design and bidding for the Emerald Ave Main Replacement. All were in favor.

Motioned by Joe Boyle, seconded by Kelly Dudash to authorize payment in the amount of \$3,118.94 to RE Pierson for the final invoice for the additional work at Antietam Rd and Friedensburg Rd. The work included the addition of concrete to encase the water main and support the insert valves and replace the sewer lateral damaged during the water main break. All were in favor.

After discussion, Josh Nowotarski made the motion to proceed with the Well 13 rehabilitation, including the Kohl Brothers proposal of \$55,000.00 and the AC Schultes proposal, based on daily rates, with an estimated maximum amount of \$21,120 seconded by Al Worrall. All were in favor.

The Spook Lane creek repair project as originally designed will not proceed. Per a PADEP requirement, the pipe that was placed in the creek years ago will be removed during the tank demolition. Some drainage work will need to be done around the tank in the short term in order to alleviate water collecting near the tank foundation.

The Spook Lane Tank project design is proceeding. A letter was sent to Lower Alsace to request relief from Land Development.

During a previous EPA/DEP site visit, it was requested the manholes at the Sylvan Dell clear well need to be raised above grade to avoid rainwater from entering. Entech is evaluating options for a manhole riser to accomplish this.

The generator project is slated to begin in early April 2023. A letter will be submitted to DCED to request an extension of the Small Water and Sewer Grant due to expire at the end of June, 2023.

The contractor for Hilbert Court has submitted a final bill.

### **WATER SYSTEM** –Matthew Hauck

Matt Hauck submitted the February monthly maintenance report.

There is a leak on St Lawrence Ave that cannot be located.

The Spook Lane Tank gate arm is on order.

A discussion was held regarding providing water to contractors from hydrants during construction. The board was not inclined to change the policy of not providing water to contractors.

A mailer or postcard containing a QR code will go out to all customers explaining the Code Red Emergency Notification System. The deadline for sign up will be January 2024 to receive our emergency notices. A second request for sign up will be a message on the following quarterly invoice.

## COMPLETE MAINTENANCE REPORT ATTACHED

### **SOLICITOR-** Mark Merolla

The PA American contract renewal notice works on the calendar year. Notice to renegotiate needs to be given by the end of the year.

A discussion was held regarding the vacant properties that are shut off but receiving a minimum bill. Some are accumulating a balance.

### **BUSINESS OFFICE-**

Christeena Hauck asked if the statement on the current bill was sufficient as notification for the customers receiving a credit due to the billing error. AVMA's suggested statement was reviewed and declined. All were in favor of the statement remaining as presented.

Joe Boyle reported a meeting was held with Dallas Data to discuss the future operations of the office and what services they could provide should the need arise.

After discussion, a motion was made by Joe Boyle to post the Full Time Customer Support Specialist position on the online platform, seconded by Kelly Dudash. The motion carried unanimously.

### **SOURCE WATER PROTECTION-**

Joe Boyle reported he is in the final phase of applying for the National Fish and Wildlife Foundation (NFWF) grant in the amount \$400,000.00. A letter of commitment was received from Berks Conservation District and Lower Alsace Township to be used as match for the grant. Discussion continued regarding the \$150,000.00 cash match.

Mr. Boyle reported there is a clean-up scheduled for Carsonia Park on Friday, March 17<sup>th</sup>. Antietam faculty and community members will volunteer time to help get the park ready for the spring. Mt Penn Borough and Lower Alsace Township and AVCP will participate also. Pizza lunch will be provided by the Authority.

**BOROUGH OF MT. PENN-**

Mount Penn Borough Councilman Joseph Cunliffe reported Councilman Roger Stief needs the information for the newsletter and suggested Code Red be the topic for MPMA's article. March 22<sup>nd</sup> is the deadline.

**ANTIETAM VALLEY MUNICIPAL AUTHORITY (AVMA)-**

No Report.

**UNFINISHED BUSINESS-**

Joe Boyle reported he received a text message with photos, which he shared with the board members regarding the unsafe conditions at the tot lot at Carsonia Park. He is planning to attend the April AVRCC meeting to discuss the tot lot and their future plans.

**NEW BUSINESS-**

Joe Boyle called for an Executive Session at 9:02 PM to discuss personnel. Regular Session resumed at 9:40 PM. Motioned by Josh Nowotarski, seconded by Kelly Dudash to approve paying the on-call employee a minimum of one hour per day for being on call Monday – Friday. Effective March 9, 2023.

Motion was made by Josh Nowotarski, seconded by Kelly Dudash, to adjourn the meeting at 9:40 p.m. The next meeting will be held on Wednesday, April 12, 2023 at 7:00 p.m.

Respectfully submitted,

*Christeena Hauck*  
Christeena Hauck  
Business Office Manager

