

# MOUNT PENN BOROUGH MUNICIPAL AUTHORITY

## MINUTES

### REGULAR MEETING

APRIL 14, 2021

The regular meeting of the Mount Penn Borough Municipal Authority was held on Wednesday, April 14, 2021 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, also via Zoom Video Conferencing due to COVID19 social distancing mandates.

The meeting was called to order by Chairman Thomas Smith. The following Board members were present:

Thomas Smith, Chair  
Joseph Boyle, Vice Chairman  
Alfred Worrall, Treasurer

Also present were the following:

Christeena Hauck, Support Specialist  
Steve Riley, Entech Engineering  
Mark Merolla, Solicitor

Tom Smith motioned, seconded by Alfred Worrall to approve the minutes of the March 10, 2021 meeting, as presented. The motion carried unanimously.

#### TREASURER- Alfred Worrall

The bills for month of March were reviewed. Al Worrall questioned the \$35.00 scanner charge from Vist bank, which is now a monthly fee and asked for the At&t bill to be reviewed with the Foreman. Following discussion, Tom Smith motioned, seconded by Joe Boyle to approve the March treasurer's report. The motion carried unanimously.

Al Worrall also questioned the Keystone Engineering bills. This question will be directed to Matt Hauck.

#### ENGINEER- Steven Riley

Steve Riley reviewed the list of remaining items needed from Arro Consulting. The Generator and Neversink Interconnection grant documents were on the list and it was noted those files should be here in the Authority office. The GIS Data would be useful for Entech and is separate cost of \$310.00 to receive this information from Arro. Steve will review a few of the outstanding items with Matt Hauck for final determination before Arro is contacted again. There is a final invoice from Arro that needs to be paid if everything is satisfactory with the as-built drawings. Steve will follow-up with Matt Hauck.

Steve noted the table of Contents for the Standard Operating Procedure were provided to him by Mark Merolla and they are very thorough. He also noted the standard specifications for developers does not need to be updated given the limit amount of development in the service area. However, he also noted that Arro Consulting should be asked if they have this as a Word document for future use by the Authority.

MPMBA'S 2022 Community Funding Grant application for the rehabilitation seven well pumps and accessories was submitted on Friday, April 9, 2021, by Entech. Letters of support accompanied the application.

Of the five bids received, Barasso Excavation was the lowest bidder for the Harvey Ave/ Earl Gables Water Main replacement project at \$327,892.50. After discussion, Joe Boyle made the motion to accept the bid from Barasso Excavation and authorize all appropriate signatures as required for the final contract, subject to the Engineers review, seconded by Al Worrall. The motion carried.

Waiting for the executed cost share agreement from Exeter Township for Harvey Ave paving.

The Engineering work order for the AWIA certification was presented to the board. The risk assessment and emergency response plan will be updated by Entech with the help of the water staff. After discussion, Tom Smith approved Engineering Work Order 4662- 11154 in the amount of \$23,500.00, seconded by Joe Boyle. The motion carried.

The Harvey Ave project's design and bidding portion is complete and came in \$1,000.00 under budget. Steve Riley will be in touch with Matt Hauck regarding the construction inspections.

### **WATER SYSTEM** -Matt Hauck

COMPLETE MAINTENANCE REPORT ATTACHED

### **SAFETY MEETING**

SCBA Tank- Hands on refresher.

### **SOLICITOR-** Mark Merolla

Mark Merolla reported **Resolution # 01-2021** to set the meter tamper and replacement fee was prepared and is ready for approval.

Motioned Al Worrall, seconded by Joe Boyle. The motion carried.

A proposal was received for the cell tower. No action was taken.

Mark Merolla reported he is working on the Standard Operating Procedures. The draft will be ready for board review by the June 9<sup>th</sup> meeting.

## **BUSINESS OFFICE**

Christeena Hauck asked the board members to review the new rate schedule prepared by Steve Davis.

A discussion was held regarding the “Shut-Off Day” procedures. The policy states the Authority has 24 hours to resume service after shut-off for non-payment. The day of Shut-Offs there is a 2:30 p.m. cut off for restoring service. Any payments made after that time are accepted, however, service remains off until the following morning. Christeena Hauck explained the hostile and sometimes difficult situation the office staff has to endure on this day. The customers are upset or angry and may just be getting home from work to find the water off. The customers are our priority, we want to have a good positive relationship and do our best to help these customers, our neighbors. Some are repeat non-paying but some are just an oversight. She asked the board to consider extending the cut off time from 2:30 p.m. to 4 or 4:30 p.m. to allow more time for customers to get home from work. There were 8 payments received from 2:30 until 4:00 p.m. on the past shut-off day. Discussion continued. The board was in favor of adjusting the cut-off time to later in the day and would consider having both one office personnel and one operator start later on that day to remain later to accept payments and restore service. The board was also in favor of using a door hanger instead of an envelope to post the notices. Discussion will held at the May meeting when Matt Hauck is in attendance.

A discussion was held regarding Easter Sunday. The board instructed Christeena Hauck, moving forward, weekend on-call time would be paid for this day, not double time.

## **SOURCE WATER PROTECTION**

Joe Boyle reported the next round of the NFWF Grant application has been submitted for Carsonia Lake by Berks Nature.

Property next to lake with garage is vacant and owner is considering demolition. This property is located in Exeter Township. George Meiser will inform the Township of the historic value of the building located on this property.

Joe Boyle reported RCAV has hired a landscape architect to design the moving the fence and trail and to install the bridge. Discussion continued regarding the trail material. RCAV is planning to use impervious asphalt. The best practices for source water protection is a pervious material. Liberty Environmental and Berks Conservation District suggested looking at decomposed granite millings. Penn State has a dirt and gravel program and has offered their assistance for this project. This material is best for bikes, walking and is also ADA compliant.

Discussion continued regarding the indoor/ outdoor restrooms and the concession stand window. Members of the board should be invited to the the next RCAV meeting when the plans are

presented, as their attendance is required for MBPMA approval. The board will hear the plans and make their recommendations at this time.

**BOROUGH OF MT. PENN**

No Report.

**ANTIETAM VALLEY MUNICIPAL AUTHORITY (AVMA)**

No Report.

**UNFINISHED BUSINESS**

Christeena Hauck reminded the board a letter was submitted by a resident requesting the discontinued the use of Fluoride in the water. No action was taken.

**NEW BUSINESS**

Mr. Smith called for an Executive Session at 8:43 p.m. to discuss personnel. Regular Session resumed at 8:50 p.m. No action was taken.

Motion was made by Tom Smith, seconded by Al Worrall, to adjourn the meeting at 9:00 p.m. The next meeting will be held on Wednesday, May 12, 2021 at 7:00 p.m.

Respectfully submitted,

*Christeena Hauck*

Christeena Hauck  
Support Specialist

## March 2020 maintenance report

6 inch Main Break 47 Bingaman St

Finished installing the hydrant which was hit at Perkiomen/Pennwynn and concreted the area around the hydrant

Finish the fire hydrant install at Field/High St

Picked up new SCAG Cheetah mower from Passmore Equipment

Picked up 500 meters

Begin meter change out for books 1&2

Handed out shut off notices for non-payment

Performed shut offs for non-payment

Met with Exeter supply about meter laptop not reading correctly. Determined the radio (DMMR) needed to be replaced

Read meters

Keystone Engineering finished new SCADA computer install

Wash trucks and equipment

Clean and mop Grandview Pump Station

Performed annual maintenance on all small equipment

Clean up shop bays

Clean up dirt that was dumped during the winter at our stone pile

Turn on and flush the new main which was installed on 500 block Butter Ln at the culvert

Locate 12" valves at the bottom of Spook Lane

Had a pre-bid meeting for upcoming work at Harvey and Earl Gables

Perform Asbestos sampling

Found shaft is broke on well pump 12. Kohl Bro's has been notified about this to begin sourcing parts for repair

Kohl Bro's on-site to perform annual pump maintenance

LAWCO came to check the accuracy of our Well meters

Clean up tree branches around Spook Ln property after high winds

Took top soil and grass seed 1115 Butter Ln. Property had damage from 12" main break

Clean up/seed part of Gaskill from past water main break

Installed chain barrier gate at well 5 due to cars rutting out grass area

\*SAFETY MEETING- SCBA Tank hands on refresher