

**MOUNT PENN BOROUGH MUNICIPAL AUTHORITY**

**MINUTES**

**REGULAR MEETING**

**JULY 8, 2020**

The regular meeting of the Mount Penn Borough Municipal Authority was held on Wednesday, July, 2020, 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 at 7:00 p.m., 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  
Kelly Dudash, Asst. Treasurer  
Thomas Staron, Secretary

Also present were the following:

Christeena Hauck, Support Specialist  
Stephen Davis, Senior Support Specialist  
Matt Hauck, Water System Foreman  
Ed Overberger, Arro Consulting  
Jimmy Dennis, Arro Consulting  
Mark Merolla, Solicitor

After discussion, Tom Smith motioned, seconded by Joe Boyle to approve the minutes of the June 10, 2020 meeting, as presented. The motion carried unanimously.

**TREASURER**- Alfred Worrall

Al Worrall questioned the Lynx bill from June 22<sup>nd</sup>. Christeena Hauck explained there were issues with the server and internet for 2 days from a storm and upgrades at Comcast that resulted in onsite technician visit to make while in communication with Comcast.

A discussion was held regarding the current bills that will be due August 7, 2020. Late fees and shut off notices will be withheld for discussion at the September 9, 2020, meeting. Al Worrall asked Steve Davis to generate a list of the current delinquent accounts.

Al Worrall questioned the fees for credit card payments and for Xpress Bill Pay, the online bill pay system. Discussion continued regarding splitting the fees for credit card transactions between the Mount Penn Borough Municipal, Antietam Valley Sewer and St Lawrence Sewer based on the split of percent of revenue. Antietam receives 60% of the collected revenue, St Lawrence receives 10%. Also discussed the option of assessing a per transaction charge that would be passed along to the customer at the time of the transaction. Tom Smith asked for the

per transaction costs to be provided to the board and required this process be in place by the next billing cycling which is October 2020. Al Worrall will follow up with Steve Davis.

Motioned by Al Worrall, seconded by Tom Staron to accept the June 2020 Treasurer's Report. The motion carried unanimously.

**ENGINEER**- Ed Overberger

Ed Overberger distributed and reviewed the highlights of the rate study with the Board. Jimmy Dennis, the report's author was also in attendance to answer any questions. Future needs for capital improvements such as aging infrastructure, Spook Lane Tank, Perkiomen Project, meter replacements will necessitate the need for an adjusted rate structure. Customers will need to be educated as early as possible when this increase has been decided.

The Preliminary Tank Study was also distributed and reviewed with the board. The current 1,000,000 gallon tank now has 14' of unusable water. The proposed plan for two 500,000 gallon tanks would provide the full million gallons. If one tank goes down there would be the second tank available. Three types of tanks were reviewed: concrete, welded steel, and bolted. Yearly costs, available loans, site location and tank shape were discussed. Matt Hauck reminded the board the telemetry is affected by storms in the area or lightning strikes. Jimmy Dennis suggested lightening suppression equipment exists. Following determination of the tank type and size the next step would be geotech-soil sampling of the site. Setback and height restrictions will need to be researched with the Township. Al Worrall is working to find some grant opportunities. Discussion continued regarding grant funds and the possibility of slower disbursements due to COVID19 impacts on the economy.

A letter was received from Exeter Township regarding Opal Ave and Harvey Ave requesting us to address the areas that need to be paved. These areas will be addressed as part of the work for projects that are currently out for bid.

Arro will be sending the final documentation to PennVest to release the funds. These loan funds will be used to pay PennDOT.

**WATER SYSTEM** -Matt Hauck

Matt Hauck reviewed the highlights of his monthly maintenance report and reported the booster pumps were repaired at Grandview pump station. Complete replacement for Well 14 will cost \$41,500 including the onsite work. The option of pulling the pump and having it rehabilitated is available but would put it out of service for a few days. Matt is reviewing other options and will report at a future meeting.

COMPLETE MAINTENANCE REPORT ATTACHED

**SAFETY MEETING**

Proper Pesticide Handling and Spraying

**SOLICITOR-** Mark Merolla  
No Report.

**BUSINESS OFFICE**

Joe Boyle reported there will be an all-day training for the office on July 21<sup>st</sup>. The office will be closed. The website and answering service will be updated.

Joe Boyle reported through Dallas Data, he received and contacted a representative for the company that replaced meters for Reading Area Water Authority. The cost would be \$75.00 per meter. Matt Hauck will contact the representative.

**SOURCE WATER PROTECTION**

Joe Boyle reported the Joint Permit application was received for the Crystal Lake Restoration Project.

**BOROUGH OF MT. PENN**

No Report.

**ANTIETAM VALLEY MUNICIPAL AUTHORITY (AVMA)**

No Report.

**UNFINISHED BUSINESS**

No Report.

**NEW BUSINESS**

No Report.

Tom Smith called for an Executive Session at 8:57 p.m. to discuss a potential contract negotiations concerning alternative revenue for the authority. Regular Session resumed at 9:05 p.m. No action was taken.

Tom Smith called for an Executive Session at 9:06 p.m. to discuss personnel issues. Regular Session resumed at 9:25 p.m. No action was taken.

Motion was made by Tom Smith, seconded by Kelly Dudash, to adjourn the meeting at 9:25 p.m. The next meeting will be held on Wednesday, August 12, 2020 at 7:00 p.m.

Respectfully submitted,

*Christeena Hauck*  
Christeena Hauck  
Support Specialist

# June 2020 Maintenance Report

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Repaired leak to 237 n. Prospect at Corp on main

Repaired leak on main and service at 7 Earle Gables

Leak found on customer's side at 516 n 25th st

Power outage at all facilities. Had generator issues with initial startup. Cummins on-site, Installed new batteries. Also signed new maintenance contract

Keystone Engineering here during power outage to program alarms into backup call system

Keystone Engineering installed new breakers at Grandview Pump Station, fixing our previous issue with Booster 1

Ridge Tank has a power surge from storm, blew electrical panel and surge protector for Cathodic Protection. Had an electrician on site to install new equipment

Kohl Brothers on-site to check GPM of wells. Well 14 output seems to be decreasing. They provided an estimate to make repairs

Read meters

Vandalism to our Neversink Tank (Graffiti), a police report was filed

Continue to flush fire hydrants

2005 f550 to Orth's to charge A/C

Clean out small garage for extra storage

Continue to leak detect our system

Herby cut down 5 dead pine trees overhanging Hill Rd. We cleaned them up

Met with ARRO about plans for new tank on Spook Ln

\*Safety Meeting- Water Hammer