

MOUNT PENN BOROUGH MUNICIPAL AUTHORITY

MINUTES

REGULAR MEETING

August 12, 2020

The regular meeting of the Mount Penn Borough Municipal Authority was held on Wednesday, August 12, 2020, at 7:00 p.m. in the meeting room of the John A. Becker Municipal Building, 200 North 25th 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
Mark Merolla, Solicitor
Pete Mullenberg, Lynx (zoom)
Ann Sellers , RCAV (zoom)
Troy Goodman, Mt. Penn Borough (zoom)

Pete from Lynx was attending via Zoom to discuss LYNXCare Lite Support & Security Solution.

An email explaining details of the new plan was distributed to all board members prior to the meeting. The new plan will cover both email and internet security. It is more robust and highly recommended by Lynx. The cost will increase from \$3.50 per user to \$12.75.

The monthly plan is currently \$24.50 and will increase to \$89.25 which covers the server and 6 desktops in the authority and the borough offices.

More details are in the document distributed by Pete to the board.

A motion was made by Tom Smith to start using the LynxCare Lite solution. Seconded by Joe Boyle. The motion carried unanimously.

Mt. Penn Borough will discuss it in their next meeting on August 25th.

Purchasing bulk hours at a discount was also presented. No decision was made on whether to purchase any hours or not.

After discussion, Tom Smith motioned, seconded by Joe Boyle to approve the minutes of the July 8, 2020 meeting, as presented. The motion carried unanimously.

TREASURER- Alfred Worrall

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

IRA transfers were made for Matt Heizmann and Christeena Hauck from 1-1-2020 to 7-30-2020. It is a new procedure with a new firm and was not done until now partly because of the market being down due to Covid and waiting on the logon information. It will now be done after each payroll run.

Capital improvements will now be kept in a separate folder when paid to maintain easier access when needed for yearly audit and budget.

Perkiomen Ave project invoice will be paid by check. The Pennvest loan checking account is setup and will contain 2 amounts of the monthly payments to insure enough funds to cover the loan payment. The monthly payment will be automated to pay the loan from the account.

Future Arro bills invoices will be broken down further in the financial books for capital improvements.

Treasurer report will no longer show 2017 balances and instead show 2020, 2019 and 2018.

The dump truck did require a down deposit only an agreement at the time of the purchase.

ENGINEER- None

No engineer was present at the meeting.

WATER SYSTEM -Matt Hauck

Matt Hauck reviewed the highlights of his monthly maintenance report

COMPLETE MAINTENANCE REPORT ATTACHED

Matt asked Mark about the current fee for abandoning a property. There are a couple of properties that may be abandoned. Orth on Spook Lane and 823 Van Buren. Van Buren has not been in our system for 30 years. What to charge them when the service is removed.

New property near the Ridge Tank and whether we tap the tank for water or allow them to dig a well. Most likely a well would be the better choice.

Barrasso will be starting the Los Robles project on Wednesday August 19th.

St. Lawrence Borough has shown some interest in the old dump truck. Fair market value needs to be determined when is it sold.

SAFETY MEETING

Dump truck safety.

SOLICITOR- Mark Merolla

4 year lease still left on the cell tower lease. Still some interest on purchasing it but not enough offered so far.

Waiting for approval by the board of the rules that have been revised.

BUSINESS OFFICE

AVMA is not adding penalties. St. Lawrence is waiting until their meeting to decide on adding penalties. We will wait until after Thursday and their meeting to see if we need to send past due bills. Without penalties there is no need to send more bills out and spend more money on postage and paper. The next period bill in October should include a letter to explain that penalties will be added if the bill is not paid by the current due date.

The dead meter list and work orders for those meters were given to Matt to start trying to replace the dead meters. The first attempt will be either knocking on the door or hanging a door hanger on the door to contact the office for an appointment to replace the meter. After the second attempt which may include contacting the customer by phone if a contact number is available and notice the water will be turned off if no reply is given by the customer.

Matt is going to order 200 5/8 meters for the next wave of installs. Exeter supply told him that it will 2 weeks to deliver the 5/8 size meters.

Matt was told to start shutoff procedures for 3200 St. Lawrence Ave. The sale of the property is being delayed due to the owner still not being to leave Costa Rico. It will be turned off unless the bill is paid before the shutoff date.

SOURCE WATER PROTECTION

Joe Boyle reported that Liberty Environmental deployed the solar powered system at Crystal Lake to help clear it up. It will be there for 8 weeks until October. It should show results in about a week.

Berks Nature reported that we were not approved for our national grant.

Ann Sellers on RCAV that approved 2 contracts

1. Architect for pathway landscape and bridge \$18,399.00
2. Bathrooms – engineering \$18,760.00

They must include MT. Penn BMA in all plans and decisions.

BOROUGH OF MT. PENN

No Report.

ANTIETAM VALLEY MUNICIPAL AUTHORITY (AVMA)

No Report.

UNFINISHED BUSINESS

No Report.

NEW BUSINESS

Pa American was contacted by Tom Smith. They will be meeting at the Boro Hall on 8/20/2020 to discuss future plans.

Al decided on a new service fee of \$3.00 added for credit card use. Starting the first quarter of 2021.

We will start designing the new utility bill to be used for the last quarter of 2020.

Tom Smith made a motion, Kelly Dudash 2nd and all approved to add a \$3.00 service fee starting 1/1/2021 for credit card use.

Tom Smith called for an Executive Session ended at 9:15 p.m.

Motion was made by Tom Smith, seconded by Kelly Dudash, to adjourn the meeting at 9:15 p.m. The next meeting will be held on Wednesday, September 9, 2020 at 7:00 p.m.

Respectfully submitted,
Senior Support Specialist
Stephen Davis