

**MUHLENBERG TOWNSHIP AUTHORITY**  
**MINUTES OF A REGULAR MEETING OF THE BOARD**

A regular meeting of the Board of Muhlenberg Township Authority, Water and Sewer Projects, was held on Thursday, April 6, 2023, beginning at 7:00 p.m., at 3711 Oak Street, Temple, Muhlenberg Township, Berks County, Pennsylvania, pursuant to notice both advertised and posted according to law.

The following members of the Board were present:

Scott Lehr  
Richard Heffner  
Jim Kelly  
Rick Hoffmaster  
Otto Voit, III

In attendance were Authority Manager Jeffrey A. Calpino, Thomas A. Rothermel of counsel, and Darryl Jenkins, PE, of Spotts, Stevens and McCoy (SSM), consulting engineer to the Authority. Muhlenberg Township Commissioner Steven Wolfinger was present. Authority Supervisor Tim Feltenberger, and Jaime Nace, were also in attendance.

The meeting was called to order at 7:00 p.m. by Chairman Lehr. Mr. Lehr announced that the Board had met earlier in executive session to discuss matters involving personnel.

Mr. Hoffmaster made a Motion to approve the Minutes of the previous regular meeting of the Board held on March 9, 2023. That Motion was seconded by Mr. Kelly, and passed unanimously.

Under the first public portion, Commissioner Wolfinger, liaison to the Authority, addressed the Board regarding a draft 2023 Muhlenberg/Laureldale Joint Comprehensive Plan, a copy of which he circulated to the Board members in advance of the meeting. The existing plan dates to 2003. He invited the Board to review the draft plan and offer any comment. The updated plan will set forth community goals and ambitions with respect to community development, taking into account analysis of current land use, potential future growth, and the facilities needed to serve existing and future residents. Mr. Wolfinger confirmed that the Township is scheduled to present the draft plan to the public at a meeting scheduled on June 23, 2023.

Mr. Jenkins of Spotts, Stevens and McCoy provided a report of the Authority's consulting engineer for work completed March 3, 2023 through March 31, 2023. Mr. Jenkins referenced a two-page report of SSM that had been circulated to the Board in advance of the meeting. The report provides a narrative of the status of each of the eleven (11) projects of the Authority on which SSM is currently engaged.

Mr. Jenkins confirmed that Blooming Glen Contractors, Inc. submitted final, notarized Payment Application No. 6 totaling \$100,180.97. The Board previously approved such payment in the amount stated at the March 2023 Meeting, which was conditioned on receipt of the notarized copy. Mr. Jenkins confirmed that retainage is currently being held in the amount of \$8,498.50.

With regard to the Consumer Confidence Report (CCR) for the water system, Mr. Jenkins confirmed that a draft report would be circulated to Mr. Calpino in the coming weeks for review and comment. Once the CCR is finalized, it will be posted on the Authority website.

Regarding risk and resiliency of the Authority's water system, Mr. Jenkins noted that SSM has identified several key areas of the system that are believed to be the most at risk. He confirmed that while there are no pressing areas of concern, a comprehensive risk and resiliency review takes into account potential issues for purposes of future planning and design upgrades. SSM will be reviewing those potential areas of concern with Mr. Calpino and Mr. Feltenberger, followed by presentation to the Board for further discussion and consideration.

SSM begun inquiry into potential bottlers or other bulk water haulers who may have an interest in water drawn from the quarry property. Due to fuel and labor costs, the desirability of the quarry water, if deemed suitable for its intended use, will likely depend on the proximity of the quarry to the end use location. It was suggested that as part of this inquiry, Mr. Jenkins contact local customers as well. Mr. Jenkins will provide further updates with regard to this matter at the May 2023 Meeting.

GIS mapping is currently being updated and revised to incorporate details with regard to the requisite PA DEP lead and copper service line inventory data. In addition, SSM met with Mr. Calpino and Mr. Feltenberger to review current practices for data collection, including enhanced data generated by the new external GPS data collector device.

With regard to the administrative office design project, Mr. Jenkins confirmed that it is on hold pending further Board action regarding the location of staff and considerations regarding functions at the Township building. In response to a question posed by Chairman Lehr, Mr. Jenkins confirmed that SSM was capable of handling further design work, as may be needed, which will largely be performed by an architect. Once further architectural renderings have been completed, SSM will be able to prepare a cost estimate relating to construction.

Mr. Jenkins confirmed that the 2022 H2O Grant application relating to the proposed Maiden creek water main interconnection was successfully submitted on December 20, 2022. Supplemental information was submitted in follow-up to the grant reviewer, including adjustment of the budget and clarification with respect to the scope of the work.

With regard to the potential water supply interconnection with Maiden Creek Township, Mr. Jenkins reported that hydrant testing was performed on March 17, 2023 to confirm available flow and pressure from Maiden Creek's system. The testing results were favorable. SSM is continuing to perform detailed modeling to ascertain gravity feed versus the need for a pump station. In addition, SSM is preparing a chart that will detail the anticipated route, as well as various permitting needs. Further discussion on this topic was conducted during the Solicitor's report, as noted hereinafter.

There being no further active projects on which to report, and no additional questions posed by the Board, the report of the Engineer concluded. Mr. Hoffmaster made a Motion to accept the Engineer's Report as presented. That Motion was seconded by Mr. Kelly and unanimously approved.

Mr. Calpino presented the Operations Report for the preceding month, a full copy of which has been appended to these Minutes. Crews installed a new sewer lateral at a residence located on Reading Crest Avenue. One 6" main break (Type I) was repaired on McKentley Street, and 3/4" service was repaired on 7<sup>th</sup> Avenue. Crews also continued to perform sewer trunkline maintenance. Sewer laterals were cleaned or checked at six (6) different locations throughout the Township, five (5) of which were customer owned. Lastly, Mr. Calpino reported that the vacuum truck was used a total of thirty-three (33) man hours, at an equivalent labor cost of \$11,715.00. To date, the vacuum truck was used a total of ninety (90) man hours, or the equivalent of \$31,950.00, excluding the cost of disposal fees that the Authority no longer pays. The Operations Report then concluded.

Engineering bills for the preceding month were reviewed. Mr. Hoffmaster made a Motion to approve the engineering bills for payment. That Motion was seconded by Mr. Kelly and unanimously adopted.

The accounts payable for both the water and sewer departments for the preceding month had been distributed prior to the meeting, a full listing of which has been appended to these Minutes. Mr. Voit made a Motion to approve payment of the accounts payable for both the water and sewer departments, as presented. That Motion was seconded by Mr. Heffner and unanimously adopted.

Under the Solicitor's Report, Mr. Rothermel reported that the developer of 1101 Floret Road requested that the Authority accept dedication of the completed municipal improvements. By doing so, financial security would be reduced to the maintenance amount of \$7,673.40. Mr. Feltenberger confirmed that all improvements were satisfactory. Mr. Jenkins confirmed that the as-built plans were satisfactory, although a CAD version must be submitted for GIS mapping purposes. Mr. Hoffmaster made a Motion to accept dedication of the municipal improvements, to authorize signature on the Dedication Agreement, and to reduce financial security to the amount stated, all contingent on receipt of the as-built CAD file. That Motion was seconded by Mr. Voit and unanimously approved. Mr. Rothermel confirmed that the date on which dedication is formally accepted is when the 18-month maintenance period will commence.

Regarding the proposed Maiden creek interconnection, Mr. Rothermel confirmed that a joint meeting was held on April 5, 2023 with the parties' respective Managers, engineers, and solicitors. The discussion centered around further planning, with the ultimate goal of entering into a Memorandum of Understanding (MOU) with Maiden creek Township Authority to formalize the details a future Bulk Water Purchase Agreement. Due to certain unresolved issues regarding engineering and planning, in particular use and location of a storage tank and pump station, discussion regarding details of a formal MOU were deferred. Mr. Jenkins will continue to resolve the planning portion of the project, which will enable further discussion between the parties. In that regard, Mr. Jenkins confirmed that he would finalize calculations and share the same with Maiden creek's engineers for comment in advance of the next Board Meeting. In response to a question posed by Chairman Lehr, Mr. Jenkins noted that, assuming an agreement is reached with Maiden creek Municipal Authority and things otherwise progress as planned, he would anticipate breaking ground at some point in the fall of 2024.

With no further questions posed to Mr. Rothermel, the Solicitor's Report was approved by Motion of Mr. Hoffmaster, seconded by Mr. Voit and unanimously approved.

Mr. Hoffmaster presented the Treasurer's Report. Effective March 1, 2023, interest rates increased to 2.53%. With regard to account balances for both the water and sewer divisions, it was confirmed that the water division realized a net gain over the prior month of \$39,945.72. The sewer division realized a net gain over the prior month of \$937,850.51. Across both water and sewer accounts, the Authority realized a net gain in March 2023 of \$977,796.23; however, the next scheduled quarterly payment to the City of Reading under the IMA is pending. With regard to the IMA, it was confirmed that the sewer escrow account has a principal escrow balance of \$9,172,390.30, with \$87,251.94 in interest earned thus far. Overall, the Authority's total cash flow is approximately \$1 Million more than compared to this time last year. Discussion was held regarding the status of the various funds held in Certificates of Deposit (CD), some of which are pending maturity as of May 15, 2023. Of those CDs set to mature, Mr. Voit made a Motion to rollover two (2) sewer escrow account CDs to another three (3) month term; to rollover the sewer investment account CD to a one (1) year term; and to rollover the water investment account CD to another six (6) month term. That Motion was seconded by Mr. Hoffmaster and unanimously approved. On Motion of Mr. Hoffmaster, seconded by Mr. Kelly and unanimously adopted, the Treasurer's Report was accepted as presented.

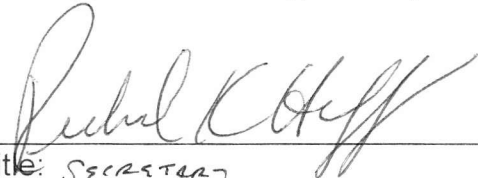
Under New Business, a MOU between the Authority and Teamsters Local Union 429 was unanimously approved, on Motion of Mr. Voit, seconded by Mr. Hoffmaster. Office lease discussion was deferred to a future Board Meeting. Mr. Calpino reviewed the Authority's cell phone plan, as supplied by AT&T. In so doing, Mr. Calpino was presented with information regarding FirstNet, which is a program offered by the U.S. government to first responders and the like for priority cellular service in the event of emergency. No contract is required, it can be canceled anytime, and the service is still provided through AT&T. Overall, the existing plan terms, as processed through FirstNet, will save between \$80 - \$100 per month. In addition, new phones are available at discount pricing. After discussion, the consensus of the Board was to proceed with FirstNet for the Authority's

cellular service plan, as serviced through AT&T. The Board thanked Mr. Calpino for his work in securing a more favorable cellphone plan. Lastly under New Business, discussion regarding potential implementation of direct deposit for payroll servicing was deferred pending commission of an efficiency study.

Under the second public portion, Commissioner Wolfinger informed the Board that Township meetings are available for viewing on YouTube. All were invited to view the meetings if not otherwise able to personally attend.

There were no Member or Staff Comments on which to report.

There being no further business of the Board, the meeting was adjourned at 7:55 p.m. on Motion of Mr. Voit, seconded by Mr. Heffner, and unanimously approved. The next regular meeting of the Board of the Muhlenberg Township Authority will be held at 7:00 p.m. on Thursday, May 4, 2023, in the Authority Maintenance Facility main meeting room, 3711 Oak Street, Temple, Muhlenberg Township, Berks County, Pennsylvania 19560.

  
Title: SECRETARY