

**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, December 11, 2025, beginning at 7:00 p.m., at 210 George Street, Reading, Muhlenberg Township, Berks County, Pennsylvania, 19605, pursuant to notice both advertised and posted according to law.

The following members of the Board were present:

Jim Kelly  
Walt LaSota  
Rick Hoffmaster  
Steve Wolfinger

In attendance were Authority Director of Operations, Nathan Roush; Timothy Feltenberger, Operations Manager; Jamie Lorah, PE, of Spotts, Stevens and McCoy (SSM), consulting engineer to the Authority; Thomas A. Rothermel, of counsel; and Bruce Koller of Transcend Business Advisors, Authority controller consultant. Also present were Jay Wenger of RBC Capital Markets, LLC, and Diane Jones, a member of the public.

The meeting was called to order at 7:00 p.m. by Chairman Kelly. Mr. Kelly announced that the Board met in an executive session immediately prior to this meeting to discuss matters involving personnel.

Mr. Hoffmaster made a Motion to approve the Minutes of the previous regular meeting of the Board held on November 13, 2025. That Motion was seconded by Mr. Wolfinger and passed unanimously.

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

Under the first public portion. Jay Wenger, Managing Director of RBC Capital Markets, LLC, presented to the Board. Mr. Wenger previously appeared before the Board in December 2023 to provide an overview of tax exempt bond financing for purposes of funding capital projects and to provide long-term financial stability. Mr. Wenger's second appearance before this Board centered on the same topic, and followed more recent Board discussion regarding the recommendation by Management, in consultation with its controller consultant, Transcend Business Advisors, to consider bond financing as a means by which to stabilize the financial outlook of the Authority, and fund needed capital projects with the least impact to ratepayers. At this meeting, Mr. Wenger provided the

Board with a Tax Exempt Bond Financing report, which provided an overview of the municipal bond financing process, general characteristics of municipal bonds, and the impact on rate payers with respect to bond financing. Mr. Wenger explained that bond funding options may be desirable given the current standing of the water division account, and in consideration of significant future capital projects in both the water and sewer divisions totaling in excess of \$10 million. Mr. Wenger noted that bond funds are tied to definitive projects that are reasonably expected to be completed within a period of three (3) years, and typically, municipal bonds are payable over thirty (30) years. The bonding process takes anywhere between 2 – 3 months, and begins with a credit and rating assessment. In conjunction with this process, Management and the controller additionally recommended the Authority consider retention of an independent financial advisor to further assist in the development of a sound financial plan, and to provide the Authority recommendations for optimal financing options. Mr. Wenger noted that while financial advisory firms are not required, it is commonplace in the bond financing process. The Board thanked Mr. Wenger for his time.

Mr. Feltenberger presented the Operations Report for the preceding month, a full copy of which has been appended to these Minutes. The crew performed ongoing leak detection, together with miscellaneous services such as sewer trunk line maintenance and flushing hydrants. It was reported that the Crossroads sewer station upgrades were nearly complete, which had been a priority task. The crew assisted AC Shultes with testing at Well Nos. 1 & 2, and pulled the pump at Well No. 2. Regarding certain special projects, Mr. Feltenberger advised that the Mannerchor tank driveway was started, as well as work to install a bypass manhole at the Eagles Landing pump station. Sewer laterals were cleaned and checked, including seven (7) customer owned lines, five (5) traps, and two (2) Authority owned lines. Mr. Feltenberger further advised that he plans to formulate bid specs for landscaping services for all MTA properties in 2026. Once bid, the Board will review the proposals in comparison to current in-house landscaping costs. Mr. Feltenberger reported that the Muffin Monster machine at the South Temple pump station was in a state of disrepair, as the cutter mechanism failed. Axiom, Inc., a Costars vendor, submitted a proposal to install a new Muffin Monster at a cost of \$31,750. Mr. Hoffmaster made a Motion to approve the proposal of Axiom in the amount stated. Mr. LaSota seconded that Motion, which was unanimously approved. Given extended lead times for pumps and the necessity of having available parts in the event of failure, Mr. Hoffmaster made a Motion to amend the Agenda to include the purchase of a new spare pump for the Rivervale pump station. Mr. Wolfinger seconded that Motion, which was unanimously approved.<sup>i</sup> Thereafter, Mr. Wolfinger made a Motion to approve the purchase of a spare pump for the Rivervale pump station from Axiom, Inc., a Costars vendor, in the amount of \$23,600. That Motion was seconded by Mr. LaSota and unanimously approved. The Operations Report then concluded.

Under the Engineer's Report, Ms. Lorah of SSM provided a formal report of the Authority's consulting engineer for work completed October 18, 2025 through December 2, 2025. Ms. Lorah referenced an eleven (11) page report that SSM circulated to the Board in advance of the meeting. The report provides a narrative of the status of each of the projects of the Authority on which SSM is currently engaged.

With regard to the Eagles Landing pump station upgrade project, Ms. Lorah presented Payment Application No. 2, submitted by JNS Paving and Excavating Corp., totaling \$39,492. The work performed under this submittal includes installation of the bypass manhole. Mr. Hoffmaster made a Motion to approve payment in the amount stated, which Motion was seconded by Mr. LaSota and unanimously adopted.

Ms. Lorah reported that the Mannerchor Tank driveway project was underway as of November 17, 2025. The retaining wall has been completed. The contractor, Barwis, submitted Payment Application No. 1, totaling \$56,268, which includes site mobilization, erosion and sediment controls, and exporting soil. Mr. Hoffmaster made a Motion to approve Payment Application No. 1 in the amount stated. Mr. LaSota seconded that Motion, which was unanimously approved. Barwis also submitted Change Order No. 1, which provides for a time extension of ninety (90) days secondary to weather-related paving issues. Mr. LaSota made a Motion to approve Change Order No. 1, as presented. That Motion was seconded by Mr. Wolfinger and unanimously adopted.

With regard to the Crossroads pump station upgrade project, Ms. Lorah confirmed that the project was recently completed, with a successful start-up performed on December 1, 2025. Ms. Lorah anticipates submission of a payment application from the contractor at the January Board meeting.

Ms. Lorah advised that survey work was completed for the Laureldale main replacement project in the area of Elizabeth Avenue, Raymond Street, Earl Street, and Gray Street. Preparation is underway for the Highway Occupancy Permit. Ms. Lorah anticipates this project going out to bid in January 2026.

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

Under the Solicitor's Report, Mr. Rothermel advised that revised developer agreements, consisting of an Improvements Agreement, Dedication Agreement, and Easement Agreement, were approved by Muhlenberg School District with respect to water and sewer improvements included as part of new construction of a school and athletic facilities. The Improvements Agreement with the School District was unanimously approved, on Motion of Mr. Hoffmaster, seconded by Mr. LaSota, subject to final Solicitor review.

With regard to the Rowe Tract apartment unit development, Mr. Rothermel reported that revised developer agreements, consisting of an Improvements Agreement, Dedication Agreement, and Easement Agreement, were approved by counsel for the developer. The Improvements Agreement with the developer of the Rowe Tract was unanimously approved, on Motion of Mr. LaSota, seconded by Mr. Hoffmaster, subject to final Solicitor review.

Mr. Rothermel advised that on November 24, 2025, the PA Supreme Court overturned a prior Commonwealth Court ruling that served to limit certain amendments to the official agenda at the time of a board meeting. Going forward, the Board may vote to add matters to the agenda at the time of the meeting, and then take action on those newly-added agenda items at that public meeting, so long as requirements of Section 712.1 of the Sunshine Act are otherwise satisfied.

Mr. Wolfinger inquired as to the status of 820 Birch Street. Mr. Rothermel advised that the customer was advised in writing of the Board's position by letter dated November 20, 2025.

No additional questions were posed to Mr. Rothermel. The Solicitor's Report was unanimously approved, on Motion of Mr. Hoffmaster, seconded by Mr. Wolfinger.

The Treasurer's Report was presented by Mr. Koller, a copy of which is appended to these Minutes. The water division realized a net increase of \$322,535 in November, for a total operating account balance of \$3,896,095. Total interest earned over the past month, across both operating and certificates of deposit in the water division, was \$26,658. The sewer division realized a net loss compared to the prior month in the amount of \$1,326,304, for a total account balance of \$7,705,196. In November, interest earned in the sewer division operating and certificate of deposit accounts totaled \$91,534. Total interest earned in the sewer escrow account this past month yielded \$60,546.

Mr. Koller advised that no PLGIT transfers were being advanced this month. He did note, however, that the interest rate decreased to 4% from 4.32%.

The GL-17 underwriter disclosure letter submitted by RBC Capital Markets, LLC was unanimously approved, on Motion of Mr. Hoffmaster, seconded by Mr. Wolfinger.

Discussion regarding consideration of approval of a Reserve Policy was deferred until the January 2026 Board meeting.

Mr. Koller provided the Board with the final 2026 budget. It was noted that the 2026 budget did not factor in any rate increases for either the water or sewer division. The budget also includes updated capital projects for both water and sewer divisions. Discussion ensued regarding the cost and scope of the various capital projects, in particular, the water division, which includes significant cost estimates for main line replacement projects, PFAS remediation, and the potential Maiden Creek Township Authority interconnection. Mr. LaSota questioned the budgeted cost of the preventative maintenance program, and whether supplemental funds are needed. Mr. Roush noted that LSA grant submissions included preventative maintenance items, which would supplement that budgeted line item. Mr. LaSota requested that budget-to-actual figures be provided on a monthly basis, in response to which Mr. Roush indicated that once the new billing software package is fully implemented, financial reporting will be greatly enhanced. Mr. Hoffmaster made a Motion to approve the 2026 Budget. That Motion was seconded by Mr. Wolfinger and unanimously approved.

Mr. LaSota made a Motion to approve the Treasurer's Report as presented. That Motion was seconded by Mr. Wolfinger and unanimously adopted.

Under New Business:

Meeting dates for 2026 were reviewed and approved. Regular Board Meetings of the Authority will remain the second Thursday of each month commencing at 7:00 p.m., at the Muhlenberg Township Building. The Solicitor will advertise the meeting dates in the Reading Eagle.

Mr. Feltenberger confirmed that the Holiday Party was scheduled for December 23, 2025, from 12:30 p.m. to 4:00 p.m. at the Pour House.

Mr. Roush advised that Management is reviewing a potential meter pilot program designed to enhance the current meter reading process and provide upgraded equipment, as needed. The pilot program is included in the 2026 budget. Mr. Roush will provide further updates in this regard at the January 2026 meeting.

Under the second public portion, Ms. Jones questioned the need for bond financing. The Board responded by citing to such financing source as the most desirable option to meet the cost and expense of sizable capital projects and deferred maintenance for both water and sewer divisions, coupled with overriding concerns of financial and rate stability with the least impact to the ratepayers.

Under Member and Staff Comments, Mr. Wolfinger thanked the Board and the Authority for the opportunity to serve as a member of the Board, and as former Commissioner liaison. The Board was unanimous in sharing gratitude for Mr. Wolfinger's service.

Mr. Roush noted that he was scheduling a tour of Reading – Muhlenberg Career & Technology Center. He envisions the potential for a summer internship or co-op program at some point in the future.

Mr. Rothermel advised that the Board would reorganize at the January 2026 meeting.

There being no further business of the Board, the meeting was adjourned at 8:40 p.m. on Motion of Mr. Hoffmaster, seconded by Mr. LaSota, 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, January 8, 2026, at 210 George Street, Reading, Muhlenberg Township, Berks County, Pennsylvania.

  
Title: SECRETARY

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An Amended Agenda was posted to the Authority office building, Muhlenberg Township building, and to the Authority website on December 12, 2025.