

**MUHLENBERG TOWNSHIP AUTHORITY**  
**MINUTES OF SPECIAL MEETING OF THE BOARD**

A special meeting of the Board of Muhlenberg Township Authority, Water and Sewer Projects, was held on Tuesday, November 19, 2024, beginning at 6:00 p.m., at 210 George Street, Reading, 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  
Jim Kelly  
Walt LaSota  
Steve Wolfinger  
Rick Hoffmaster

In attendance were Authority General Manager Timothy Feltenberger, Thomas A. Rothermel, of counsel, Jamie Lorah, PE, of Spotts, Stevens and McCoy (SSM), consulting engineer to the Authority, and Scott Boehret of Transcend Business Advisors, Authority controller consultant.

The meeting was called to order at 6:00 p.m. by Chairman Lehr. Chairman Lehr noted that the Board met in Executive Session immediately prior to this meeting to discuss matters involving personnel.

There was no public comment.

Under New Business, Mr. Boehret updated the Board with respect to the Paycom payroll conversion process. Employees have begun time entries utilizing the Paycom app, which entries are allocated per employee between the water and sewer divisions. Mr. Boehret confirmed that dependent on need, the payroll entry system can be further expanded to utilize additional labor codes. Implementation of the new payroll system is planned for December 4, 2024. The first digital payroll will be run in person. A dual check will be run to verify the accuracy of the data. The Board directed Mr. Boehret to utilize paper timesheets for a few payroll cycles to ensure there are no issues with the conversion.

Next, the Board reviewed the draft 2025 budget, which Mr. Boehret circulated to the Board in advance of the November regular meeting. The Board reviewed the current 2024 budget compared to actual figures to date. The 2025 draft budget was prepared using those figures, while factoring in projected revenue and increases in costs, services, and expenses.

A focus of consideration for budgetary purposes was capital improvements scheduled for completion by year's end, those projects that would carry over to 2025, together with additional water and sewer improvements that the Board was interested in pursuing in 2025 and beyond. Mr. Feltenberger and Ms. Lorah confirmed that high-dollar projects


include tank rehabilitation and lead service line replacement. While those two projects were included in 2024 LSA Grant submissions, receipt of those funds in the amount requested is not a guarantee. The MTA will therefore have to account for the total cost of those projects as long-term financial commitments.

The Board set forth to identify a definitive list of capital improvements with respect to both the water and sewer divisions, prioritizing that list, and then confirming how much money the Authority is able to spend to complete the same. To aid in that discussion, the Board reviewed a preliminary project list that included estimated costs associated with a comprehensive list of sewer and water division projects. After lengthy discussion, the Board confirmed the following areas of priority for the water division: wells (calcium removal/repair); tanks (Mannerchor Road, et al.); booster station rehabilitation; and main replacement (Alsace Road, et al.). Regarding areas of priority for the sewer division, the following projects were identified: lift stations (Laurel Run, College Heights); inspection and repair of vent caps to curb infiltration; investigation into splitting the sewage transport system; additional manhole lining; and trunk line replacement. Overall, the Board preliminarily proposed allocating \$1M in planned sewer improvements and \$1.8M in water improvements for these projects.

For budgeting purposes, Mr. Boehret was directed to include a figure for each planned capital project. Depending on budgetary projections, the Board may have to consider alternative funding options (i.e. bond, intra-account loan, etc.) for the water division, considering the current imbalance in reserves and the nature and scope of projects planned for the water division compared to the sewer division. Further discussion and approval of the 2025 budget will be held at the December Board meeting.

There being no further business of the Board, the meeting was adjourned at 8:15 p.m. on Motion of Mr. Hoffmaster, seconded by Mr. Wolfinger, 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, December 5, 2024, in the main meeting room of the Muhlenberg Township Administration Building, 210 George Street, Reading, Muhlenberg Township, Berks County, Pennsylvania 19605.

  
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Title: Secretary