

Millcreek Richland Joint Authority Meeting Minutes

June 3, 2024

The Millcreek-Richland Joint Authority Meeting of June 3, 2024, was called to order by John Wolgemuth, Authority Chairman at 7:03 P.M.

Present: James Bottomley; Rebecca Schnoke, John Wolgemuth; Jessica Weaver, and Cody Shalters

Absent: Arthur Wealand

Also in attendance: Dan Hershey, Amy Leonard, Esq., and Justin LaTourette

Public Comment: none.

Secretary's Report:

The minutes of the May 6, 2024, meeting were offered. Mr. LaTourette noted a change in the spelling for one item. Mr. Wolgemuth made a motion, seconded by Ms. Schnoke, to approve the May 6, 2024, meeting minutes with the spelling correction. All voted in favor.

Treasurer's Report:

The Treasurer's Report and bills to be paid were reviewed for May 2024. Mr. Wolgemuth made a motion, seconded by Mr. Bottomley, to pay all bills marked with asterisks as presented on the May Treasurer's report. All voted in favor. Ms. Weaver abstained.

Mr. Bottomley made a motion, seconded by Mr. Wolgemuth, to approve the Treasurer's report. All voted in favor.

Ms. Schnoke provided an updated shut off list. There are approximately 60 accounts that need to be posted. Ms. Schnoke made a motion, seconded by Mr. Wolgemuth, to not post any property with a balance of less than \$100. All voted in favor.

Justin LaTourette – Purified Operations LLC:

Mr. LaTourette reported no violations. He performed maintenance and arranged for Kline's to clean Station 1, and that cleaning was completed. He also did quarterly checks with Kappe and nothing was noted as needed. Per Kappe, our maintenance of the system in the past was good. Mr. LaTourette recommends hiring them to help keep the Flowmatcher systems running until the pump stations are upgraded in the future. Kappe will prepare a contract for services to the Authority, but nothing has been received from them yet.

SWERP came out and measured for the lining. They have not established a date for them to perform the project.

Mr. LaTourette ordered the crane for the truck from the manufacturer, but it has not arrived yet. He also had the truck inspected. It did not need anything. It was paid for with the credit card.

Dan Hershey – Hershey Engineering:

Myerstown has decided against moving forward with purchasing a truck for Barry Ludwig.

For the Elm Street subdivision, the Authority received a developer letter. Randy Hess called Mr. Hershey and Mr. Hershey asked for something in writing to address the Authority's concerns, but has not received anything from them. The Authority has not received plans for their proposed pump station. Hess Builders is still working on concerns for the water.

For the Ash Road project, JFM submitted plans and sent a planning module that Mr. Wolgemuth needs to sign. Richland Borough and Myerstown have already signed off on it. The Department of Environmental Protection is not going to require a special study for the Pump Station #2 site.

RigidPly is done with their renovation. They updated their pump station, jetted the line, and ended up replacing most of the line. Mr. LaTourette was able to inspect it and had no issues.

The Pump Station 2 survey was completed and the design is on schedule.

The lot at corner of Church and Oak Streets in Richland was purchased by Berks Homes. The Authority will need to get a permit application from them. Mr. Hershey plans to reach out.

Amy Leonard, Solicitor:

Ms. Leonard will coordinate with Ms. Schnoke to provide an invoice to Mr. Lapp that includes all applicable costs, including Mr. LaTourette's time, Ms. Leonard's costs, and the invoice paid to AH Moyer.

Board Member Reports: none.

Correspondence:

A letter was sent to property owners from PennDOT about the sidewalk. The Authority also received a letter from Keystone Collections for non-compliance. Per Ms. Schnoke, the Authority gets a letter like this every year and she reaches out to them to explain that the Authority is tax exempt, which resolves the issue.

Old Business:

Ms. Schnoke knows a person who is willing to clean the office. The Authority previously paid \$60.00 per month to the cleaning service. Ms. Leonard recommends that someone be from the Authority be present when the cleaning is done. Mr. Wolgemuth made a motion, seconded by Mr. Bottomley to add to next month's agenda about hiring a cleaning person at \$60.00 per month. All voted in favor.

Executive session to discuss hiring an administrative assistant at 7:56 P.M. Left executive session 8:04 PM.

Ms. Weaver made a motion, seconded by Ms. Schnoke, to hire Erica Miller for the administrative assistant position at a rate of \$20.00 per hour for 15-20 hours per week, contingent upon passing a criminal background check and satisfactory credit check. All voted in favor.

New Business: none.

Mr. Shalters asked about an Act 537 plan. Ms. Leonard suggested that the Borough or Township prompts that, not the Authority. The Act 537 plan would plan for future sewage needs. Ms. Leonard will speak to Mr. Hershey about approaching the Borough and the Township about updating the plan.

There being no further business to come before the Authority, Ms. Schnoke made a motion, seconded by Mr. Wolgemuth, to adjourn the meeting. Meeting adjourned at 8:15 P.M.

The Authority had executive session on 5/29 for approximately 1 hour to conduct job interviews for the administrative assistant position.

Respectfully submitted by
Secretary, Jessica Weaver