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**Reading Area Water Authority
Board Meeting
Tuesday February 21, 2017**

The Stated Board Meeting of the Reading Area Water Authority was held on Tuesday February 21, 2017 at 815 Washington St, Reading PA 19601 at 4:30 PM. Present were: Board Members: Chairman Ralph Johnson, Ms. Josephina Encarnacion, Mr. Steven McCracken, Interim Executive Director Mr. William Murray, Mr. Thomas Weld, Engineer, BCM Engineer, Mr. Carl Scott SSM Engineer and Mr. Ed Stock, Solicitor. Absent was Vice Chairman Steve Symons and Ms. Julissa Espinal.

Meeting called to order at 4:10 pm.

Public Comment

Mayor Wally Scott said that he is very pleased with the work RAWA has done with the Turn on program.

Ms. Mary Ann Ciarlone addressed a complaint about how some of her accounts were credited from a payment she made through the mail to the lock box at Fulton bank. Mr. Murray told her we would take care of her payment issues. Ms. Ciarlone asked if RAWA keeps files on properties that the water is turned off at, and if anyone could ask for information on the property. Attorney Stock indicated that it is probably public information, Ms. Ciarlone asked about vacant and abandoned properties along with her own properties. She then asked about the charges on the properties after the water was turned off for residential properties. Mr. Murray told her that the stand by charges are charged. She then asked for a copy of the forensic audit through a right to know and would like her accounts audited. Mr. Johnson told Ms. Ciarlone that all her questions could be answered at the RAWA Administration office. Mr. Murray said that he and Suzanne Ruotolo would sit down with her and go over her accounts with her.

A motion was made to approve the meeting minutes from January 17, 2017 by Mr. Encarnacion and seconded by Mr. McCracken.

- All in favor. Motion passed unanimously

A motion was made to approve the General Fund invoices in the amount of \$350,362.77 by Mr. McCracken and seconded by Ms. Encarnacion.

- All in favor. Motion passed unanimously

A motion was made to approve the Capital Fund Invoices in the amount of \$243,892.27 by Mr. McCracken and seconded by Ms. Encarnacion.

- All in favor. Motion passed unanimously

A motion was made to approve the Escrow Fund invoices in the amount of \$8,031.30 by Mr. McCracken and seconded by Ms. Encarnacion.

- All in favor. Motion passed unanimously

Mr. Gary Phillips, Filter plant Superintendent gave a short over view of the RAWA filter plant and its functions along with what each area over sees.

Executive Director Report

Interim Executive Director Mr. Murray said that the 1st level Foreman's Union Contract is almost complete and that he is hoping that by next month the board will be able to execute on it.

Mr. Murray said that along with Gary Phillips, Tony Reynolds, Jessica Thomas, Sandra Kiefer and Western Berks Water they were able to get a reduced cost on chemicals.

Mr. Murray said that he talked to the City of Reading and is working on an inter-municipal agreement between the two for help on plowing and other things needed in case of emergency. He also is working with Western Berks Water on a backup emergency plan where there are no open issues when the agreement is renewed in September.

The capital expenses have been reviewed with the staff and they got it down to \$1.5 Million on things that are needed. Mr. Murray asked the Board of Directors if administration could bring to the board each month what is needed and then have it approved. Mr. Johnson suggested that an amount of \$10,000 and below need not be brought to the board for approval. All other amounts will be brought to the board for approval.

A motion was made by Mr. McCracken to allow Administration to approve any capital expense \$10,000 and less without board approval. The motion was seconded by Ms. Encarnacion.

- All in favor. Motion passed unanimously

Mr. Murray asked the board to approve a general release where there was a minor incident on a person windshield and a small scratch on his car. The person was asked to bring 2 estimates and RAWA would reimburse on the lower costs of repairs.

A motion was made by Mr. McCracken to approve the general release and payment of \$684.12 and seconded by Ms. Encarnacion.

- All in favor. Motion passed unanimously

Engineering Report

Mr. Scott Carl from SSM Engineering reviewed the dredging project and said that he will have the bids for the next meeting to go over. The funds will come out of the Capitol Bonds.

The Gate House gates are all working properly and the project is being closed out. The water allocation permit is being worked on and DEP likes to see the plan 1 year in advance. Mr. Carl said he hopes to have that sent to DEP by May 1st, 2017. Also SSM is working on the RAWA emergency plan that expires in July 2017 and he hopes to have that also to DEP by June 2017.

Mr. Tom Weld from BCM Engineering said that the 1st contract at the Birdsboro Power Plant project has been approved and is on schedule. All other projects are in to the DEP for approval. He feels that RAWA will be on schedule to meet all deadlines.

The concrete rehabilitation for Sediment Basin #2 will begin in the next 2 weeks and should be completed by June. The River Run Meadows project has begun for the water line extension, and the developer needs the water line brought under the railroad tracks.

Also a temporary water line will be laid on the button street bridge while the Penn street bridge is out.

Solicitors Report

Attorney Stock asked for a motion to approve the easement agreement between Schuylkill River Greenway Association and RAWA for the water line extension for the River Run Meadows project and give authority for the Executive Director or Chairman to sign the agreement. Motion was made by Mr. McCracken and seconded by Ms. Encarnacion to approve the easement agreement at a cost of \$5,000 to be refunded by the contractor.

- All in favor. Motion passed unanimously

Attorney Stock asked for a motion to approve 2 easements for Norfolk Southern Railway for 2 properties, one crossing over River Road, designated as resolution 1230164 and the other as crossing over Jackson Street, designated as resolution 1230165. A motion was made by Mr. McCracken and seconded by Ms. Encarnacion. A comment was made by Mr. Murray that there will be an additional 14 or so easements to be made as this project continues. Mr. Johnson also asked about the exact locations of the easements, and it was explained Jackson Street in Birdsboro and River Run Road is in the City of Reading.

- All in favor. Motion passed unanimously

Executive session was called at 5:10 PM

Meeting adjourned at 5:36 PM

Attorney Stock explained that a motion should be made that Baker Tilly should be extended for a 3rd month with the understanding that a full board report be given at the March 21, 2017 Board meeting.

Mr. McCracken made a motion for Baker Tilly to be extended for the 3rd month and a preliminary report be made to the board at the March 21, 2017 Board meeting. It was seconded by Ms. Encarnacion.

- All in favor. Motion passed unanimously

Mr. Johnson asked for a motion to entertain the acceptance of the revised organization of structure changes and salary changes, which includes the acting Interim Executive Director Bill Murray to permanent Executive Director. Mr. McCracken made the motion to accept the revised organizational structure and salaries and to make the acting interim Executive Director Mr. Bill Murray made the permanent Executive Director. A second was made by Ms. Encarnacion.

- All in favor. Motion passed unanimously

Mr. McCracken made a motion to adjourn at 5:40 PM. The motion was seconded by Ms. Encarnacion.

- All in favor. Motion passed unanimously

The next Reading Area Water Authority Workshop Meeting will be held on Tuesday March 21, 2017 at 4:00 P.M. in the Penn Room at City Hall, 815 Washington St., Reading PA 19601