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READING AREA WATER AUTHORITY
BOARD MEETING
Held via ZOOM video conference at 4:00 PM
Tuesday, May 19, 2020

In attendance were Chairman McCracken, Vice Chairman Dr. Dougherty, Board members Mrs. Grimshaw, Mr. Jamal Abodalo and Mr. Richard carpenter, Executive Director Bill Murray, Solicitor Attorney Ed Stock, Engineer Scott Carl, Gary Phillips, Director of Maintenance and Operations, Anthony Reynolds, Distribution Superintendent, Suzanne Ruotolo, Administrator, Sandra Kieffer, Accounting Manager, Wendalin Marrero, HR, and Jeremy Long, The Reading eagle.

Meeting was brought to order at 4:00PM and the Pledge of Allegiance and a moment of silence were conducted.

There was no public comment submitted.

Chairman McCracken welcomed the 2 new Board members, Mr. Jamal Abodalo and Mr. Richard Carpenter.

Representatives from InvoiceCloud and Dallas Data were also in attendance on the Zoom virtual call. Executive Director Murray went over the current online bill payment situation, and told the Board of Directors that after meeting with InvoiceCloud along with Dallas Data Representatives, that he would like to end the current relationship with Xpress Bill, and move forward with engaging InvoiceCloud as the RAWA Online bill processing company. Mr. Murray went over all the positive steps that this new company will bring to RAWA and the cost savings in the log run through more efficient Customer Service. Mr. Matt Bigley from InvoiceCloud also reviewed the advantages that would be implemented and went over the time frame it will take to make this move. Mr. Matt Dallas, From Dallas Data also let the Board of Directors know that his company would be working hand in hand with all to ensure a positive transition.

Chairman McCracken asked for a motion to approve the RAWA Board minutes from April 21, 2020. A motion was made by Dr. Dougherty and Seconded by Mrs. Grimshaw. All in favor. Motion passed.

Chairman McCracken asked for a motion to approve the May 19, 2020 Invoices for the General Fund in the amount of \$385,665,43, the Capital Fund in the amount of \$85,066.56 and the Escrow Fund in the amount of \$27,373.30. A motion was made by Dr. Dougherty and seconded by Mrs. Grimshaw. All in favor. Motion passed.

Executive Director Report

Mr. Murray let the Board of Directors know that the monthly internal audit is included in their monthly board package and that all balances were reviewed and checked.

Mr. Murray next gave slide presentation of things that have been accomplished over the past month. First presented was a recognition to Diane Conrad, A Meter Reader Maintenance Worker for making masks for all the employees. Also reviewed were, the purchase of a rolling sign, advertising messages to the public for various events, EPA recognized RAWA for providing free water during the pandemic for any customer in need, A swift Reach message was sent out to customers on behalf of the City of Reading urging people to "stay safe, Stay Home" during this time, a review of the employee locker room renovations and a update on the current work from home employees. Mr. Murray asked the Chairman for a motion to approve the Engineer to put out the Mechanical and Electrical job for public bid for the construction and renovation of the store yard building. Chairman McCracken asked for a motion to advertise the bid for the Mechanical and Electrical jobs for the store yard renovation. Dr. Dougherty save a motion and Mrs. Grimshaw seconded the motion. Mr. Abodalo asked Mr. Murray to review the project. Mr. Murray gave an over view of the work that is being done to renovate that building. All in favor. Motion passed.

Engineering Report

Mr. Carl from SSM Engineering went over the monthly engineering report. Mr. Carl reminded the Board of the recently approved Grant of \$25,000.00 from the PA Coalition of Oral health. Over the last month they put out to bid to purchase a new Fluoride Feed system and the low bid came in from Lavan Machine at a cost of \$15,468.00 (which will be reimbursed through the recently approved grant.) Chairman McCracken asked for a motion to approve this purchase of the Fluoride Feed System at a cost of \$15,468.00, Dr. Dougherty made the motion and it was seconded by Mrs. Grimshaw. All in favor. Motion approved.

Mr. Carl asked for board approval to allow the Executive Director, Mr. Murray to execute the agreement for the North Heidelberg Well sight option agreement. Attorney Stock reviewed the need for a third well to be put into service in the North Heidelberg area. Attorney Stock has been working with the landowners Attorney on a few changes that he felt needed to be done. Dr. Dougherty made a motion to approve the purchase and Mrs. Grimshaw seconded. Mr. Murray asked if this is the best process to follow, meaning test for water then actually sign an agreement to purchase the property. Attorney Stock let the Board of Directors know that the appraisal was done by Tom Bellair, and that the maximum appraisal was \$65,000, but the offer was \$55,000.00. Attorney Stock suggested amending the motion to not to exceed a possible purchase price of \$65,000.00. Dr. Dougherty made the motion to amend the motion and Mrs. Grimshaw seconded the amended motion to not exceed the purchase price of \$65,000.00. All in favor. Motion approved.

Solicitor Report

Attorney Stock asked the board to approve the termination with the current online bill pay contractor, Xpress Bill Pay. Attorney Stock said he did review the contract and there is a provision in the agreement for a 30 day notification of cancelation. Chairman McCracken asked for a motion to send termination notice to Xpress Bill Pay. Motion was made by Dr. Dougherty and seconded by Mrs. Grimshaw. All in favor. Motion passed.

Attorney Stock asked for a motion that the Executive Director execute the contract with InvoiceCloud to develop the new online payment portal. Dr. Dougherty made the motion to allow the contract with InvoiceCloud be signed and move forward with developing the payment portal. Mrs. Grimshaw seconded the motion. All in favor. Motion passed.

Next board meeting will be held June 16, 2020 at 4:00 PM.

Motion made to adjourn meeting by Dr. Dougherty.