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READING AREA WATER AUTHORITY  
BOARD MEETING  
4:00 PM  
Tuesday July 20, 2021

In attendance were, Chairman Reverend Steven McCracken, Board Members, Mr. Richard Carpenter, Mr. Jamal Abodalo, Mr. Earl Lucas and Mr. Dan Luckey, RAWA Solicitor Attorney Edwin Stock, Executive Director Mr. Bill Murray, Director of Maintenance and Operations Mr. Gary Phillips, Distribution Superintendent Mr. Anthony Reynolds, Administrator Mrs. Sue Ruotolo, Human Resources Manager Mrs. Wendalin Marrero, Plant Superintendent Mr. Patrick Bauer, Accounting Manager Mrs. Sandie Kieffer, Customer Service Manager Ms. Tracey Karish, Mr. Brian Hassinger from SSM Engineering. Absent were Mrs. Cecile Grimshaw, Dr. Philip Dougherty

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

A presentation of the 2020 RAWA Financial Audit was done by Mark Zettlemyer and Adam Waszkiewicz. Upon their review of RAWA reports and examples given, there were no findings presented. A motion to accept the 2020 RAWA Financial Audit as presented was made by Mr. Jamal Abodalo and seconded by Mr. Daniel Luckey. All in favor. Motion passed.

Chairman McCracken asked for a motion to approve the June 15, 2021 meeting minutes. A motion was made by Mr. Abodalo and seconded by Mr. Lucas. All in favor. Motion passed.

Chairman McCracken asked for a motion to approve payment of the July 20, 2021 invoices, for General Fund in the amount of \$661,266.66 Capital Fund in the amount of \$242,688.19 and the Escrow Fund in the amount of \$10,924.25. A motion was made by Mr. Abodalo and second by Mr. Lucas to approve the payments of the July Invoices as presented. All in favor. Motion approved.

Mr. Murray let the Board of Director know that recent Confined Space Training was completed for all employees that would need to have this completed. It was done on sight and RAWA PITS were used in the training that took place for 2 days. Mr. Murray went over the IT training that is done by each staff member. Currently all staff members have been given cyber training and how to avoid possible hacks into the RAWA servers through email.

Mr. Murray asked for the approval to purchase the budgeted Stainless Steel truck body in the amount of \$15,998, and the budgeted approved amount had been \$16,000. A motion to approve the purchase was made by Mr. Lucas and seconded by Mr. Abodalo. All in favor. Motion passed.

Mr. Murray went over the request for change order for MAS – doing the Store yard renovations. Per the Mechanical inspector there was a need for 2 extra supplies for the utility and bathroom insulation and 6 additional smoke detectors were required by the Fire Marshall at a total cost of \$2,240.00. A motion was made by Mr. Luckey and seconded by Mr. Lucas to approve the 2 change orders as requested. Mr. Abodalo asked to add to the motion to allow the Executive Director to approve small change orders without board approval in cases of emergencies. Mr. Murray agreed and said that something should be written up and presented and he would work on that with the Solicitor. Chairman McCracken asked if there were any more questions. There were none, all in favor of approving the change orders. Motion passed.

Mr. Murray said that he had sent out to all the Board members a brief writeup on a request to purchase an Excavator. He said that the purchase would be made from moving some money from projects and purchases that were approved in the capital budget that are not going to be completed this year. He went over the pro's and cost savings that the Authority would benefit from having this piece of equipment at their hands. Mr. Abodalo had concerns over the safety of the use of the equipment by the workers. Mr. Luckey also questioned the safety of it. Mr. Murray gave a brief power point demonstration showing all the board members the amount of equipment that the staff uses regularly and that everyone that uses the equipment is trained properly. Chairman McCracken stated that he has listened to the information provided and that he is in favor of approving the purchase. Mr. Carpenter also added that agrees that this purchase would be an asset and that it is a purchase that would be service the customer in a positive way since it would be on hand when needed. Chairman McCracken asked Mr. Murray if he has identified a piece of equipment that he is suggesting be purchased. Mr. Murray said that he has found an Excavator at a Co-Stars price just under \$190,000. Chairman McCracken asked for a motion to approve the purchase of a John Deere Excavator at a Co-stars price not to exceed \$190,000.00. A motion was made by Mr. Lucas and seconded by Mr. Carpenter. Mr. Abodalo mentioned that he would approve of the purchase as long as all equipment operators are licensed and trained in confined space. Mr. Murray confirmed that this is required. All in favor. Motion passed.

Mr. Hassinger went over the current construction payments being asked to approve. He asked that the board approve the following payments: Eastern Environmental for Filter Rehabilitation at \$112,923.00, Construction Master Services LLC for paving restorations at \$44,821.75, MAS – Mechanical Contractor at \$25,987.50, MAS – General Contractor at \$11,700.00 and MAS – Electrical Contractor at \$13,500.00. A motion was made by Mr. Luckey and seconded by Mr. Lucas. All in favor. Motion passed.

Solicitor Stock went over the addendum for the Western Berks Water Authority Intermunicipal Agreement and asked the board to allow the Executive Director to execute the amendment. A motion was made by Mr. Luckey and seconded by Mr. Lucas. Mr. Abodalo asked about any legal issues due to past incidents. Attorney Stock said there are no issues. All in favor. Motion passed.

Solicitor Stock and Executive Director Murray opened and read out loud the bids received for Professional services for Engineering and Contract Engineering. The companies that sent in bids by the cutoff date of July 15, 2021, at 4 pm were for Contract Service, ARRO Consulting INC., Carroll Engineering Corporation, Colliers Engineering and Design, SSM Group. The Bids that were received for the Special Projects Engineering services were ARRO Consulting INC., Carroll Engineering Corporation, Colliers Engineering & Design, SSM Group, HRG Engineering and Related Services and Atlas Engineering. Chairman McCracken said that a RFP Committee needs to be appointed and said it would be himself, Attorney Stock, Executive Director Murray and Mr. Carpenter. A date would be made to meet and review the bids and a recommendation would be brought to the board.

Attorney Stock asked for an Executive session for Litigation purposes at 5:00 pm.

Meeting resumed at 6:04 pm.

No action was taken, and meeting was asked to be adjourned.

Motion to adjourn at 6:05 pm by Mr. Luckey.