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READING AREA WATER AUTHORITY
BOARD MEETING
4:00 PM
Tuesday August 17, 2021

In attendance were, Chairman Reverend Steven McCracken, Board Members, Dr. Philip Dougherty, Mr. Richard Carpenter, Mr. Jamal Abodalo Mrs. Cecile Grimshaw, and Mr. Daniel 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 was Mr. Earl Lucas.

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

Chairman McCracken asked for a motion to approve the July 20th and August 6, 2021 meeting minutes. A motion was made by Mrs. Grimshaw and seconded by Mr. Carpenter. All in favor. Motion passed.

Chairman McCracken asked for a motion to approve payment of the August 17, 2021 invoices, for General Fund in the amount of \$654,595.67 Capital Fund in the amount of \$326,077.99 and the Escrow Fund in the amount of \$3,455.00. A motion was made by Mrs. Grimshaw and second by Mr. Carpenter to approve the payments of the August Invoices as presented. All in favor. Motion approved.

Executive Director Murray let the Board of Directors know the monthly Internal Audit was completed with no issues being found and is available to them to also review. Mr. Murray gave a former employee recognition to Mr. Earl Phillips who passed away recently. Mr. Murray read a summary of Mr. Phillips accomplishments throughout his 36 year career with RAWA and paid tribute to his family.

Mr. Murray asked for the Board of Directors to approve the purchase of the Overhead Lighting replacement for the pump station, which was originally approved in the 2021 budget for \$17,000 but has increased in cost and is asking for \$18,665.00. Mr. Luckey made a motion to approve the purchase at a cost of \$18,665.00 and Mrs. Grimshaw seconded the motion. All in favor. Motion passed.

Mr. Murray asked for the Board of Directors to approve the contract for the Oversight Removal of the gas tanks at the Distribution location at a cost of \$21,562.00, which had been approved in the 2021 budget for \$40,000. Mrs. Grimshaw made a motion to approve the Oversight Removal at a cost of \$21,562.00 and Mr. Carpenter seconded the motion.

Mr. Murray gave a brief update on the ongoing project in the Story yard.

Mr. Murray went over the RFP's that were received for the Contracted Engineering professional general services and special project services. The committee reviewed each bid and is recommending that SSM Engineering remain the Engineering firm for General and Project contracts. Upon reviewing each proposal, it was concluded that they are the most experienced and cost effective company to work with. The Executive Director is recommending that the Board of Directors work on a contract with the Engineer. This is a new concept since most Authorities just appoint a firm, Mr. Murray feels that moving forward with a contract is in the best interest. Mr. Luckey commented that in advertising for this, it was not necessarily the low cost of the Engineer, but the experience and work quality. Mr. Murray suggested to the Chairman that a contract be put together by the Solicitor and the Engineering firm and sent out to the Board to review and approve. Mr. Murray also asked if there was a term of the contract or let it roll from year to year. Mr. Luckey suggested that a 3 year term and renewable in 1 year terms. Mr. Abodalo asked about the fees that were presented by the companies that submitted their bids. Mr. Murray went over the different fees presented. Mr. Murray stated that he will work with Attorney Stock on a contact and bring it back to the board for approval.

Chairman McCracken asked Mr. Murray to give a brief review of the emergency at Western Berks Water Authority. Mr. Murray explained that a pipe burst in the plant that caused a shut down and RAWA was able to provide 100% water service to them by opening up the interconnect valves. RAWA helped repair the broken pipe and they are currently waiting on parts to repair their system. Mr. Johnson from SSM Engineering also explained the situation there during the repairs, explaining that the electronics were repaired and were able to bring the plant back up to working condition. Chairman McCracken complimented Mr. Murray on the work done.

Mr. Hassinger, RAWA Engineer let the board know that the monthly report is included in their board packet and if anyone had any questions. No questions.

Mr. Hassinger asked for the Board to approve payment #6 to Eastern Environmental for filter projects for #2 & #4 in the amount of \$25,677.00. A motion was made by Mr. Carpenter and seconded by Mr. Luckey to approve the payment of \$25,677.00. Mr. Abodalo asked if this payment amount was included in the previously approved invoices. Mr. Murray asked Accounting Manager Sandra Keifer to answer. Mrs. Kieffer indicated it is included after reviewing her reports. Mr. Bauer gave a brief overview of the project and let the board know that this amount was approved in December. Mr. Murray explained there are 2 more filters to be rehabilitated over the next 2 years to meet regulatory requirements. All in favor. Motion passed.

Mr. Johnson thanked the Board of Directors for allowing SSM Engineering to continue to serve them as their Engineering team.

Attorney Stock went over a recent change in the Sunshine Act, indicating that effective August 29, 2021 - #1 – The Board of Directors can only take action on agenda items with very limited exceptions, and #2 – the Board Agenda must be posted publicly no later than 24 hours prior to the meeting time.

Attorney Stock asked the Board of Directors to approve to allow the Executive Director to sign the Water Line Agreement for the Gateway West project. Mr. Abodalo made a motion to allow the Executive Director to sign the agreement and Dr. Dougherty seconded the motion. Mr. Luckey asked Mr. Murray where the water meters would be located, at the individual properties or where the main comes to the project. Mr. Murray went over the project for the Board. Mr. Abodalo said that phase 1 of the project is for 47 townhouses as rentals and Phase 2 will be done by Habitat for Humanity and be offered for sale to families of low to moderate income. Mr. Hassinger said that the buildings are mostly groups of 6 units and there would be 1 meter for each building. Mr. Abodalo said that he wants to see that the water bills be properly billed to the customers that will be living in the units since there is only 1 meter in the building. Mr. Murray asked who would be responsible for the buildings, is it the developer or a private company. Mr. Luckey suggested that something be put in the agreement that the water bill cannot be up charged. Chairman McCracken asked if the motion with the amendment be approved. All in favor. Motion passed to allow the Executive Director to sign the Water Line Extension Agreement for Gateway West.

Attorney Stock reviewed a request by the City of Reading to remove fees from the former East Reading Pool property. The Property was acquired by the City recently and had an outstanding balance. Mr. Murray asked that we work with the city on this property as long as the City agrees to keep the property and not sell to a private industry or person. Mr. Abodalo agreed that is a good approach. Mr. Abodalo questioned how the property was acquired, if it was at sheriff sale wouldn't all liens be released. Attorney Stock said he will investigate how the property was acquired.

Attorney Stock relayed to the Board of Directors a conversation he had with the new Solicitor for the RRA concerning properties that might be taken over by them and have RAWA release any liens. Mr. Murray said that he agrees that a new agreement needs to be reviewed and worked on together with the Board of Directors and Reading Redevelopment Authority.

Motion to adjourn at 5:12 pm by Dr. Dougherty.