

MINUTES OF THE OLEY TOWNSHIP MUNICIPAL AUTHORITY
MEETING HELD JANUARY 11, 2024

The regular meeting was called to order at 7:00 p.m. in the Oley Township Municipal Building by Kim Seidel with the following board members in attendance....Mark Hoch, Barry Angstadt, Kevin Bieber, and Joshua Kratzer. Also, from Entech Engineering Kim Mazur; sewer plant operator Michael Eshbach; and one citizen were in attendance. The Pledge of Allegiance to the American Flag was observed.

The meeting agenda was posted in the meeting room and the township website twenty-four hours prior to the start of the meeting. No public comment was heard on any of the listed agenda items.

This being the first meeting of the new year, the reorganization of the Municipal Authority was in order. A motion was made by Kevin Bieber and seconded by Kim Seidel to appoint Shirley Moyer as Temporary Chairman to ask for nominations for Chairman. Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. All in favor....motion carried. Ms. Moyer asked for nominations for Chairman, a motion was made by Kevin Bieber and seconded by Barry Angstadt to nominate Kim R. Seidel for Chairman for 2024. Kim Seidel – abstained; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. Four in favor, one abstained....motion carried. The meeting was turned over to Chairman Kim Seidel. Mr. Seidel asked for nominations for Vice Chairman, a motion was made by Kevin Bieber and seconded by Barry Angstadt to nominate Mark G. Hoch for Vice Chairman for 2024. Kim Seidel – yes; Mark Hoch – abstained; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. Four in favor, one abstained....motion carried. Mr. Seidel asked for nominations for Secretary, a motion was made by Kevin Bieber and seconded by Kim Seidel to nominate Barry W. Angstadt for Secretary for 2024. Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – abstained; Kevin Bieber – yes; Joshua Kratzer – yes. Four in favor, one abstained....motion carried. Mr. Seidel asked for nominations for Treasurer, a motion was made by Kim Seidel and seconded by Joshua Kratzer to nominate Kevin D. Bieber for Treasurer for 2024. Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – abstained; Joshua Kratzer – yes. Four in favor, one abstained....motion carried. Mr. Seidel asked for nominations for Assistant Secretary/Assistant Treasurer, a motion was made by Kim Seidel and seconded by Barry Angstadt to nominate Joshua D. Kratzer for Assistant Secretary/Assistant Treasurer for 2024. Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – abstained. Four in favor, one abstained....motion carried. Therefore, a motion was made by Kim Seidel and seconded by Kevin Bieber that each nominee be declared elected to their respective offices. Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. All in favor....motion carried. Following are the officers for the year 2024:

Chairman	-	Kim R. Seidel
Vice Chairman	-	Mark G. Hoch
Secretary	-	Barry W. Angstadt
Treasurer	-	Kevin D. Bieber
Assistant Secretary/ Assistant Treasurer	-	Joshua D. Kratzer

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The Request for Proposals (RFP) for legal services had been sent to the following law firms: Kozloff Stoudt; Hartman, Valeriano, Magovern & Lutz, P.C.; Yergey.Daylor. Allebach. Scheffey.Picardi; and Koch & Koch. Mr. Seidel said we received two RFP's, one from Hartman, Valeriano, Magovern & Lutz, P.C. at an hourly rate of \$200 and another from Yergey.Daylor.Allebach.Scheffey.Picardi at an hourly rate of \$165, neither of these firms would require an annual retainer fee. Mr. Seidel said that he and Mr. Bieber reviewed these two proposals and would make the recommendation to appoint the firm of Yergey.Daylor. Allebach. Scheffey.Picardi as the Solicitor for 2024. A motion was made by Kevin Bieber and seconded by Mark Hoch to appoint Yergey.Daylor.Allebach.Scheffey.Picardi as Solicitor for 2024 at the rate of \$165 per hour. Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. All in favor....motion carried. Atty. David Allebach was in attendance this evening representing this firm, he indicated that Gregory Philips of this firm will be our main representative but had a conflict with another meeting this evening. Mr. Seidel asked Atty. Allebach if there would be a conflict since this firm also represents the Township. Atty. Allebach said this is not a conflict, there are numerous municipalities that use the same law firm for the municipality and authority. Atty. Allebach will contact John Muir of Kozloff Stoudt to obtain all the Authority files he would have in his possession.

A motion was made by Kevin Bieber and seconded by Kim Seidel to appoint Entech Engineering as Engineer for 2024. Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. All in favor....motion carried. A motion was made by Kim Seidel and seconded by Barry Angstadt to appoint Herbein+Company as auditor for 2024. Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. All in favor....motion carried. A motion was made by Kevin Bieber and seconded by Mark Hoch to appoint the following committee for 2024:

Administrative	-	Kim Seidel, Chairman Barry Angstadt Kevin Bieber
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Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. All in favor....motion carried. A motion was made by Kim Seidel and seconded by Mark Hoch to appoint the following committee for 2024:

Financial	-	Kevin Bieber, Chairman Joshua Kratzer Mark Hoch
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Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. All in favor....motion carried. A motion was made by Kevin Bieber and seconded by Kim Seidel to appoint the following committee for 2024:

Wastewater Plant & System Operation & Maintenance	-	Barry Angstadt, Chairman Joshua Kratzer Michael Eshbach
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Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. All in favor....motion carried. A motion was made by Kevin Bieber and seconded by Kim

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Seidel to appoint the following committee for 2024:

Water Plant & System	-	Mark Hoch, Chairman
Operation & Maintenance		Kim Seidel
		Bryer Eshbach

Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. All in favor....motion carried.

Kim Seidel is the only remaining member that was in attendance at the November 2, 2023 meeting and he would approve these minutes as printed. Kevin Bieber is the only remaining member that was in attendance at the December 7, 2023 meeting and he would approve these minutes as printed.

The treasurers report was presented for the month. Sewer Fund: in the OPERATION & MAINTENANCE account the balance is \$29,615.38; in the REVENUE account \$541,371.78; and in the INVESTMENT FUND \$297,113.36. Water Fund: in the OPERATION & MAINTENANCE account the balance is \$1,285.46; in the REVENUE account \$89,787.34; in the INVESTMENT FUND \$213,494.71; and in the PROJECT FUND \$26.24. A motion was made by Kevin Bieber and seconded by Kim Seidel to approve and accept the treasurers report as presented. Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. All in favor....motion carried.

A report was provided on the operation at the sewer plant during the month. The following was reported: (1) rain events affected operation all month, plant in double decant (no treatment) for about ten days; and (2) notice of violation from DEP for high fecal coliform result for last week in 2023, the non-compliance form was completed and submitted to DEP.

A report was provided on the operation at the water plant during the month. The following was reported: (1) pumped 2,955,290 gallons for the month; (2) DEP performed regular three year inspection of water distribution system; (3) installed raw water tap at Well #3; and (4) updated water distribution system and chlorine addition Standard Operating Procedures manual.

Committee reports:

Administrative: (1) Last month a resolution was adopted amending the Oley Township Municipal Authority's water and sewer service rates, rules and regulations related to accidental high-water consumption but neither the Secretary nor the Assistant Secretary was in attendance to sign this resolution and now most of the members have changed. Atty. Allebach suggested that we should readopt this resolution. (2) Mr. Bieber said he and Mr. Seidel met with Jim Arms and Matt Dallas of Dallas Data Systems regarding the sewer/water billing and were provided an overview of services that they currently provide to the Authority. The sewer/water bill collection process was discussed and we could accept payments at the office and make a change that checks could be mailed to our post office box rather than the lockbox in Utah, the

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lockbox costs us \$350 annually plus a .58 cent transaction fee for each bill processed. It was also discovered that last year it cost the Authority approximately \$7,000 in credit card fees for customers that choose to pay by credit card, one of the customers is Berks Career & Technology Center which has a very high bill and their annual credit card fees that were charged to the Authority was approximately \$700, Mr. Bieber contacted the school and they would be willing to pay by check rather than a credit card. Also, the final bills for property transfers could be done in-house rather than through Dallas Data Systems which will save on these extra billing charges and we can then assess the \$30.00 certification fees again which were not being billed by Dallas Data System. Mr. Bieber also requested that the Authority office be provided with the file of bills to review prior to them being released. It was also discussed as to processing the past due notices and the water turn off notices again in-house, it was noted that past due bill reminder notices were not being generated by the billing company as well as the penalty posting was not being performed on a regular basis. A motion was made by Kevin Bieber and seconded by Joshua Kratzer to allow Shirley Moyer access to the Harmony meter reading system, accept sewer/water payments at the township building or by mailing to the Authority post office box in Oley (ACH and credit card payments can still be made through Xpress Bill Pay), generate final bills through the Authority office, have the Authority office review the bill file prior to bills being released, and process penalty posting, past due notices, and water turn off notices through the Authority office. Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. All in favor....motion carried. (3) There was discussion as to appointing a Right-To-Know Officer. It was noted that Shirley Moyer was appointed as the Right-To-Know Officer on January 12, 2023. Atty. Allebach said this appointment does not need to be made annually unless another individual would need to be appointed.

Finance: A motion was made by Kevin Bieber and seconded by Barry Angstadt to establish the following pay rates for our employees effective January 1, 2024:

Michael Eshbach – full-time operator - \$35.38 per hour

Bryer Eshbach – full-time operator - \$33.66 per hour

Shirley Moyer – office secretary - \$2,855.59 per month

Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. All in favor....motion carried.

Wastewater Plant: Received annual service agreement from Envirep for servicing five Gorman Rupp pumps at \$2,725 per visit. Received quote from Envirep in amount of \$3,267.44 to replace impeller and wear plate on both of the Meadowview pump station pumps. A motion was made by Barry Angstadt and seconded by Joshua Kratzer to approve the annual service agreement with Envirep for servicing five Gorman Rupp pumps at \$2,725 per visit and authorize Envirep to replace the impeller and wear plate on both of the Meadowview pump station pumps at a cost of \$3,267.44. Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. All in favor....motion carried.

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Water Plant: Mr. Mazur reviewed the recent DEP water supply inspection report and their list of minor deficiencies and recommendations. Most of the items can be remedied easily by our personnel. The one item is a potential contamination at Well #1 since there are berms built out of millings along the right-of-way road in front of the wellhouse and on the edge of the driveway and these berms appear to be channeling runoff directly to the wellhouse and there is evidence of mud and millings that were shoveled away from the front of the wellhouse doorway. Mr. Mazur said a proposed solution would be to install a berm in front of the well building to connect the drainage to an existing swale in the rear of the building, he will meet with Mr. Kratzer to discuss this project since it also involves his property. We can talk to the township road crew if they would be able to assist us with this project. Mr. Mazur will prepare a response letter to DEP after it is decided how to handle potential contamination at Well #1. Mr. Seidel asked Mr. Mazur if the plant could be provided with updated maps of the sewer and water systems.

It was agreed to make a presentation to the Oley Township Board of Supervisors at the February 12, 2024 meeting of the Earl Township alternative analysis study prior to presenting this to Earl Township.

Mr. Mazur said there is nothing new to report on the Hoshall and Rettew easements for the new proposed water storage tank. Mr. Mazur said he is waiting for the final costs from Met-Ed to move the electric pole from the Walker property into the road right-of-way, he estimates this cost to be between \$20,000 to \$25,000. Oley Township has waived the requirement for financial security for the improvements for this project so there will be no need for a Standby Letter of Credit from Truist.

Mr. Mazur will need to gather information in order to begin the lead service line inventory.

Received letter dated December 30, 2023 from Daniel E. Levensgood questioning whether the \$700 filing fee would apply to his subdivision since there are no new water lines proposed with this street frontage lots. It was explained that we have a filing fee schedule that was adopted December 2, 1999 for the review of sewer and/or water plans, this filing fee will be held in escrow and any unused portion of the fee will be returned to the subdivider, this fee is used to cover any engineering and/or legal reviews of the subdivision plans relating to sewer and/or water services. Mr. Levensgood provided us a check in the amount of \$700 this evening for the filing fee. Mr. Mazur said he has issued a letter for the Toll Bell III Subdivision that the Authority could provide water service to these two residential lots, he will complete a full review of this plan.

Received notification that our Delaware River Basin Commission Docket No. D-2001-036 CP-3 was approved December 6, 2023 and will be valid until December 6, 2033.

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Mr. Mazur explained the annual Chapter 94 report that is required to be submitted to DEP by March 31st of each year. Entech Engineering has submitted an engineering work order in the amount of \$4,000 to prepare the 2023 Chapter 94 report. A motion was made by Kim Seidel and seconded by Joshua Kratzer to approve the engineering work order from Entech Engineering in the amount of \$4,000 to prepare the 2023 Chapter 94 report. Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. All in favor....motion carried.

We will need to remove Paul Herb’s DWELR access and add Bryer Eshbach in the DEP GreenPort system in order to perform the eDMR reporting. A motion was made by Kevin Bieber and seconded by Mark Hoch to authorize the Chairman to execute the eDMR Permittee Registration Form to remove Paul Herb as a certifier and add Bryer Eshbach as a certifier. Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. All in favor....motion carried.

There was discussion as to who will be preparing the 2023 Consumer Confidence Report for the water system which will need to be distributed to customers by July 1, 2024. We will check if this is something that Bryer Eshbach could prepare.

Mr. Bieber thanked Kim Mazur, Michael Eshbach, Bryer Eshbach, and Shirley Moyer for holding the Authority operations together through this transition period.

The following bills were presented for payment for the Sewer System:

Michael A. Eshbach	---	3,027.93
Paul A. Herb	---	67.08
Bryer M. Eshbach	---	2,682.71
Shirley M. Moyer	---	1,965.59
Michael A. Eshbach	---	2,492.94
Paul A. Herb	---	126.62
Bryer M. Eshbach	---	2,715.49
Shirley M. Moyer	---	1,965.57
Infinisource, Inc.	---	3,803.21
Infinisource, Inc.	---	46.15
Infinisource, Inc.	---	3,497.17
Infinisource, Inc.	---	46.15
Met-Ed	---	1,743.26
Windstream Conestoga, Inc.	---	338.99
Borough of Pottstown	---	1,578.80
Gotwals Sanitation	---	1,000.00
Delaware County Solid Waste Auth.	---	414.00
Denali Water Solutions, LLC	---	1,050.00

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M.J. Reider Associates, Inc.	---	1,014.80
Entech Engineering, Inc.	---	262.50
Verizon Wireless	---	143.33
Oley Township	---	472.99
Cardmember Service	---	100.00
Ridge Support Technologies	---	410.95
Dallas Data Systems, Inc.	---	1,937.84
PA Municipal Authorities Assn.	---	1,105.74
Pennsylvania One Call System, Inc.	---	2.00
McGriff Insurance Services	---	6,000.00
Entech Engineering, Inc.	---	<u>765.19</u>
TOTAL SEWER BILLS	—	\$40,777.00

The following bills were presented for payment for the Water System:

Met-Ed	—	\$ 806.80
Bryer M. Eshbach	---	51.57
Bryer M. Eshbach	---	1,806.18
Cardmember Service	---	128.74
Paul A. Herb	---	108.73
Reading Foundry & Supply Co.	---	56.19
Buckman's, Inc.	---	1,122.41
M.J. Reider Associates, Inc.	---	110.00
Entech Engineering, Inc.,	---	<u>1,501.14</u>
TOTAL WATER BILLS	—	\$5,691.76

A motion was made by Kim Seidel and seconded by Mark Hoch to approve the above bills for the sewer and water systems as presented. Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. All in favor....motion carried.

Public comment:

1. Daniel E. Levengood – Asked what the current water tapping fee is. This will be looked up and provided to him.

The next regular meeting will be held Thursday, February 1, 2024 at 7:00 P.M.

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There being no further business, a motion was made by Kevin Bieber and seconded by Barry Angstadt to adjourn the meeting at 9:06 p.m. Kim Seidel – yes; Mark Hoch – yes; Barry Angstadt – yes; Kevin Bieber – yes; Joshua Kratzer – yes. All in favor....motion carried.

Respectfully submitted,

Shirley M. Moyer

cc: K. Seidel
M. Hoch
B. Angstadt
K. Bieber

J. Kratzer
D. Allebach
G. Philips
K. Mazur

J. Spatz
L. Schaeffer
E. Pollock
K. Picardi