

**The Municipal Authority of The Borough of Berlin
700 North Street, Berlin, PA 15530**

Regular Meeting

December 11, 2024 @ 7:00 p.m.

Approved and Official Minutes

The meeting was called to order by Chairman C. Scott Miller

Council Attending:

C. Scott Miller - Present

Bryan Walker - Absent

Charles Rhodes Present

Marshal Engleka – Present

Dale Miller – Present

Other Attending – Gary Leister, The EADS Group; Kurt Wagner, PA Rural Water; Chet Cyga, Water System Solutions, Inc., and Traci Horning, Municipal Authority Assistant Secretary/Treasurer.

Kurt Wagner gave an update on the Wellhead Protection Program to the Water Supply. Request for approval of a Wellhead Protection Program needs signed and submitted to DEP.

Gary Leister gave an update on the various things being done.

Wastewater Treatment Plant Upgrade Project with the PA Small Water & Sewer Grant. Contract documents signed by Darr Construction. Shop drawings reviewed by EADS for valves. Notice to Proceed will be issued April 1, 2024.

The Water Production Well Site Study. VLF Field Study was postponed due to subcontractor equipment issues. Work has not been rescheduled.

Annual Budget. EADS reviewed the income and expense reports through November 2024 and prepared a proposed budget for 2025. Annual budget was presented to council to review.

New Baltimore. EADS compared the permitted water withdrawal capacity of Well #9, Well 10 and the springs to the historical customer demand of the water system. Providing 20,000 GPD to New Baltimore customers seems feasible based on current conditions and SRBC allocation. Contact PA Turnpike Commission to proceed to what they have to offer.

Grant opportunities. Local Share Account (LSA) application was submitted November 25, 2024, for the WWTP Electrical Upgrade project with a grant request amount of \$425,000. Project scope includes replacement of MCC, RAS VFD's and installation of backup generator. Expect awards to be announced in the fall of 2025.

Motion by Charles Rhodes, seconded by Marshal Engleka, to approve the November 13, 2024, Municipal Authority minutes. Motion carried.

Chet Cyga gave an update on the various things being done. DEP inspection on the WWTP is scheduled for December 19, 2024.

Well #9 probe was replaced November 18, 2024, and working well.

Effluent water pump needs to be repaired/rebuilt waiting on quotes. The shaft is worn and seals are not holding.

Dutchland Incorporated did a site visit for the Duchland Tank. The visit was due to the tank inspection from MIDCO and the reported issues from MIDCO. Dutchland Incorporated will provide a report and a quote on the findings and recommendations.

Snyder of Berlin Lagoon results and the WWTP Effluent Lab Results up to November 12, 2024, has been presented to the board.

Snyders data for DAF is being sent to Chet and he responds to the emails.

Berlin Water and Wastewater To Do List was last updated on December 10, 2024.

Daily Water Withdrawal/Instream Flow Requirement for the Municipal Authority had an average of 104,052 gallons of water a day for the month of November 2024.

Discussion among the council members regarding the water rates.

Water rate increases for February 2025 billing as follows:

Water Service Monthly Rates

Minimum monthly charge (includes up to 1,000 gallons): **\$12.00**

Next 1,499,000 gallons **\$7.00** per 1,000 gallons per month

All additional gallons over 1,500,000 gallons per month: **\$2.00** per 1,000 gallons

Motion by Marshal Engleka, seconded by Dale Miller, to approve the increase of water rates for the February 2025 billing as follows:

Water Service Monthly Rates

Minimum monthly charge (includes up to 1,000 gallons): **\$12.00**

Next 1,499,000 gallons **\$7.00** per 1,000 gallons per month

All additional gallons over 1,500,000 gallons per month: **\$2.00** per 1,000 gallons

Motion carried.

Discussion among the council members regarding the sewer rates.

Sanitary Sewer Service Monthly Rates

Residential Service Rate: **\$28.00** per month

Commercial/Industrial Service Rate: **\$29.00** per month for every 10,000 gallons of water metered during the previous three months.

Motion by Charles Rhodes, seconded by Marshal Engleka, to approve the increase of sewer rates for the February 2025 billing as follows:

Sanitary Sewer Service Monthly Rates

Residential Service Rate: **\$28.00** per month

Commercial/Industrial Service Rate: **\$29.00** per month for every 10,000 gallons of water metered during the previous three months.

Motion carried.

Jamie Estep, DEP Bureau of Safe Drinking Water for the PES Test well drilling met with Bryan walks, Scott Miller, Chet Cyga, Dan Buck and Traci Horning on November 21, 2024, at 10:00 am to discuss the next step for the PES Test Well Drilling. Only one action item that needs to be done is the Asset Management Plan.

DCED Annual Report for August 1, 2021, to July 31, 2022, is due. Beer Ream & Co. is currently working on this report and getting submitted.

Beer Ream & Co. is currently working on the 2020-2021 audit.

Scurfield private water line that supplies water to residents at 311 and 382 Weighley Mill Road is being monitored for the usage amount going through the master meter and the usage at the two residents. A letter was sent November 15, 2024, to Scurfield Coal to have past due balance paid by November 30, 2024.

A letter was sent to M. Mason to pay \$1,500 water tap fee for Airbnb. A Letter was sent out November 12, 2024.

The Treasurers Report for the period of November 12, 2024, to December 11, 2024, was not ready and will be presented at the January 8, 2025, meeting.

Motion by Charles Rhodes, seconded by Dale Miller, to approve payment of pending and previously paid bills of the general fund, water system, and sanitary sewer system for the period of November 12, 2024, to December 11, 2024. Motion carried.

Berlin Borough appointed Marshal Engleka for another 5-year term from 2025-2029 to serve on the Municipal Authority of the Borough of Berlin.

Motion by Dale Miller, seconded by Marshal Engleka to approve and advertise for a Full-Time office clerk for the Municipal Authority of the Borough with a salary range of \$38,000 to \$43,000. Motion carried.

PA Rural Water Training for Introduction to GIS Mapping. Charles Rhodes would like to go to this training.

Motion by Marshal Engleka, seconded by Dale Miller to approve Charles Rhodes to participate in the PA Rural Water Training on Introduction to GIS Training on January 28, 2025, at the Bedford Township Municipal Authority 1007 Shed Road, Bedford, PA in the amount of \$100. Motion carried. Abstain Charles Rhodes.

The next Regular Meeting of the Municipal Authority of the Borough of Berlin is scheduled for January 8, 2025, beginning at 6:00 p.m. for reorganization for the year.

At 8:55 P.M. a motion was made by Marshal Engleka, seconded by Dale Miller to adjourn this meeting. Motion carried.

Traci Horning

Submitted By: Traci Horning, Assistant Secretary/Treasurer