

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

Reorganizational/Regular Meeting

January 8, 2025 @ 6:00 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, Bret Horning, and Traci Horning, Municipal Authority Assistant Secretary/Treasurer.

C. Scott Miller turned the meeting to Traci Horning for reorganization of the Municipal Authority for the calendar year 2025.

Traci Horning called for nominations for the chairman.

Charles Rhodes nominated C. Scott Miller. No other nominations were offered.

Motion by Charles Rhodes, seconded by Marshal Engleka, to approve the nomination of C. Scott Miller as Chairman of The Municipal Authority of the Borough of Berlin. Motion carried.

Traci Horning turned the reorganization meeting over to C. Scott Miller.

Motion by Charles Rhodes, seconded by Marshal Engleka to approve the current positions for The Municipal Authority of the Borough of Berlin to remain the same as follows: Bryan Walker, Vice Chairman, Charles Rhodes, Secretary, Marshal Engleka, Treasurer. Motion carried.

Motion by Charles Rhodes, seconded by Marshal Engleka, to approve Beer Ream & Co. as the CPA firm for 2025 for The Municipal Authority. Motion carried.

Motion by Charles Rhodes, seconded by Marshal Engleka, to approve The EADS Group as the consulting engineering firm for 2025 for The Municipal Authority. Motion carried.

Motion by Charles Rhodes, seconded by Marshal Engleka, to approve Lois Witt Caton of Fike, Cascio, and Boose as the solicitor for 2025 for The Municipal Authority. Motion carried.

C. Scott Miller announced the conclusion of The Municipal Authority's reorganization and called to order the regular meeting at 6:10 p.m.

Public comment there were none.

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 were finalized. Notice to Proceed will be issued April 1, 2025.

The Water Production Well Site Study. VLF Field Study is scheduled for January 27, 2025. Work will take 1-2 days in the field.

Annual Budget. EADS updated budget information based on the increased water and sewer rates.

New Baltimore. EADS contacted representative for the PA Turnpike Commission to notify them that Berlin Municipal Authority feels that there is enough water to supply New Baltimore and go ahead and proceed to the next step with options to serve New Baltimore.

DEP Water System Inspection. EADS attended the office portion of the DEP water inspection December 19, 2024. DEP Requested that Berlin review and update the Comprehensive Monitoring Plan (CMP).

Motion by Dale Miller, seconded by Charles Rhodes, to approve the December 11, 2024, Municipal Authority minutes. Motion carried.

Chet Cyga was not present to give an update.

Effluent water pump needs to be repaired/rebuilt waiting on quotes.

Snyder of Berlin Lagoon results and the WWTP Effluent Lab Results up to December 17, 2024, has been presented to the board.

Snyders data for DAF is being sent to Chet and he responds to the emails. Chet was not present to give the update for the past month.

Berlin Water and Wastewater To Do List was last updated on January 8, 2025.

Daily Water Withdrawal/Instream Flow Requirement for the Municipal Authority had an average of 128,872 gallons of water a day for the month of December 2024.

A letter for the increase in water and sewer rates was sent to all water and sewer customers January 6, 2025. All new rates will be effective February 2025 billing cycle.

Susquehanna River Basin Commission sent a letter stating the Regulatory Program Fee Schedule effective January 1, 2025, will have price increases.

Jamie Estep, DEP Bureau of Safe Drinking Water for the PES Test well drilling needs to schedule a kickoff meeting. January 22 or 24, 2025 or February 7 or 19, 2025. Weather permits will visit areas of interest.

Beer Ream & Co. has finished August 1, 2020, to July 31, 2021, audit. Traci Horning went over the audit with council. The council had no questions.

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.

USDA Loan payment that is due every 6 months in June and December. Each payment is \$47,072 with a total of \$94,144 a year is due to pay the loan back. A suggestion to the council about opening/set up a new account to make monthly deposits of \$7,900 then at the due date of June and December transfer the amount out the new account and make the larger payment. This was suggested so a large amount does not have to come out of the main account all at one time.

Motioned by Marshal Engleka, seconded by Dale Miller to approve the Treasurers Report for the period of November 13, 2024, to December 11, 2024. Motion carried.

Motion by Marshal Engleka, 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 December 11, 2024, to January 8, 2025. Motion carried.

Full-Time office clerk for the Municipal Authority of the Borough with a salary range of \$38,000 to \$43,000 has been posted.

The next Regular Meeting of the Municipal Authority of the Borough of Berlin is scheduled for February 12, 2025, beginning at 6:00 p.m.

At 6:58 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