

## February 17, 2022 Minutes

The Telford Borough Authority Meeting held this date was called to order at 6:00 p.m. by Chairman John Harrell, who participated via Zoom. The following members were in attendance: Dan Cole, Eric Kratz, David Musselman and Robert Nice. Also present were Manager Mark Fournier, Public Works Director Gary Yoder, Solicitor Jim Jacquette, Engineer Patrick DiGangi and Recording Secretary Megan McShane.

APPROVAL OF MINUTES: Minutes of the January 20, 2022 Authority meeting were approved unanimously (5-0) by a Nice/Musselman motion.

### DISCUSSION ITEMS:

#### 1. WWTF Roof Replacement Project

Engineer Patrick DiGangi informed the Board that TBA received seven bids on PennBid for this project; the low bidder was Frank Cyrwus, Inc. at \$156,500.00 and the second lowest bidder was Firstline Contracting, Inc. at \$175,303.00. Mr. DiGangi, Manager Mark Fournier and Solicitor Jim Jacquette reviewed the two lowest bidders.

The low bidder did not attend the mandatory pre-bid site inspection, so it was Mr. DiGangi's recommendation that TBA award the bid to the second lowest bidder, Firstline Contracting, Inc. A Cole/Kratz motion carried unanimously (5-0) awarding the WWTF roof replacement project to Firstline Contracting, Inc. in the amount of \$175,303.00.

TREASURER'S REPORT: Accepted as presented.

Mr. Fournier reviewed the Treasurer's Report for December, 2021 and reported that it was a good year overall for the Capital and General Funds, but TMDL legal expenses doubled from what was projected in the 2021 Budget.

Board Member Robert Nice asked for clarification on where the funds were placed that were collected from excess users, and Mr. Fournier stated that they were put into the Capital Fund.

Mr. Fournier reported on some of the larger expenditures for the month of January, 2022, which included the last loan payment to Fulton Bank for the bond refinancing in the amount of \$654,882.84, the loan payment to First National Bank of Newtown for the centrifuge project in the amount of \$106,489.18 and the 2 quarterly payments to the PWTA Capital Fund and Operating Fund, which totaled \$148,970.00.

Chairman John Harrell revisited his inquiry from the November meeting about what long-term planning TBA can put into place to mitigate the reduction of funds in the future, and asked Mr. Fournier if he had followed up with Finance Director Craig Davies on this matter. Mr. Fournier stated that he will follow up with Mr. Davies on it.

WATER DEPARTMENT REPORT: We received a written report for the file.

Public Works Director Gary Yoder reported that Well #3 seems to be pumping fine, but TBA is still working with the contractor to make some final adjustments.

COLLECTION REPORT: We received a written report for the file.

WASTEWATER TREATMENT REPORT: We received a written report for the file.

Mr. Fournier informed the Board that the WWTF staff is experiencing some problems with the secondary clarifier, and we are currently looking at different ways to fix it. We will have more information soon for the Board regarding these repairs.

PTWA REPORT: We received a written report for the file.

### SOLICITOR'S REPORT:

Mr. Jacquette provided an update on the TMDL matter, then reported on the discussion that he, Mr. Fournier and Mr. DiGangi had at their monthly meeting regarding service charges. After a lengthy discussion, Mr. Fournier was directed to obtain a list from Utility Billing Clerk Diane Windfelder of commercial/industrial customers that are currently using water & sewer capacity above one EDU.

ENGINEER'S REPORT: We received a written report for the file.

Mr. DiGangi informed the Board that the following Change Order in the amount of \$1,272.57 was needed for the Well #3 Electrical Upgrades Project: Contractor to furnish all labor, equipment, tools and materials required to remove the existing pneumatic timer for the deep well solenoid and replace with time delay relay for deep well pump. Work also includes the installation of a ground wire for the new service.

A Musselman/Cole motion carried unanimously (5-0) approving this change order in the amount of \$1,272.57.

Mr. DiGangi reported that there is currently grading & site work being done on the Lutheran Home project, and they will be blasting soon for sanitary sewer construction. He also reported that a pre-construction meeting was held for the Swaminarayan Community Center project, and that CKS is currently reviewing plans for a proposed 185,376 sq. ft. industrial/warehouse building on Clymer Avenue in West Rockhill Township that would connect to TBA water and sanitary sewer.

MANAGER'S REPORT: We received a written report for the file.

Mr. Fournier reported that the Dierstein Millhafen project is now moving forward on State Road; CKS needs to work on new escrow numbers for updated Agreements. This project involves the development of an existing residential/commercial property into a craftwork training center, and will connect to TBA's sanitary sewer.

#### OTHER BUSINESS:

Payment of bills and requisitions for the month of December, 2021 in the amount of \$1,177,525.01 was approved unanimously (5-0) by a Musselman/Nice motion, and payment of bills and requisitions for the month of January, 2022 in the amount of \$1,062,087.42 was approved unanimously (5-0) by a Musselman/Kratz motion.

Mr. Harrell requested that the monthly consultant meeting be moved back to the second Wednesday of March so that he can attend.

#### PENDING ITEMS:

- Mr. Fournier to provide a list to the Board of commercial/industrial customers who are using water & sewer capacity above one EDU.
- Mr. Harrell will work with staff on revising the wording and format of late notices, so there is something to present to the Board for consideration in January.
- Staff to locate a copy of the "forgiveness" policy, if one exists.
- Staff to contact their software people on inserting an electronic signature into the late notice to eliminate the need to manually sign the late notices every quarter.
- Staff to look into the option for customers to initiate their own ACH payments without the customer or TBA incurring any fees.
- The Board will continue its discussion about implementing rate structures.
- A letter should be sent to all customers on the excess usage list with an explanation as to why TBA is reviewing accounts and announcing a new rate program being considered by TBA. The Solicitor, Engineer, Manager and Chairman will continue to work on this letter.
- Continue discussions on the potential adjustment of service charges for customers with excess usage.
- Pursue risk assessment of TBA's cyber security.
- Mr. DiGangi to prepare a proposal with recommendations as to how to improve treatment and flow at the WWTF.
- Pursue cost information (lease vs. purchase) for generators at TBA's wells.

The meeting was adjourned at 7:18 pm by a Cole/Kratz motion.

Respectfully submitted,

David Musselman

Secretary