

## January 20, 2022 Minutes

The Telford Borough Authority Meeting held this date was called to order at 6:01 p.m. by Chairman John Harrell, who participated via Zoom. The following members were in attendance: Eric Kratz, David Musselman and Robert Nice. Also present were Manager Mark Fournier, Public Works Director Gary Yoder, Solicitor Jim Jacquette, Engineer Patrick DiGangi, Recording Secretary Megan McShane and resident Dale Nice. Dan Cole was absent.

APPROVAL OF MINUTES: Minutes of the December 16, 2021 Authority meeting were approved unanimously (4-0) by a Nice/Musselman motion.

### DISCUSSION ITEMS:

1. A Musselman/Kratz motion carried unanimously (4-0) designating Univest National Bank & Trust Company as a depository for Authority funds and authorizing the Authority Manager to invest the Authority funds in investments authorized by the Municipal Authorities Act for 2022.
2. A Nice/Musselman motion carried unanimously (4-0) appointing Mark D. Fournier as Assistant Secretary for TBA, Craig E. Davies as Assistant Treasurer for TBA and Daniel Wurst as TBA Representative to Penridge Wastewater Treatment Authority for 2022.

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

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

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

Chairman John Harrell asked Manager Mark Fournier if the recent cold weather has stopped the work on the clarifier, and Mr. Fournier confirmed that it has.

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

Mr. Harrell asked Mr. Fournier if Dan Wurst has heard anything at the PWTA Board meetings as to whether or not TBA might incur costs from the storm damage that was caused at the PWTA plant by Hurricane Ida. Mr. Fournier reported that insurance covered most of the cost.

### SOLICITOR'S REPORT:

Solicitor Jim Jacquette gave an update on the customers on the excess users list and the TMDL matter. Mr. Jacquette then reported that he will be examining TBA's service charges, along with Mr. Harrell, Mr. Fournier and Mr. DiGangi. Mr. Harrell stated that we need to further define what service charge means, and asked Mr. Fournier, Mr. Jacquette and Mr. DiGangi to bring their thoughts on this to their February monthly meeting.

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

Engineer Patrick DiGangi reported that the WWTF Roof Project is currently out to bid on PennBid; bids will be received until February 8<sup>th</sup>, and he hopes to award this project at the February Board meeting. He also reported that earth moving has started on the Lutheran Home project, and pipe should be delivered shortly.

Mr. DiGangi then informed the Board that the Swaminarayan Community Center project is getting ready to start, and there should be a pre-construction meeting scheduled soon. He added that the Well #3 Electrical Rehabilitation Project is on schedule to start VFDs and controls on January 28<sup>th</sup>.

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

Mr. Fournier reported that CKS is working on the design for the streambank stabilization project out on Mill Creek Drive, where TBA had storm damage from Hurricane Ida.

Mr. Fournier also reported that he and Mr. Yoder, Mr. Mathe and Mr. Harris all attended an online webinar hosted by PMAA on January 13<sup>th</sup> entitled "PFAS 2022 Update for Pennsylvania Municipal Authorities". A discussion then ensued about TBA's testing practices.

### OTHER BUSINESS:

PENDING ITEMS:

- 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 6:40 pm by a Nice/Musselman motion.

Respectfully submitted,

David Musselman

Secretary