

October 21, 2021 Minutes

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

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

DISCUSSION ITEMS:

1. Hilltown Township Water & Sewer Authority Request to Purchase EDUs

The Board reviewed a request from Hilltown Township Water & Sewer Authority (HTWSA) to PWTA to purchase 25 EDUs. A Cole/Musselman motion carried unanimously (4-0) authorizing the sale of 25 EDUs to HTWSA at a price of \$4,500 per EDU.

TREASURER'S REPORT: Accepted as presented.

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

Chairman John Harrell asked Public Works Director Gary Yoder if there have been any other issues on West Broad Street since the paving was completed by the contractor. Mr. Yoder confirmed that there have not been any issues since then.

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

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

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

SOLICITOR'S REPORT: We did not receive a written report for the file.

Solicitor Jim Jacquette informed the Board that the agreements for the Lutheran Home are in final form for review by Mr. Fournier and Mr. DiGangi. Mr. Jacquette then reported that a lien has been placed on one customer on the excess users list whose property is under agreement of sale, so the lien will have to be settled before the property changes hands. Another letter will be going out to a different customer on the list in the next few days.

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

Engineer Patrick DiGangi reported that the Well #3 Electrical Rehabilitation Project is proceeding, but the contractor is waiting on parts and equipment, and the VFD has to be replaced. Mr. DiGangi also informed the Board that he just received the specifications for the WWTF roof project and that CKS should be able to put this project out to bid soon, with the expectation that the project will occur in the spring. Mr. DiGangi also reported that the Lutheran Home is looking to get started, so a pre-construction meeting will be scheduled as soon as the agreements are signed.

Mr. DiGangi reported that he met with Mr. Fournier and Mr. Yoder at TBA's manhole located out on Mill Creek Drive to discuss the re-stabilization of the streambank that is needed there, as a result of Hurricane Ida. Mr. DiGangi and Mr. Fournier also attended a recent FEMA/PEMA webinar to find out what assistance might be available.

Mr. Harrell asked Mr. DiGangi if TBA can use some of the funds from the state that the Borough recently received to help cover the cost of this streambank work. Mr. DiGangi stated that he is not sure of the requirements surrounding those grant monies.

A discussion ensued about the possibility of obtaining a portable generator for use at both Borough Hall and the wells. Mr. DiGangi stated that ICE is working on getting pricing for TBA for a portable generator, and added that it could cost upwards of \$100,000. Resident Bill Ashley, who sits on Borough Council and its Finance & Administration Committee, agreed to dialogue with Mr. Harrell about generator options that could be mutually beneficial to both the Borough and the Authority.

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

OTHER BUSINESS:

Payment of bills and requisitions for the month of September in the amount of \$416,902.66 was approved unanimously (4-0) by a Cole/Kratz motion.

Mr. Harrell presented the Board with copies of a letter from a customer who is requesting that a late fee he received on his quarterly water/sewer bill be waived. Mr. Harrell informed the Board that the customer was very complimentary of Ms. Windfelder and Mr. Fournier to Mr. Harrell about his conversations with both of them, when he had first contacted the office after receiving his late notice. After a brief discussion about the circumstances surrounding the customer's late payment, TBA's existing policy pertaining to late fees and the wording of the late notices, this matter was tabled. Mr. Harrell requested that the Board members give some thought to these items and provide feedback at next month's meeting.

Mr. DiGangi broached the subject of the December meeting and the dinner beforehand and consensus of the Board is that they would like to go forward with those plans. The date and time for the December meeting will be finalized at next month's meeting.

Mr. Harrell informed the Board that the 8-month snapshot was missed at September's meeting this year, due to various issues and time constraints within the office. Mr. Harrell stated that the snapshot presentation will resume at next September's meeting and that the Board will review the 2022 budget and capital plan at next month's meeting.

PENDING ITEMS:

- The Board will continue its discussion on TBA's existing policy on late fees and the wording of late notices.
- 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 6:59 pm by a Kratz/Musselman motion.

Respectfully submitted,

David Musselman

Secretary