

August 19, 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, Erik Kratz, David Musselman and Robert Nice. Also present were Manager Mark Fournier, Public Works Director Gary Yoder, Solicitor Jim Jacquette, John Evarts from CKS Engineers and Recording Secretary Megan McShane.

APPROVAL OF MINUTES: Minutes of the July 15, 2021 Authority meeting were approved unanimously (5-0) by a Cole/Kratz motion.

DISCUSSION ITEMS:

1. Audit Presentation

Greg Ede from Styer Associates reviewed the auditors' report in its entirety for the Financial Statements ending December 31, 2020 and December 31, 2019, and stated that there is a clean opinion of the Audit.

Board Member Robert Nice asked if any income from the excess usage payments was received last year, and Mr. Fournier clarified that it was all received in 2021.

A Nice/Musselman motion carried unanimously (5-0) accepting the Audit.

2. US Plastics Agreement

Solicitor Jim Jacquette reported that he expects to receive the executed Water and Sanitary Sewer Service Agreement back from US Plastics within the next 10 days, which includes a payment plan for their excess usage. A Musselman/Kratz motion carried unanimously (5-0) authorizing the signing of this Agreement once it comes back from US Plastics.

Mr. Jacquette then updated the Board on the status of the Swaminarayan Community Center Agreements, which now include an Assignment of Easement Agreement. He also reported that he expects to talk to the attorney for the Lutheran Home tomorrow or Monday regarding their agreements.

Mr. Jacquette informed the Board that another letter went out to a customer on the excess users list, and he is preparing letters to send to others on the list as well.

3. WWTF Roofs

John Evarts from CKS Engineers reviewed the three options presented in the WWTF roof system evaluation prepared by Bluefin, LLC. CKS is suggesting Option 1, which is a conventional roof replacement with membrane roofing for \$148,580. The other 2 options presented were a steep slope shingle roof replacement for \$1,075,250 and a steep slope metal roof replacement for \$1,368,500.

A Kratz/Cole motion carried (4-0) authorizing Bluefin LLC to move forward with the design of Option 1, the conventional roof replacement with membrane roofing, which will cost \$148,580. Board Member Robert Nice abstained.

Bluefin will prepare the plans and specifications to be included in CKS' contract documents that will be placed for bid as soon as possible.

4. Change Order Approval

A Nice/Kratz motion carried unanimously (5-0) authorizing the payment of Change Order #2 in the amount of \$6,710.06 to B.P. Paterson, Inc. for the West Broad Street Water Line Replacement Project. A Cole/Musselman motion carried unanimously (5-0) authorizing the payment of Change Order #1 in the amount of \$3,900.00 to Eastern Industries for the Well #3 Electrical Rehabilitation Project.

TREASURER'S REPORT: Accepted as presented.

Mr. Nice asked Mr. Fournier if the excess usage payments TBA has received thus far have been going into the Money Market Capital Fund. Mr. Fournier confirmed that the monies are being placed in the Money Market General Fund or Money Market Capital Fund.

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

Public Works Director Gary Yoder reported that the Fire Company recently upgraded some of their equipment and donated six air packs/masks/hangars to the Public Works Department for their confined space training.

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.

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

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

OTHER BUSINESS:

Payment of bills and requisitions for the month of June in the amount of \$417,671.74 and for the month of July in the amount of \$547,457.33 was approved unanimously (5-0) by a Cole/Kratz motion.

Mr. Nice asked for clarification on the July expenditure of \$116,630.00 to Swerp, Inc. Mr. Fournier explained that it was for the slip lining of different sections of the TBA sewer system. Mr. Nice also commented on the continued high bills from Hall & Associates.

A Nice/Cole motion carried unanimously (5-0) approving the check registers.

After some discussion on the check register approval process, Mr. Fournier was directed to talk to Finance Director Craig Davies and also Greg Ede about the necessity of signing the check registers.

Mr. Harrell informed the Board that he was approached by Dan Wurst, who is currently serving as President of Telford Happenings, the non-profit group established to promote Telford Borough community events. Mr. Wurst requested the presence of the Authority Board at the Telford Night Market, since different Borough Council members have been present throughout the Market season. Mr. Wurst also asked Mr. Harrell if the Authority could make a donation to Telford Happenings. Mr. Fournier explained that the Municipal Authorities Act does not allow the Authority Board to make monetary donations. The Board asked Mr. Fournier and Mr. Jacquette to verify this information.

PENDING ITEMS:

- Mr. Fournier to talk to Craig Davies and Greg Ede about the necessity of signing the check registers.
- Mr. Fournier and Mr. Jacquette to verify whether or not the Municipal Authorities Act would allow TBA to make a monetary donation to Telford Happenings.
- Mr. Fournier to work on the recognitions for Mr. Diehl and Mr. Hagey.
- The Board will continue its discussion about implementing rate structures.
- A letter should be sent to all customers on the excess usage list dated March 18, 2021 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 7:20 pm by a Kratz/Musselman motion.

Respectfully submitted,

David Musselman

Secretary