

June 17, 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, 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 Bill Ashley. Eric Kratz was absent.

APPROVAL OF MINUTES: Minutes of the May 20, 2021 Authority meeting were approved unanimously (4-0) by a Musselman/Nice motion.

COMMENTS FROM AUDIENCE: There were no comments from the audience.

DISCUSSION ITEMS:

1. Rate Structure Discussion

Manager Mark Fournier read a few of his suggested revisions to the letter drafted by Solicitor Jim Jacquette that will be sent to all Telford Borough Authority customers regarding the analysis of customer usage being done by TBA. Board Chairman John Harrell requested that Mr. Fournier and Mr. Jacquette add any proposed revisions electronically and re-distribute the revised letter via e-mail to the Board for further review and comment.

2. Review of Customers with Excess Usage

Mr. Jim Jacquette reported that Mr. Fournier recently had a good discussion with the owner of US Plastics Coatings, who received a letter regarding last month regarding their excess usage. Mr. Jacquette then gave an update on the letters that will be sent out next to customers on the excess usage list. Mr. Harrell directed Mr. Fournier and Mr. Jacquette to work on these letters prior to the first Wednesday meeting in July with the Solicitor, Engineer, Manager and Board Chairman.

TREASURER'S REPORT: Accepted as presented.

Mr. Fournier reported that he had a meeting this week with the Lutheran Home and they would like to get started in August with their latest expansion project.

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

Public Works Director Gary Yoder reported that the Water Department found and repaired a few leaks this week with the correlator. He added that the Well #3 Electrical Upgrades Project started today and the most recent round of sewer relining finished today. SWERP relined Acorn Avenue, Highland Drive, Kynlyn Circle and a section of Fourth Street.

Mr. Harrell asked for an update on the West Broad Street Water Main Replacement Project, and one was provided. Mr. Harrell then complimented the Public Works Department on the excellent job they did on the Third Street Water Line Replacement Project.

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

Mr. Fournier reported that easement mowing will begin again after a recent repair was made to the mower.

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

Mr. Fournier reported that a shaft on the oxidation ditch seized and an emergency repair was done. New bearings were put on the shaft as well.

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

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

Mr. Jacquette reported that the agreements were revised for the ReSawn Timber project on Keystone Drive and he is currently working on the agreements for the Swaminarayan Community Center project on Bethlehem Pike; he expects them back from their engineer in a few weeks.

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

Engineer Patrick DiGangi presented the details of what will be Change Order #1 for the West Broad Street Water Main Replacement Project. The contractor, B.P. Paterson, Inc., will furnish all labor, equipment and tools required to install Authority-provided materials for sanitary sewer cleanouts for the following unit prices: \$1,100 for a single cleanout in water service excavated areas; \$850.00 for the first and \$450.00 for the second for double cleanouts in water service excavated areas. There are a maximum of 36 cleanouts, however, due to some laterals being split, there may only be 26 cleanouts required.

A Nice/Musselman carried unanimously (4-0) approving the unit prices in Change Order #1.

Mr. DiGangi reported that TBA is still waiting for the report from the consultant who did the roof assessment at the WWTF.

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

Mr. Fournier reported that the office staff will be moving into the new building on July 12th.

Mr. Fournier then provided answers to the questions posed by Board Member Dan Cole at last month's meeting, regarding cyber security and potential cyber attacks. Our IT consultant, Altek, stated that we are able to go back 30 days, as far as data back-up, and the expected recovery time would be 4-6 hours, to remove any potential ransomware. Mr. Fournier will be meeting with Altek on June 23rd to further discuss cyber security.

Mr. Cole asked about PA WARN and the online cyber security education referenced in the Collection Systems report. Mr. Yoder explained that PA WARN is Pennsylvania's Water/ Wastewater Agency Response Network for emergency preparedness, disaster response and mutual aid assistance and offers a large catalog of online training courses. Warren Harris has completed 2 online cyber security courses so far.

OTHER BUSINESS:

Payment of bills and requisitions for the month of April, 2021 in the amount of \$464,917.32 was approved unanimously (4-0) by a Cole/Nice motion.

Board Member Robert Nice asked for clarification on the L/B Water expenditure for \$37,410.60. Mr. Yoder explained that this was for parts for both the Third Street Water Line Replacement Project and the West Broad Street Water Line Replacement Project.

A Cole/Nice motion carried unanimously (4-0) approving the check registers.

PENDING ITEMS:

- 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 6:48 pm by a Nice/Cole motion.

Respectfully submitted,

David Musselman

Secretary