

May 20, 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 Manager Mark Fournier, Public Works Director Gary Yoder, Solicitor Jim Jacquette, Engineer Patrick DiGangi, Recording Secretary Megan McShane and resident Bill Ashley. Robert Nice was absent.

APPROVAL OF MINUTES: Minutes of the April 15, 2021 Authority meeting were approved unanimously (4-0), as amended, by a Musselman/Kratz motion.

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

DISCUSSION ITEMS:

1. Rate Structure Discussion

Solicitor Jim Jacquette prepared a draft letter to send to TBA customers to explain the analysis being done by TBA of customer's usage, which he e-mailed to the Board earlier this afternoon for review and comment.

The Board had a brief discussion as to when the letter should be mailed and the Solicitor will continue to work with the Manager, Engineer & Board Chairman on revising the content of the letter.

2. Review of Customers with Excess Usage

Mr. Jacquette reported that he is finishing up a letter to send to another larger customer on the excess users list. He then gave an update on the customers that are currently being reviewed.

3. Telford WWTP Hydraulic Capacity Evaluation

Engineer Patrick DiGangi summarized the Hydraulic Capacity Study that CKS prepared for the WWTF. The Board then discussed possible solutions to improve the treatment and flow at the WWTF. Chairman John Harrell asked Mr. DiGangi to prepare a proposal with recommendations on how to address the current limitations at the WWTF.

TREASURER'S REPORT:

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

Mr. Harrell asked for an update on the Third Street waterline installation project. Mr. Yoder informed the Board that the Public Works Crew encountered five unmarked gas services, but aside from that, the project is going well.

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

Mr. Fournier reported that Mr. Harris started mowing easements this week.

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

Mr. Fournier informed the Board that the infrared scan and vibration analysis have been completed at the WWTF. Mr. Harrell would like to see the report from the vibration analysis.

Mr. Fournier also reported that the installation of LED lighting was completed at the WWTF today.

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 gave an update on the TMDL matter.

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

Engineer Patrick DiGangi reported that the West Broad Street water main replacement project is progressing; the contractor has hit some residents' utilities, but they were repaired and the water main is 80% done.

Mr. DiGangi also informed the Board that a consultant came out to the WWTF to do an evaluation of the roofs. They will be submitting a report with recommendations.

Mr. Fournier reported that a pre-construction meeting was held on Tuesday for the Well 3 Electrical Upgrades Project.

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

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/Kratz motion.

Mr. Cole asked for clarification on the NuCitrus expenditure for \$31,693.75, and Mr. Fournier explained that this is the first payment to NuCitrus for the final development and implementation of the TBA Board member portal.

Mr. Musselman asked for clarification on the Reuter & Hanney, Inc. expenditure for \$1,500.00, and Mr. Fournier explained that they performed the infrared scan at the WWTF.

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

Mr. Harrell briefly commented on an article he shared with the Board from the Philadelphia Inquirer pertaining to residents in other municipalities who are fighting the sales of their sewer systems.

Mr. Cole briefly revisited the discussion on cyber security. Mr. Fournier informed him that our insurance company has increased cyber coverage and built it into our existing policies. Mr. Cole asked what TBA's expected recovery time is, and how far we can go back, as far as data back-up is concerned, in the event of a breach. Mr. Fournier will pose those questions to our IT people and get those responses to the Board.

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. Fournier to contact IT people with questions pertaining to data back-up and recovery time and provide responses to the Board.
- Mr. Harrell would like to see a copy of the report for the vibration analysis that was done at the WWTF.
- 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 7:38 pm by a Kratz/Musselman motion.

Respectfully submitted,

David Musselman

Secretary