

March 18, 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. Erik Kratz was absent.

APPROVAL OF MINUTES: Minutes of the January 21, 2021 Authority meeting were approved unanimously (4-0) by a Cole/Musselman motion.

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

DISCUSSION ITEMS:

1. CCR Presentation

Manager Mark Fournier briefly reviewed the history of TBA's distribution of the Consumer Confidence Report (CCR), and the recent consideration given to changing the format of the CCR to digital. Mr. Fournier added that changing to a digital version would be cheaper, a separate URL has been reserved (per DEP requirements) and a line can be added to the water/sewer bills, starting with the May, 2021 quarterly billing, indicating where customers can go to review the CCR.

Board Member Dan Cole commented that he thinks the digital format is a good idea. Chairman John Harrell asked how someone could get a hard copy if they wanted one, and Mr. Fournier stated that they can call the office and request one.

Mr. Harrell asked if the notification on the bill will be enough, and Engineer Patrick DiGangi indicated that it will be, in addition to the dedicated URL. Mr. Harrell stated that customers should be directed to print the CCR on their own, but that if the process overall doesn't work, the Board can go back and revisit it.

Mr. Fournier added that we can make this work and still meet the needs of customers.

A Nice/Musselman motion carried unanimously (4-0) approving the digital format of the CCR and the expenditure of \$125/hour to NuCitrus for approximately 4-8 hours of estimated time to develop and implement the digital CCR.

2. Rate Structure Discussion

Mr. Fournier gave an overview of the spreadsheet that he prepared with the results of his interviews with other municipalities and authorities, regarding their rate structures and tiered billing systems.

Discussion ensued about the possible implementation of a tiered rate structure and will continue at future meetings.

3. Review of Customers with Excess Usage

Mr. Harrell summarized what TBA has done thus far to address customers with excess usage, and referenced a memorandum prepared by Solicitor Jim Jacquette, Mr. Harrell & Mr. Fournier that addresses several additional excess users in TBA's system.

Consideration was given to raising service charges on properties with excess usage. Mr. Nice will contact Franconia Township regarding a customer situated in the Township. Mr. Harrell directed staff to set up a meeting with a customer with excess usage on Main Street. Mr. Harrell also directed Mr. Fournier and Mr. Jacquette to send a letter to the customers listed in the memorandum explaining why TBA is reviewing the accounts and announcing the new rate program being considered by TBA.

TREASURER'S REPORT:

Payment of the bills and requisitions for the month of December, 2020 in the amount of \$696,727.13 was approved unanimously (4-0) by a Musselman/Nice motion.

Payment of the bills and requisitions for the month of January, 2021 in the amount of \$1,142,703.71 was approved unanimously (4-0) by a Musselman/Nice motion.

Payment of bills and requisitions for the month of February, 2021 in the amount of \$270,005.73 was approved unanimously (4-0) by a Musselman/Cole motion.

Board Member Robert Nice asked for clarification on the \$10,000 expenditure to the Commonwealth of PA. Mr. DiGangi explained that it's the annual fee paid to PA DEP for our water system.

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

Public Works Director Gary Yoder informed the Board that the lights in the Public Works Garage have been changed to LED, and will also be changed in the office area of the garage.

Mr. Nice inquired about the 12.1% water loss in the Water Loss Report submitted by Water Department Foreman Todd Mathe for last year. Engineer Patrick DiGangi commented that this is a very good number for the older water system that TBA has.

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

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

One rotating shaft in the oxidation ditch at the WWTF sheared off the keyway and will have to be replaced, so staff will be reaching out to Eastern Environmental for a replacement price.

Two mud valves will be replaced next week; they are original valves.

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 gave an update on the TMDL matter and reported that John Hall and Steve Hann connected and had a good conversation.

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

Mr. DiGangi reported that he has been working on the Chapter 94 Report this month and he sent a draft to Mr. Fournier today. He added that the hydraulic evaluation for the WWTF is underway.

The Well #3 Electrical Upgrade project and West Broad Street Water Main Replacement Project are both out to bid on PennBid and the bid opening is on March 31st.

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

OTHER BUSINESS:

Board Member Dan Cole suggested that TBA do a review of our cyber security and policies to make ourselves safe from a potential cyber attack.

Mr. Fournier informed Mr. Cole that TBA is currently in the process of getting a new server with updated firewall security, and we will eventually be removing our existing e-mail address off of Comcast onto our own system. Mr. Fournier added that he is currently in consultation with our IT people on several items.

Mr. Cole expressed his concerns about TBA assessing our current levels of risk, and how we mitigate that risk, if any exists. He further asked if we are looking at the big picture, with password policies and other security measures. Mr. Fournier asked who would perform the risk assessment, and Mr. Cole stated that there are third party cyber security companies who can do them.

Mr. Cole then broached the subject of TBA getting generators for the well pumps. Discussion ensued on this subject and Mr. DiGangi stated that you don't often see generators at individual wells, adding that TBA has a lot of back-up in place. Mr. Fournier informed the Board that putting generators at all of the wells would not be cheap, and Mr. Cole asked if we could lease the generators, instead of purchasing them. Board Member Robert Nice stated that it would be helpful to get a quote to further consider TBA's options.

Mr. Fournier reported that the used lights from the Public Works Garage were placed on Municibid and the bidding closed on March 16th. A Nice/Musselman motion carried unanimously (4-0) awarding the following:

- The sale of 13 high bay lights in the amount of \$50.00 and the sale of 8 wash bay lights in the amount of \$161.00 for a total of \$211.00 to Tom Fino of East Brunswick, NJ.

- The sale of 39 high bay lights in the amount of \$153.00 to Michael Swope of Mount Wolf, PA.

A Cole/Musselman motion carried unanimously (4-0) authorizing the payment of an additional \$765.50 to CKS for the hydraulic evaluation, which was previously authorized at a not-to-exceed fee of \$12,700. The expenditure for that project is currently at \$13,465.50.

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.
- Staff to set up a meeting with owner of 218 South Main Street to address excess usage.
- Continue discussions on the potential adjustment of service charges for customers with excess usage.
- Pursue risk assessment of TBA's cyber security.
- Pursue cost information (lease vs. purchase) for generators at TBA's wells.

The meeting was adjourned at 8:16 pm by a Nice/Musselman motion.

Respectfully submitted,

David Musselman

Secretary