

September 17, 2020 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, David Musselman and Robert Nice. Also present were Manager Mark Fournier, Finance Director Craig Davies, Public Works Director Gary Yoder, Solicitor Jim Jacquette, Engineer Patrick DiGangi and Recording Secretary Megan McShane.

Chairman John Harrell welcomed new Board members Dan Cole and Eric Kratz and introductions were made.

APPROVAL OF MINUTES: Minutes of the August 20, 2020 Authority meeting were approved unanimously (5-0) by a Nice/Musselman motion.

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

DISCUSSION ITEMS:

1. Sale of Turf Tracer Lawn Mower

A Nice/Kratz motion carried unanimously (5-0) authorizing the sale of the 2010 Turf Tracer Lawn Mower to David Ludwick of Phoenixville, PA in the amount of \$3,110.00.

2. Allebach Tract – Franconia Township

Manager Mark Fournier gave an overview of this project, which proposes the construction of ten new single-family dwellings on a tract containing an existing farmhouse that has three residential apartments and a garage with a single residential apartment, which will remain. The total number of residential EDUs to be served by public sewer system is 14 EDUs. Sewage will be conveyed by Franconia Sewer Authority's collection system to the Telford Borough Authority WWTF for treatment.

A Musselman/Kratz motion carried unanimously (5-0) authorizing the sewer allocation of capacity for this project.

TREASURER'S REPORT: Accepted as presented.

Finance Director Craig Davies presented 8-month snapshots for both the capital and operating sides of the 2020 budget. Mr. Davies reported that the Authority didn't spend as much on sewer projects as we expected. He added that receivables will be down in the capital side of the 2020 budget, since the projected revenues have not come in yet for the Lutheran Home expansion project.

Mr. Fournier presented the 10-Year-Capital-Plan to the Board and gave an overview of some of the projects and equipment purchases that are planned over the next decade.

Chairman John Harrell inquired about the monies budgeted every year in the Plan in the GIS Mapping category, and if staff is budgeting for specific GIS equipment. Public Works Director Gary Yoder explained that the money is budgeted for what the Public Works Department expects to spend updating the GIS every year. Mr. Harrell asked if this would be more of an operating expense instead of a capital expense, and suggested that Mr. Davies reach out to Styer Associates for their opinion.

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

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

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

Board Member Eric Kratz asked about the 82 tons of sludge cake that were hauled for disposal, and Mr. Fournier clarified that is a typical amount for each month. Board Member Dan Cole asked where the sludge is disposed, and it was clarified that TBA has a contract with Franc Environmental, who disposes of the sludge off-site.

Mr. Fournier informed the Board that Philadelphia Mixing Solutions, Inc. installed three new flash mixer units in the polymer mixing tanks and the lime mixing tank at the WWTF.

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 reported that the agreements for the Erie Avenue subdivision project were sent to the developer.

A lengthy discussion was held about the possibility of TBA establishing surcharge schedules for commercial customers. It was the direction of the Board that Mr. Fournier research other municipalities to see what surcharge mechanisms they may have in place, and that Mr. Fournier, Mr. Jacquette and Megan McShane work on a summary of a plan to put commercial customers on notice of this proposed surcharge structure if TBA implements it. The Board directed Mr. Fournier to have Utility Billing Clerk Diane Windfelder contact the billing software vendor to see what mechanisms could be installed into the software to track excessive usage by commercial customers. Mr. DiGangi will review the current TBA Rules Governing Water & Sewer to see if they contain any language that addresses excessive usage.

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

Mr. DiGangi reported that Fres-Co intends to resubmit their land development plans. He also informed the Board that the Well 3 electrical upgrades project is moving along, and CKS and TBA staff are working on getting cost information from A.C. Schultes.

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

OTHER BUSINESS:

Payment of the bills and requisitions for the month of August in the amount of \$476,657.18 was approved unanimously (5-0) by a Musselman/Nice motion.

Mr. Nice asked for clarification on the \$55,518 expenditure to Philadelphia Mixing Solutions. Mr. Fournier explained that the expenditure is for the three new mixers he referenced earlier in the report for the WWTF.

Mr. Cole asked for clarification of the DVHT expenditure of \$24,784.26. Mr. Fournier explained that Delaware Valley Health Trust is who provides health insurance to the Borough employees.

Signing of the checks was approved unanimously (5-0) by a Musselman/Kratz motion.

After a brief discussion, it was the consensus of the Board to update the bank signature card to permit Craig Davies to be added as a TBA check signer, in addition to John Harrell, David Musselman, Robert Nice & Mark Fournier.

Mr. Harrell informed the group that he and board member Dan Cole were given a tour of Wells 1, 3 & 5 by Mr. Yoder and Water Department Foreman Todd Mathe. They also took a look at the SCADA system at the Public Work Garage. Mr. Harrell thanked them for a great tour and for all of the work they do.

PENDING ITEMS:

- Mr. Fournier will research other authorities and what surcharge mechanisms they may have in place for commercial customers.
- Mr. Fournier, Mr. Jacquette & Ms. McShane will work on a summary of a plan to put commercial customers on notice for the surcharge structure, if TBA implements one.

The meeting was adjourned at 7:50 pm by a Nice/Kratz motion.

Respectfully submitted,

David Musselman

Secretary