

August 20, 2020 Minutes

The Telford Borough Authority Meeting held this date was called to order at 6:00 p.m. by Vice-Chairman John Harrell, with the following members in attendance: David Musselman and Robert Nice. Also present were Manager Mark Fournier, Solicitor Jim Jacquette, John Evarts from CKS Engineers, Recording Secretary Megan McShane, Greg Ede from Styer Associates and guest Dan Cole.

Vice-Chairman John Harrell welcomed guest Dan Cole, who is a Telford Borough resident and potential new Board member, and introductions were made.

APPROVAL OF MINUTES: Minutes of the July 16, 2020 Authority meeting were approved unanimously (3-0) by a Nice/Musselman motion.

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

DISCUSSION ITEMS:

1. Audit Presentation

Greg Ede from Styer Associates reviewed the auditors' report in its entirety for the Financial Statements ending on December 31, 2019 and December 31, 2018, and stated that there is a clean opinion of the Audit. A Nice/Musselman motion carried unanimously (3-0) accepting the Audit.

2. Board Re-organization

Former Chairman Timothy Hagey resigned from the Authority Board at the end of last month due to the sale of his property in the Borough, so the Board completed a re-organization.

Robert Nice nominated John Harrell as Chairman, seconded by David Musselman. This motion carried unanimously (3-0).

John Harrell nominated David Musselman as Secretary/Treasurer, seconded by Robert Nice. This motion carried unanimously (3-0).

John Harrell nominated Robert Nice as Vice-Chairman, seconded by David Musselman. This motion carried unanimously (3-0).

3. Website Discussion

Mr. Harrell re-addressed the reduced paperwork initiative that was started a year ago, stating that it has worked okay so far, but that there needs to be an easier way to distribute information. He added that the TBA website has capabilities that could allow us to add a portal of information for Board members, which can store meeting materials, reports, etc., and eventually could be projected onto a screen for our monthly meetings. Mr. Harrell informed the Board that he and staff met with NuCitrus, our website host, a year ago, to review what we'd like to do, and recently met with them again to restart those discussions.

Mr. Harrell gave an overview of the Engagement Agreement that was recently signed with NuCitrus, and asked for the Board's authorization for payment of the \$3,750 Engagement Agreement Fee. A Musselman/Nice motion carried unanimously (3-0) approving the payment of \$3,750 to NuCitrus.

Guest Eric Kratz, a Telford Borough resident and potential new Board member, arrived at 6:30 pm. Mr. Harrell welcomed him to the meeting and introductions were made.

TREASURER'S REPORT: Accepted as presented.

Mr. Nice asked if the Board would be discussing shut-off procedures, and Mr. Harrell stated that we would get to that shortly.

Mr. Fournier gave an overview of the Treasurer's Report for the month of July. Mr. Cole asked for clarification on the TMDL matter that Mr. Fournier referenced in his report, and Mr. Fournier & Mr. Harrell gave a brief explanation of the TMDL case to Mr. Cole and Mr. Kratz.

Mr. Nice asked if the PWTA expense is higher than normal, and Mr. Fournier stated that he would look into it and will e-mail him an answer.

Mr. Harrell stated that he would like to see the 8-month snapshot for both the capital and operating sides of the 2020 budget, and an updated look at the 10-year-plan, as we did at last September's meeting.

Mr. Harrell asked Mr. Fournier if reminder notices went out to customers with outstanding balances, and Mr. Fournier confirmed that they did go out prior to the August 1st billing. Mr. Nice shared that he recently heard that regulations will not allow municipalities to shut off delinquent customers until 2021, and Mr. Fournier clarified that Telford Borough Authority is not PUC-regulated, so we will reinstate our normal billing procedure this quarter, as discussed at last month's meeting.

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.

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 TBA is in a holding pattern for now with the TMDL matter, and added that he is working on finalizing the Agreements for the Lutheran Home. Mr. Jacquette also gave a brief update on Fresco and they have been advised as to what is owed to TBA. Mr. Harrell asked if there was an update on Indian Ridge Provisions, and Mr. Jacquette stated that he will have a report on that next month.

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

John Evarts from CKS Engineers discussed the proposed Well 3 electrical upgrades, after his discussions with Patrick DiGangi, Mr. Evarts conveyed that CKS is suggesting that while the well is down for the upgrades, it may be time to replace the booster and well pump and do maintenance on other equipment at the well; it would be in line with what was done at Well #5. The proposed upgrades are approximately \$40,000 and the booster pump would be \$3,000. Mr. Fournier informed the Board that this was budgeted in the 10-year-plan for 2022, and the design of the electrical work is being done now.

Mr. Harrell requested that during the preliminary engineering phase for repairs and upgrades to Well #3 that CKS and A.C. Schultes take a clean sheet approach in their thinking to explore what if any modern day technologies and operational enhancements the Authority might incorporate or leverage.

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

OTHER BUSINESS:

Payment of the bills and requisitions for the month of July in the amount of \$501,420.26 was approved unanimously (3-0) by a Musselman/Nice motion.

Signing of the checks was approved unanimously (3-0) by a Musselman/Nice motion.

PENDING ITEMS:

- For September meeting – 8-month snapshot for both the capital and operating sides of the 2020 budget, and an updated look at the 10-year-plan.
- Solicitor to provide draft agreements to the Board for Indian Ridge Provisions and Fresco.

The meeting was adjourned at 7:21 pm by a Nice/Musselman motion.

Respectfully submitted,

David Musselman

Secretary