

Meeting Minutes of the
BIRDSBORO MUNICIPAL AUTHORITY
November 13, 2017

Birdsboro Municipal Authority (“the Authority”) Board Members Present:

Anthony Tucci, Chairman
Jeffrey Kauffman, Assistant Secretary/Treasurer
Deborah Murphy, Treasurer
Kevin Orman, Vice Chairman
Kevin Shelton, Secretary

Staff Members Present:

Aaron Durso, Manager
Darryl Jenkins, Engineer
Douglas Rauch, Esquire – Solicitor
Kelly Yanos, Acting Recording Secretary

Visitors: John Cassidy, Ted Coffelt, Nancy Kauffman, Earl Mitchell, Robert Myers

The meeting was called to order by Chairman Anthony Tucci at 6:30 PM and opened with the Pledge of Allegiance.

Public Comment

- **MOTION:** Approve payment plan for Account #1499 as follows:
 - \$200 due by November 15, 2017
 - \$468.51 due by December 31, 2017
 - \$468.51 due by January 31, 2018
 - \$468.52 due by February 28, 2018

Moved by: Kevin Shelton Seconded by: Kevin Orman Vote: All in favor

- Ted Coffelt and John Cassidy presented the Authority with a conceptual design of the proposed Haycreek Bridge, along with a timeline and cost estimate. Estimated cost is \$280,000.

Review and Approve Minutes

MOTION: Approve the October 9, 2017, meeting minutes as presented.

Moved by: Kevin Orman Seconded by: Jeffrey Kauffman

Vote: 3 in favor with Mr. Tucci abstaining, citing that he was absent for the October 9 meeting.

Report of the Treasurer

MOTION: Approve the account balances and payment of bills as presented.

Moved by: Kevin Orman Seconded by: Deborah Murphy Vote: All in favor

Engineer’s Reports – Darryl Jenkins

- Darryl Jenkins reviewed the Engineer’s Report, a copy of which is kept on file.
- **MOTION:** Approve the Dessco Design and Construction, Inc. bid for the River Road and Cocalico Pumping stations upgrade in the amount of \$221,055.00.

Moved by: Kevin Orman Seconded by: Deborah Murphy Vote: All in favor

- By general consensus, the Authority agreed that the Barrasso bid for the Mill Street water main replacement shall include the Church Street interconnections as stated in the scope of work, or the contract will be terminated.
- The preconstruction meeting for the Manhole #26 Sub-basin repairs will be held on November 27, not November 14 as stated in the Engineer's report.
- SSM recommended that the Authority protest the Pennsylvania Department of Environmental Protection ("DEP") proposal for decreased water allocation, and will set up a meeting to discuss the issue.
- **MOTION:** Authorize SSM to move forward to secure the appropriate permits to dredge the Hay Creek race at a cost of \$13,400.
Moved by: Jeffrey Kauffman Seconded by: Deborah Murphy Vote: All in favor
- **MOTION:** Accept SSM's proposal to provide oversight for the Manhole #26 Sub-basin sanitary sewer repair project at a cost of \$11,900.
Moved by: Kevin Orman Seconded by: Kevin Shelton Vote: All in favor
- **MOTION:** Accept SSM's proposal to provide oversight for the River Road and Cocalico Pumping stations upgrade project at a cost of \$9,200.
Moved by: Deborah Murphy Seconded by: Jeffrey Kauffman Vote: All in favor

Solicitor's Report – Douglas Rauch

- General legal service for the month included customer issues, and reviewing various projects.
- Solicitor Rauch has been meeting with Haines & Kibblehouse (H&K) and Pennsylvania Department of Conservation and Natural Resources (DCNR) to discuss a possible land swap with H&K that could result in a 60+ acre net gain for the Authority.
- DCNR is requiring an entirely new forestry management plan that includes different management units, rather than an update of the current plan.

Kevin Orman was excused from the meeting at 7:45 PM

Manager's Report – Aaron Durso

- Manager Durso reviewed the monthly Water and Wastewater treatment plants report.
- The proposed 2018 Water and Sewer budgets included increases of \$29,531 and \$23,181, respectively. The increases in each budget were driven mainly by personnel costs and the addition of a server in each of the plants.
- As required by DEP, Manager Durso delivered the annual source water protection update:
 - various community groups have been assisting with watershed property clean-up,
 - there is no land available at this time to increase the area of the watershed,
 - there have been no spills or instances of contaminants flowing into the water source, and
 - there was one report of possible illicit discharge into the water source, which turned out to be a situation brought about by natural causes.
- **MOTION:** Donate \$1,000.00 to the 2017 Christmas in Birdsboro event.
Moved by: Debra Murphy Seconded by: Kevin Shelton Vote: All in favor
- Manager Durso informed the Authority that most of the Borough-wide residential water meters are more than seven (7) years old, and the batteries that power the module in the meter that

transmits daily usage bar graph reports (data logs) are starting to fail. He emphasized that these batteries do not affect the performance of the meters in terms of providing usage readings, however it is confusing, and sometimes alarming, to residents who request datalogs when they are told that their meters are not functioning properly to produce these reports. He will set up a meeting with the meter vendor, Exeter Supply, to determine if there is a cost-effective solution; as when a battery fails, the entire unit must be replaced, not just the battery.

- **MOTION:** Schedule 2018 Authority meetings for the second (2nd) Tuesday of each month.
Moved by: Debra Murphy Seconded by: Kevin Shelton Vote: All in favor

Birdsboro Fitness & Splash (BFS) Report

- **MOTION:** Approve payment of BFS bills as presented.
Moved by: Debra Murphy Seconded by: Kevin Shelton Vote: All in favor
- BFS membership currently stands at 994 members.

Old Business: None

New Business:

- **MOTION:** Transfer balance of \$2,718.19 from account number 3203 to a Lien Balance account, and lien the property for same.
Moved by: Deborah Murphy Seconded by: Kevin Shelton Vote: All in favor
- The Authority recessed into executive session at 8:11 PM to discuss the proposed 2018 water and sewer budgets as they relate to employee salaries. Regular session reconvened at 8:30 PM.
- **MOTION:** Approve the 2018 water and sewer budgets as proposed.
Moved by: Jeffrey Kauffman Seconded by: Deborah Murphy Vote: All in favor
- **MOTION:** Increase the current BFS membership cost by \$1.00.
Moved by: Deborah Murphy Seconded by: Kevin Shelton Vote: All in favor

Adjournment

The meeting was adjourned at 8:31 PM. The next regular meeting of the Authority will be held on December 11, 2017, at 6:30 PM at Birdsboro Borough Hall.

Respectfully submitted,

Acting Recording Secretary