

Meeting Minutes of the
BIRDSBORO MUNICIPAL AUTHORITY
December 11, 2018

Birdsboro Municipal Authority (the “Authority/Board” or “BMA”) Board Members Roll Call:

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

Staff Members Present:

Darryl Jenkins, Engineer
Kyle Myers, Birdsboro Fitness & Splash Assistant Director
Douglas Rauch, Esquire – Solicitor
Kelly Yanos, Acting Recording Secretary

Visitor: Mary Ann Cotter, 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: None

Review and Approve Minutes

MOTION: Approve the November 13, 2018, meeting minutes as presented.

Moved by: Deborah Murphy Seconded by: Jeffrey Kauffman Vote: All in favor

Report of the Treasurer

MOTION: Approve the account balances and payment of bills as presented, including payment to Concord Land Planners & Surveyors, Inc., in the amount of \$400.00

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

Manager’s Report – Aaron Durso

- Aaron Durso completed the wastewater treatment certification training course
- **MOTION:** Approve the 2019 proposed water and sewer budgets.
Moved by: Deborah Murphy Seconded by: Jeffrey Kauffman Vote: All in favor
- Aaron Durso will work with Daryl Jenkins to develop a plan to eliminate deduct-meter setups.
- **MOTION:** Approve participation in the PaWARN equipment mutual aid organization.
Moved by: Kevin Shelton Seconded by: Jeffrey Kauffman Vote: All in favor
- **MOTION:** Credit customer account #3531 in the amount of \$82.06 and advise the property owner that he/she is responsible to pay all subsequent charges.
Moved by: Jeffrey Kauffman Seconded by: Kevin Shelton Vote: All in favor
- Aaron Durso gave a PowerPoint presentation on methods of infiltration and inflow reduction.

Engineer's Reports – Darryl Jenkins

- Darryl Jenkins reviewed the Engineer's Report, a copy of which is kept on file.
- SSM Group will be starting work on the Chapter 94 and Delaware River Basin Commission (DRBC) annual reports.

Visitor's Concern - none

Solicitor's Report – Douglas Rauch

- Solicitor Rauch will attend a Borough Council meeting to discuss the inter-municipal agreement with Union Township Municipal Authority.
- Solicitor Rauch awaits the results of the oral argument that took place on this date relating to the McLaughlin litigation damages.
- The scope of work on the current forestry plan must be revised to comply with new requirements from the Pennsylvania Department of Conservation and Natural Resources which stipulate that, with respect to the development of each new management unit in the plan, a thorough analysis must be completed before commencing the development of the next management unit.
- Solicitor Rauch distributed information on the state recreational use of land liability law, the subject matter of which pertains to the watershed.
- Effective January 1, 2018, the bidding thresholds for Pennsylvania municipal authorities and municipalities are:
 - Purchases/contracts below \$10,900 require no formal bidding or written/telephonic quotes.
 - Purchases/contracts between \$10,900 and \$20,100 require three written/telephonic quotes.
 - Purchases/contracts over \$20,100 require formal bidding.

Birdsboro Fitness & Splash (BFS) Report – Aaron Durso, Kyle Myers

- Aaron Durso reviewed the BFS report, a copy of which is kept on file.
- Kyles Myers reviewed the new membership structure and reported on the various programs offered by BFS and his plans for marketing them.

Old Business:

The man-down system for the wastewater treatment plant has been delivered and will be installed.

New Business:

Mary Ann Cotter announced that she is going to recommend to Borough Council that they consider employing some type of emergency alert notification system to be used jointly with the Authority.

Executive Session/Adjournment

The regular meeting was adjourned at 7:51 PM, and the Board recessed into executive session to discuss personnel issues. No action will be taken. The next regular meeting of the Authority will be held on January 15, 2019, at 6:30 PM at Birdsboro Borough Hall.

Respectfully submitted,

Acting Recording Secretary