

Meeting Minutes of the  
**BIRDSBORO MUNICIPAL AUTHORITY**  
December 10, 2019

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

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

Staff Members Present:

Kyle Myers, Assistant Director, Birdsboro Fitness & Splash ("BFS")  
Kelly Yanos, Manager  
Aaron Durso, Former Manager  
Darryl Jenkins, SSM Group, Water Treatment Engineer  
H. David Miller, Entech Engineering, Inc., Wastewater Treatment Engineer  
Doug Rauch, Esquire – Solicitor  
Bonnie Frisco, Recording Secretary

Visitor: Ryan Acevedo, Birdsboro Youth Sports  
Robert Myers  
Steve Lusky

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

**Public Comment:**

- Ryan Acevedo of Birdsboro Youth Sports asked for approval to do drainage work at Texas Field.
- **MOTION:** Approve the drainage work at Texas Field.  
Moved by: Kevin Orman                      Seconded by: Jeffrey Kauffman                      Vote: All in favor
- The lights at Texas Field need to be addressed.

**Review and Approve Minutes**

- **MOTION:** Approve the November 12, 2019, meeting minutes as presented.  
Moved by: Jeffrey Kauffman                      Seconded by: Kevin Shelton                      Vote: All in favor
- **MOTION:** Approve the Treasurer's Report, account balances as presented.  
Moved by: Kevin Orman                      Seconded by: Kevin Shelton                      Vote: All in favor
- **MOTION:** Approve the Treasurer's Report and bills payable as presented , plus payments to A&H Equipment (\$107,000.00), Aaron Durso (\$251.30), Robert Takacs (\$150.00), Robert Takacs (\$268.50) and Aaron Durso (\$35.00) that were received after the "Bills Payable" list was issued.  
Moved by: Kevin Shelton                      Seconded by: Jeffrey Kauffman                      Vote: All in favor

**Manager's Report – Kelly Yanos**

Administration

- **MOTION:** Approve execution of bank signature cards removing Stacey and Aaron Durso from BFS accounts and adding Kelly Yanos to BFS accounts.

Moved by: Kevin Shelton      Seconded by: Jeffrey Kauffman      Vote: All in favor

- **MOTION:** Approve the 2020 proposed water/sewer budget.

Moved by: Kevin Shelton      Seconded by: Jeffrey Kauffman      Vote: All in favor

- **MOTION:** Approve the 50/50 split for Police Department vehicle.

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

- **MOTION:** Confirm Aaron Durso’s agreement terms: \$2,500/month through August 2020.

Moved by: Jeffrey Kauffman      Seconded by: Kevin Shelton      Vote: All in favor

Sewer Operations

- Shawn Hoster, WWTP Operator, to show Mr. Myers the hook up distance for the sewer at the Legion Field lavatory.

- **MOTION:** Approve the purchase of 2013 Kubota BX1870 from Reading Tractor for \$7,500.00.

Moved by: Jeffrey Kauffman      Seconded by: Kevin Shelton      Vote: All in favor

- **MOTION:** Authorize Sewer Specialty Services Company to flush and televise the West 1st Street interceptor at a cost of \$3,900.00.

Moved by: Kevin Shelton      Seconded by: Jeffrey Kauffman      Vote: All in favor

- Approval given to keep the interim flush truck, rather than sell it, as it is able to navigate smaller spaces than and the new flush truck will be too large to pass through and it holds more water to flush large storm sewers.

Water Operations

- **MOTION:** Approve the Pyrz Water Supply Company work for the Kasco 1hp mixer with installation for a total cost of \$17,095.00.

Moved by: Kevin Shelton      Seconded by: Jeffrey Kauffman      Vote: All in favor

- **MOTION:** Approve the Atlas Copco work to replace leaking AC after coolers (2) and replace in-line filter elements and drainings at a cost of \$5,134.09.

Moved by: Jeffrey Kauffman      Seconded by: Kevin Shelton      Vote: All in favor

- **Galvanized Waterline Project Tie-In:** While Barrasso was installing the waterline on Orange Street, they noted that the line could be run an additional 40’ – 50’ so that it would tie into the East 1<sup>st</sup> Street waterline, thereby making a loop, which would eliminate the need for manual flushing of this line and would also decrease dormant water flow, which would be beneficial in terms of chlorine residual minimum requirements. Upon initial excavation, they determined that the tie-in would require an unexpected water service interruption for some 1<sup>st</sup> Street residents, followed by a boiled water advisory possibly extending into Thanksgiving week. Pipe was laid in the trench to facilitate tie-in at a later time.

**Engineer’s Report – H. David Miller (Entech Engineering, “Entech”)**

H. David Miller reviewed the Wastewater Engineer’s Report, a copy of which is kept on file.

- Dialogue to be opened up with Birdsboro Power regarding the cost of laboratory analyses.

**Engineer’s Report – Darryl Jenkins (SSM Group, Inc., “SSM”)**

Darryl Jenkins reviewed the Water Engineer’s Report, a copy of which is kept on file.

- Replacement of Galvanized Water Lines: Payment Application No. 1 has been submitted to the contractor and reviewed and it is recommended Payment in the amount of \$248,174.20 which includes Change Order No. 1 in the amount of \$13,501.00.
- Small Water and Sewer Grant Application: Hay Creek Pumping State: Grant to be submitted December 13.
- **MOTION:** Approve Resolution for the grant application for the PA Small Water and Sewer Grant of \$375,515.00.  
 Moved by: Jeffrey Kauffman                      Seconded by: Kevin Shelton                      Vote: All in favor
- Approval given to continue with the design plans without the grant.
- **MOTION:** Approve signature of the Project Owner Letter and Funding Commitment Letter for the Small Water and Sewer Grant Application.  
 Moved by: Kevin Shelton                      Seconded by: Kevin Orman                      Vote: All in favor
- Tony Tucci questioned the timeline for the chemical feed permit and Darryl Jenkins noted the PADEP has a maximum of 120 days to process the permit.

**Solicitor’s Report – Doug Rauch**

- Customer issues were noted.
- Meeting scheduled with DCNR to discuss parking issues on Authority property.
- Noted was a signed copy of the inter-municipal agreement.
- Kevin Orman inquired about hunting on Authority property and Aaron Durso said hunting is permitted on Authority property. Tony Tucci asked Solicitor Rauch to clarify hunting permissions.
- Executive Session requested to discuss personnel.

**Old Business:** None.

**New Business:** None.

**Birdsboro Fitness & Splash (BFS) Report – Kyle Myers**

Kyle Myers reported on some of the activities and classes available at BFS.

- **MOTION:** Approve replacement of lights at the pool to eliminate shorts for the amount of \$2,762.00 contingent upon the receipt of further pricing to replace all of the lights instead of just five.
- Moved by: Kevin Shelton                      Seconded by: Jeffrey Kauffman                      Vote: All in favor

**Adjournment**

The meeting was adjourned at 7:35 PM and the BMA went into Executive Session to discuss personnel. The next regular meeting of the Authority will be held Tuesday, January 14, 2020, at 6:30 PM at Birdsboro Borough Hall.

Respectfully submitted,

Recording Secretary