

Meeting Minutes of the  
**BIRDSBORO MUNICIPAL AUTHORITY**  
**MEETING HELD VIA TELECONFERENCE**  
**JANUARY 9, 2024**

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

Jeffrey Kauffman, Chairman – present  
Anthony Tucci, Vice Chairman – present  
Michael Mettler, Treasurer – present  
Mary Ann Cotter, Secretary – present  
Vacant seat

Staff Members Present:

Kelly Yanos, Manager  
H. David Miller, Entech Engineering, Inc., Wastewater Treatment Engineer  
Colin Macfarlane, Esquire, Kozloff Stoudt - Solicitor  
Bonnie L. Frisco, Recording Secretary

Visitor(s): Tom Gatz, Jack Stefferud, Nancy Kauffman

The meeting was called to order at 6:30 PM. The meeting was turned over to Solicitor Macfarlane to commence the reorganization meeting. Solicitor Macfarlane conducted the nomination and election of the Chairman and Anthony Tucci nominated Jeffrey Kauffman for position of Chairman and no other nominations were heard, all were in favor of appointment of Jeffrey Kauffman to Chairman. Solicitor Macfarlane then turned over the meeting to Jeffrey Kauffman who conducted the remaining nomination and election of the following officers and the selection and appointment of the following professionals:

**REORGANIZATION**

Election of 2024 Officers

Michael Mettler for **Vice Chairman**

Nominated by: Mary Ann Cotter

Vote: No second, motion failed

Anthony Tucci for **Vice Chairman**

Nominated by: Michael Mettler

Vote: Vote carried with one no vote from Mary Ann Cotter, reason cited was that Anthony Tucci is the President of Borough Council

Michael Mettler for **Treasurer**

Nominated by: Anthony Tucci

Vote: All in favor

Mary Ann Cotter for **Secretary**

Nominated by: Anthony Tucci

Vote: All in favor

**Assistant Secretary/Treasurer**

No taken action at this time

Appointment of 2024 Professional Services

**MOTION:** Appointment of Professional Services

Moved by: Anthony Tucci and seconded by Mary Ann Cotter  
seconded by Mary Ann Cotter

Vote: All in favor

Engineer-Water: Entech Engineering, Inc.

Engineer-Sewer: Entech Engineering, Inc.

Solicitor: Kozloff Stoudt

Recording Secretary: Bonnie L. Frisco

**MOTION:** Appointment of Auditors: Herbein & Associates

Moved by Anthony Tucci and seconded by Michael Mettler

Vote: Carried with abstention from Mary Ann Cotter due to her daughter being a partner in the appointed auditor firm

Signatures on Discharge Monitoring Report

H. David Miller – Engineer, Entech Engineering

Shawn Hoster – Operator – Wastewater Treatment Plant

Moved by: Anthony Tucci and seconded by Michael Mettler

Vote: All in favor

Following the conclusion of its reorganization meeting, the Board adjourned to its regular meeting.

**REGULAR MEETING**

The meeting was called to order by Jeffrey Kauffman at 6:40 PM.

**AGENDA AMENDMENTS:** None

**PUBLIC COMMENT:** None

**REVIEW AND APPROVAL OF MINUTES**

**MOTION** to approve the December 12, 2023 meeting minutes, as presented.

	Motion	2nd	Yes	No	Abstain	Absent
Mary Ann Cotter	X		X			
Michael Mettler		X	X			
Anthony Tucci			X			
Jeffrey Kauffman			X			

**TREASURER’S REPORT**

**MOTION:** Approve the account balances and payment of bills January 9, 2024, as presented.

	Motion	2nd	Yes	No	Abstain	Absent
Mary Ann Cotter			X			
Michael Mettler		X	X			
Anthony Tucci	X		X			
Jeffrey Kauffman			X			

**MANAGER’S REPORT – KELLY YANOS**

Water Report - A copy of the Water Report will be kept on file.  
Sewer Report - A copy of the Sewer Report will be kept on file.

Executive Session: Real Estate  
Executive Session: Real Estate

Public Works Backhoe

**MOTION:** Approve the Water Department’s purchase of the Public Works backhoe for a cost not to exceed \$30,000 contingent upon the Water Department’s sale of their existing backhoe.

	Motion	2nd	Yes	No	Abstain	Absent
Mary Ann Cotter			X			
Michael Mettler		X	X			
Anthony Tucci	X		X			
Jeffrey Kauffman			X			

Relocate Hay Creek Pumpstation Security System

**MOTION:** Approve relocating the Hay Creek Pumpstation Security System to the Water Plant for a cost not to exceed \$500.

	Motion	2nd	Yes	No	Abstain	Absent
Mary Ann Cotter		X	X			
Michael Mettler	X		X			
Anthony Tucci			X			
Jeffrey Kauffman			X			

400 W. 2nd Street EDU’s: No representatives of the property owner present for discussion

**ENGINEER’S REPORT – H. DAVID MILLER (ENTECH ENGINEERING “ENTECH”) – WASTEWATER**

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

**ENGINEER’S REPORT – H. DAVID MILLER (ENTECH ENGINEERING “ENTECH”) – WATER**

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

**SOLICITOR’S REPORT – COLIN MACFARLANE**

There was discussion regarding Tom Gatz’ property located at 757 E. Main Street. Tom Gatz reported that the Gatz property is sinking into the alley and noted his opinion is a pipe installed by the Authority is causing the situations. Mr. Gatz was assured by the Authority that the Authority Engineer has looked at the site and it has been determined that the situation with the property sinking into the alley is not being caused by a pipe installed by the Authority.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**ADJOURNMENT**

The regular meeting was adjourned at 7:07 PM at which time the Authority went into Executive Session to discuss pending litigation. No action will be taken. The next meeting of the Authority will be held Tuesday, February 13, 2024 at 6:30 p.m.

Respectfully submitted,

Bonnie L. Frisco  
Recording Secretary