

December 16, 2021 Minutes

The Telford Borough Authority Meeting held this date was called to order at 5:11 p.m. by Chairman John Harrell, with the following members in attendance: Dan Cole and Robert Nice. Also present were Manager Mark Fournier, Public Works Director Gary Yoder, Solicitor Jim Jacquette, Engineer Patrick DiGangi and Recording Secretary Megan McShane. Eric Kratz and David Musselman were absent.

APPROVAL OF MINUTES: Minutes of the November 18, 2021 Authority meeting were approved unanimously (3-0) by a Cole/Nice motion.

DISCUSSION ITEMS:

1. 2022 Rate Resolution

A Nice/Cole motion carried unanimously (3-0) approving the 2022 Rate Resolution with the following modifications that will be effective November 1, 2021:

Water Rate (quarterly) per 1,000 Gallons	\$ 4.85
Sewer Rate (quarterly) per 1,000 Gallons	\$ 8.05
Water Service Charges (quarterly)	\$ 39.00
Sewer Service Charges (quarterly)	\$ 39.00

TREASURER'S REPORT: Accepted as presented.

WATER DEPARTMENT REPORT: We received a written report for the file.

COLLECTION REPORT: We received a written report for the file.

Manager Mark Fournier informed the Board that Warren Harris received the 2021 Collection System Operator and Maintenance Award from the Eastern PA Water Pollution Control Operators Association.

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 provided an update on the excess users list, and also gave an update on the TMDL matter. Mr. Jacquette then reported that he and Chairman Harrell have discussed the possibility of changing the calculations of the service charges, and will be investigating this further, along with clarifying the definition of service charges.

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

Engineer Patrick DiGangi reported that Eastern Environmental is done with their portion of the Well #3 Electrical Rehabilitation Project, and the pump test and rotation test need to be scheduled.

Mr. DiGangi also reported that construction has started on the Lutheran Home project.

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

Mr. Fournier reported that he had an appointment with the insurance adjuster and showed him the damage done by Hurricane Ida on Clymer Avenue.

OTHER BUSINESS:

Payment of bills and requisitions for the month of November in the amount of \$378,155.92 was approved unanimously (3-0) by a Nice/Cole motion.

PENDING ITEMS:

- Mr. Harrell to work with staff on revising the wording and format of late notices, so there is something to present to the Board for consideration in January.
- Staff to locate a copy of the “forgiveness” policy, if one exists.
- Staff to contact their software people on inserting an electronic signature into the late notice to eliminate the need to manually sign the late notices every quarter.
- Staff to look into the option for customers to initiate their own ACH payments without the customer or TBA incurring any fees.
- The Board will continue its discussion about implementing rate structures.
- A letter should be sent to all customers on the excess usage list with an explanation as to why TBA is reviewing accounts and announcing a new rate program being considered by TBA. The Solicitor, Engineer, Manager and Chairman will continue to work on this letter.
- Continue discussions on the potential adjustment of service charges for customers with excess usage.
- Pursue risk assessment of TBA's cyber security.
- Mr. DiGangi to prepare a proposal with recommendations as to how to improve treatment and flow at the WWTF.
- Pursue cost information (lease vs. purchase) for generators at TBA's wells.

The meeting was adjourned at 5:35 pm by a Cole/Nice motion.

Respectfully submitted,

Mark D. Fournier

Assistant Secretary