

CALL TO ORDER

The November 10, 2016 meeting of the Macungie Borough Authority was called to order at 7:00 p.m. in Borough Council Chambers, 21 Locust Street, Macungie, PA. Members present were Robert Bogert, Tom Kociuba, Linden Miller, Jeffrey Stauffer and Linn Walker. Also present were Water Operator Douglas McNair, Borough Manager Chris L. Boehm and Administrative Assistant Cynthia Hartzell.

PUBLIC COMMENTS – No Public Comments.

APPROVAL OF MINUTES

a. October 13, 2016 - Motion was made by Authority Member Kociuba, second by Authority Member Miller, to approve the October 13, 2016 minutes as corrected. Motion carried: 5 ayes

CORRESPONDENCE

a. Langan Engineering, re: Request for a Will Serve Letter for water capacity for Stone Hill Meadows – A letter from Langan Engineering has been received requesting a will serve letter for water and sewer for the Stone Hill Meadows development of a proposed 44 homes. Engineer Garman reviewed the water system capacity and remarked that there is sufficient capacity for the 44 homes. During the discussion, Water Operator McNair asked what is the current number of EDUs. Borough Manager Boehm will get that information. This will be carried until the next meeting.

b. 2015 Audit – Long Barrell & Co conducted an audit for 2015. Authority Member Miller noted a deficiency in the report. Borough Manager Boehm explained the deficiency of segregation of accounting duties is unable to occur in the small Borough office. She did note that she checks the bills and the checks are signed by her and Council President besides the treasurer's report and the list of invoices given to Council for approval.

WATER OPERATOR'S REPORT

Water Operator McNair provided his November report to the Authority Members which he reviewed. Water Operator McNair noted work that had been completed. He noted the state has upgraded the drought status for Lehigh County to a warning.

a. Water Testing Discussion - Water Operator McNair has been getting quotes for water testing but has not received any from ABE Laboratories even after several requests. After some discussion by the Authority Members, Water Operator McNair will make one more request for quotes and to make sure ABE Laboratories is certified.

Authority Member Kociuba asked the status of a water leak on Parkside Drive from Water Operator McNair's from his October Report. Water Operator McNair checked on it and it was not a water leak. No other reports have been received on the leak.

TREASURER'S REPORT

A motion was made by Authority Member Walker, seconded by Authority Member Bogert, to approve the October 27, 2016 treasurer's report as presented. Motion carried: 5 ayes

Water Revenue Fund	\$246,973.95
Debt Service Reserve	\$29,617.63
Bond Redemption and Improvements Fund	\$119,683.72
Collection Account	\$52,145.70

APPROVAL OF REQUEST FOR ADVANCE FROM CAPITAL LOAN FUNDS – No Advance needed at this time.

NEW BUSINESS

- a. Policy on Borough involvement when a private water service line needs to be replaced – Authority Members discussed what the policy would be when there is a water main leak that may affect a residential water line from the burb box to the house. Authority Members decided that any work that is needed on the residential side is the full responsibility of the property owners unless a situation would arise, the Authority Members would have to be contacted for guidance. Borough Manager Boehm will create a policy for review at the next meeting.
- b. Next meeting is Thursday, December 8 at 7:00 p.m. – Borough Manager Boehm noted the next meeting will be on the regular second Thursday of the month which is December 8th.

UNFINISHED BUSINESS

- a. 2017 Preliminary Budget –

Authority Member Stauffer made a motion to approve the 2017 preliminary budget and approve the budget to be displayed for public viewing and final budget adoption on December 8, 2016. Motion carried: 5 ayes

- b. Authority Member Kociuba reiterated about the use of a hose to hook up a resident when there is an issue with their water line. Water Operator McNair noted he has a special hose for those situations and it is sanitized and stored in a special container to be used for those situations only.
- c. Old Reservoir Tree Removal – Water Operator McNair noted him and Supervisor Smith want to look at the trees around the old reservoir. He did suggest the trees at the most windward side of the basin should be done first. Authority Member Miller spoke to 3 companies, 2 of which would look at the project. He will provide the contact information to Borough Manager Boehm. Authority Members suggested getting quotes for both the whole project and done in parts.

ADJOURNMENT

Hearing no further business to be brought before the Board, the meeting was adjourned at 7:56 p.m.

Respectfully submitted,

Cynthia Hartzell
Secretary