

CALL TO ORDER

The December 8, 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. November 10, 2016 - Motion was made by Authority Member Walker, second by Authority Member Stauffer, to approve the November 10, 2016 minutes as corrected. Motion carried: 5 ayes

CORRESPONDENCE – No Correspondence.

WATER OPERATOR’S REPORT

Water Operator McNair provided his December report to the Authority Members which he reviewed. Water Operator McNair reported the installation of a flushing hydrant and repair of a service line leak had been completed. He reported he meet with a contractor to discuss the tree removal at the old reservoir and he is expecting to hear back from him. He will have a second contractor look at the trees. Water Operator McNair noted to have the tree trunks removed would come with a high cost.

Borough Manager Boehm noted Engineer Garman will be at the January meeting with a schedule for the capital projects as she requested.

a. Water Testing Discussion - Water Operator McNair reported he received 3 quotes, one of which was from the current company. All the quotes were close. He reported the current company is not certified and they were unsure when they would get their certification. Water Operator McNair recommended using the water testing services of M.J. Reider Associates, Inc. because he, Supervisor Smith and Public Works employee Smith prefer using a lab that is certified.

Authority Member Walker made a motion to use M.J. Reider Associates Inc for the Borough’s water testing, second by Authority Member Bogert. Motion carried: 5 ayes

TREASURER’S REPORT

A motion was made by Authority Member Bogert, seconded by Authority Member Stauffer, to approve the November 30, 2016 treasurer’s report as presented. Motion carried: 5 ayes

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|---------------------------------------|--------------|
| Water Revenue Fund | \$334,873.22 |
| Debt Service Reserve | \$29,625.34 |
| Bond Redemption and Improvements Fund | \$119,707.43 |
| Collection Account | \$27,034.47 |

APPROVAL OF REQUEST FOR ADVANCE FROM CAPITAL LOAN FUNDS

- a. Advance #4 in the amount of \$1,865.50 – Authority Member Walker made a motion to approve Request #4 in the amount of \$1,856.50 and authorize Chairman Jeffrey Stauffer to sign the Request for Advance, second by Authority Member Miller. Motion carried: 5 ayes

NEW BUSINESS

- a. Adoption of 2017 Budget – Borough Manager Boehm revealed the 2017 budget has no increase in the water rates and includes the capital projects to be completed in the next 3 years.

Authority Member Walker made a motion to adopt the 2017 Water Fund Budget with total revenues of \$1,312,024 and total expenditures of \$1,237,581, second by Authority Member Bogert. Motion carried: 5 ayes

- b. Appointment of Authority Auditor – Borough Manager Boehm reported the current auditor, Long & Barrell, informed her they were downsizing and not offering their services to the Borough. She advertised for proposals and received 2 proposals. She recommended appointing France, Anderson, Basile and Company for their auditing services. She noted Council appointed France, Anderson, Basile and Company for their auditing services.

Authority Member Miller made a motion to appoint France, Anderson, Basile and Company for their auditing services for 2017, 2018 and 2019, second by Authority Member Bogert. Motion carried: 5 ayes

- c. Borough Manager Boehm informed Lehigh County Authority will be at the January meeting to give a proposal. Engineer Garman and her met with them the other day. There is a development in Upper Milford Township that would like to connect to the Borough water system and an interconnect on the west side of the Borough was also discussed. Lehigh County Authority will have all the information at the January meeting.

UNFINISHED BUSINESS

- a. Will Serve Letter Request for water service for the Stone Hill Meadows development – Borough Manager Boehm reported as requested at the last meeting, there are 1618 units. It was the consensus of the Authority to write a Will Serve Letter for water service to 44 single family homes in the Stone Hill Meadows Development.

- b. Old Reservoir Tree Removal – This was discussed under the Water Operator's Report.

- c. Borough Manager Boehm noted the fee schedule provided to the Authority Members. She told the Authority Members Engineer Garman is evaluating the connection fee for the water system. She will have a resolution on the agenda for adoption to change the connection fee.

- d. Authority Member Kociuba asked about the status of the revised policy when a private service line leaks. Borough Manager Boehm stated she will present the revised policy for approval at the

January meeting of the Authority. Authority Member Kociuba suggested the policy include a description of the work done, who authorized it, and the cost of the repair. Water Operator McNair has a form he completes when work is done which Chairman Stauffer asked to see the form.

ADJOURNMENT

Hearing no further business to be brought before the Board, the meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Cynthia Hartzell
Secretary