

Macungie Borough Authority
Regular Meeting
February 8, 2024
7 P.M.

Authority Members: Jeffrey Stauffer – Chairman
Robert Bogert – Vice Chairman (absent)
Todd Ritter
Lorraine Walters
Water Operator: Doug McNair
Borough Manager: John Brown

Chairman Stauffer called tonight's meeting to order at 7:00 p.m.

Reorganization – Authority member Ritter made a motion to nominate Jeffrey Stauffer as the Borough Authority Chairman. Authority member Walters seconded the motion. Motion passed unanimously. Chairman Stauffer accepts. (020824-A)

Authority Chairman Stauffer made a motion to nominate Robert Bogert as Borough Authority Vice Chairman. Authority member Ritter seconded the motion. Motion passed unanimously. (020824-B)

1. Public Comments – None
2. Approval of Minutes
 - a. December 14, 2023
 - i. Authority member Ritter made a motion to approve the minutes as written. Chairman Stauffer seconded the motion. Motion passed unanimously. (020824-C)
3. Consent Agenda
 - a. Budget vs Actual – n/a
 - b. Check Registers (paid bills) – n/a
4. Correspondence – None
5. Reports
 - a. Water Operator – Monthly Report
 - i. Well #2 status report – update
 1. Meter base was replaced on January 25, 2024
 - ii. Hillcrest Water Level Tank Controller
 1. The original proposed controllers may not fit the needs and may require a step up to the next level controller.
 2. A new proposal will be put together.
 - iii. Well depth
 1. December and January had an increase in rainfall, which improved the well depth level.
 - iv. Water Meters
 1. Great number of red tags for the 3rd quarter
 2. 196 radio read meters were installed in 2023.
 - v. Water Testing

MOTIONS: 020824-A / 020824-B / 020824-C / 020824-D / 020824-E / 020824-F

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1. Beginning in 2024 and will be done quarterly.
- vi. DEP
 1. DEP conducted their Water Supply Inspection on February 6, 2024. A copy of the results will be provided once completed.
- b. Borough Manager – Monthly Report
 - i. Financial Resource Services LLC update
 1. Taking a little bit longer to line the Sewer and Water Funds concentration on General for the upcoming Audit.
 - ii. Financial Audit
 1. We are scheduled to begin working on the financial audits the week of February 26, 2024, and should complete the review by Friday, March 8, 2024.
 - iii. Buttonwood – Water Main Replacement – LSA Grant
 1. Approved in December 2023
 - a. \$423,530.00
 2. Grant documents executed end of January 2024
 3. Working with BIA to scope the project
 - a. Chairman Stauffer made a motion to authorize John Brown to execute the contract provided by BIA to start the project. Authority member Ritter seconded the motion. Motion passed unanimously. (020824-D)
 - b. Authority already approved the required 75,000 dollar match.
 - iv. Lower Macungie Fire Department
 1. LMFD has been designated as Fire Protection Services for the Borough of Macungie.
 2. LMFD met with water operators as a scoping meeting.
 - a. The purpose was to get an overview of how the Borough water system works the “can do/please don’t” specifics of the system and what LMFD has to do when they are pulling hard off the system.
 - b. Discussed emergency response protocols
 - c. Discussed water system status and concerns
 - d. Will need to review and update a couple of hydrant adapters to determine public or private.
 - i. Do we want to include the school's hydrant adapters in the next round of purchases?
 1. All Authority members agreed to include school hydrants.
 - ii. Parking lot of Allen Organ (off Cedar Street by their tank)
 1. Communication will be made with Allen Organ with information needed.
 - iii. North Fairview just east of Fern (right before you enter the school district property)
 - iv. Dead end of Parkside Drive

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v. 900 block of Vince Street with the old threads

6. Unfinished Business – None

7. New Business

a. DPW \$1,000 request – Guttermann Aqua scope \$5,850.00. Discussion and vote.

i. Chairman Stauffer made a motion to approve the Guttermann Aqua scope. Authority member Walters seconded the motion. Motion passed unanimously. (020824-E)

b. Water Service to MVFD building. Discussion and vote

8. Adjournment

a. Chairman Stauffer made a motion to adjourn tonight’s meeting at 7:45 pm. Authority member Walters seconded the motion. Motion passed unanimously. (020824-F)

Respectfully Submitted

Ashley Rinker

Ashley Rinker, Administrative Assistant