

Bowmanstown Borough Authority Meeting Reorganization Minutes of 01/21/2020

- ❑ A motion was made by Darren Thomas, 2nd Mathew Behler to appoint Attorney Neil Ettinger, chairman Pro-Tempore for Reorganization purposes, Motion carried.

- ❑ Meeting called to order at 6:30 PM, by Neil Ettinger sitting as Chairman pro-tempore, for reorganization purposes.

- ❑ **Authority Attendance:**
Mathew Behler, Darren Thomas, Jerry Hall, newly appointed member John Spirk, Tara Takerer – Clerk, Mark Bahnick - Engineer, Neil Ettinger – Solicitor and Craig LaBarre – Water Operator were present. Absent Joseph Civitella.

- ❑ **Election of Chairman Pro-Tempore - A motion was made by Mathew Behler, 2nd Darren Thomas to elect Jerry Hall as Chairman of Authority, Motion carried.**

- ❑ **Election of Vice Chairman - Motion was made by Darren Thomas, 2nd Mathew Behler to elect Joseph Civitella as Vice Chairman of Authority, Motion carried.**

The Bowmanstown Authority meeting was turned over to Jerry Hall, Chairman, by Attorney Ettinger sitting as Chairman pro-tempore at 6:35 p.m.

<u>Authority</u>	<u>Authority Member</u>	<u>Motion</u>	<u>2nd</u>	<u>Motion Carried</u>
Secretary	Darren Thomas	Jerry Hall	Mathew Behler	All in favor
Treasurer	Mathew Behler	Darren Thomas	Mathew Behler	All in favor
Member	John Spirk	Darren Thomas	Mathew Behler	All in favor
<p>Borough Council appointed Darren Thomas in December back to the Authority Board his term will expire Jan 2025.</p> <p>Wayne Engle resigned his position with the Authority on 1/6/2020.</p> <p>Borough Council appointed John Spirk at their 1/6/2020 meeting to complete Wayne Engle's term, which will expire 12/31/2020.</p>				

<u>Reorganization Appointments</u>	<u>Motion</u>	<u>2nd</u>	<u>Motion Carried</u>	
Re-Appointing Clerk Tara Takerer - 20 hours per week;	John Spirk	Mathew Behler	All in favor	
Re-Appointing Neil Ettinger , Ettinger & Associates LLC	Darren Thomas	Mathew Behler	All in favor	\$130 to \$140;
Re-Appointing Engineering firm of Van Cleef Engineer, Mark Bahnick	Mathew Behler	Darren Thomas	All in favor	No rate increase
Designated Depositories First Northern Bank of Palmerton	Jerry Hall	Mathew Behler	All in favor	
Appointing Auditor/CPA Firm of Kirk, Summa & Company	Darren Thomas	Mathew Behler	All in favor	
Advertising agency for public notices - SWIFT 911 and Times News Paper of Lehighton, PA - Carbon County and to advertise all notifications	Darren Thomas	Mathew Behler	All in favor	
Portland Contractors	Automatically Renews	Monthly Rate \$1,800 increased \$50.00	Emergency Call outs increased; \$78.00; increased \$2.00	
Bellview Pump & Sales - Authority will use to repair all water leaks and as needed	Darren Thomas	Mathew Behler	All in favor	

Approval for :

- A motion was made by Darren Thomas, 2nd Mathew Behler to approve the minutes of 12/17/2019, Motion carried.
- A motion was made by Darren Thomas, 2nd Mathew Behler to approve the treasurer report, inance adjustments and transfer \$5,000 into capital reserve, Motion carried.
- A motion was made by Darren Thomas, 2nd Mathew Behler to approve Resolution No. 2020-01 Loan/Refinance for \$330,000 with First Northern Bank of Palmerton for Meter Change Out Program & Scada Upgrades, Motion carried.

- A motion was made by Darren Thomas, 2nd Mather Behler to approve executing the Certificate of Incumbency for the First Northern Bank Loan, Motion carried.

☐ Solicitor -

- Letter was sent to Greg Sander & Steve Hartz regarding the Authority's 930 Fireline Road Property.
- Closing of the \$330,000 loan with First Northern Bank will occur sometime this month.

An executive session was called at 6:45pm to discuss Personnel issue/Employment, came out of executive session at 6:47pm, no decisions were made at that time.

☐ Engineer -

- Lot Line Adjustment Plan for 510/530 Craig Street does not affect the water service.

☐ Water Business:

- Water was shut off to 311 Ore Street – restored January 6, 2020. A Municipal lien was filed on this property which includes 309 Ore Street as well. Water was shut off to 614-616 Ore Street & 532 White Street on December 26th both of those properties water was restored same day.
- Water leak occurred at campgrove cottage (Wilcock's), 5000 gallons went through meter; 1/10/2020.
- Grant Kuntz; 263 Fireline Road, advised on 1/6/2020 that his water had a strong smell of chlorine. Water operator was notified and adjusted the chemicals.
- Craig LaBarre, Water Operator and Tara Takerer, Clerk met with Brian Preski, NAWSC, regarding Cross-Connection Control Administration and Backflow Prevention Program in December. Craig advised that he does not believe this program would benefit the Authority due to the fact that most of the Authority's water connections are residential with very little industrial or commercial businesses connected.
- Purchasing more hydrant adaptors for the Fire Company will be tabled. The Board would like to see how their financial situation is over the next few months before purchasing the remainder adaptors.
- Chris Koch, 456 Forge Street, has been complaining about dirty water occurring at his apartments. Craig LaBarre advised that he cannot find anything wrong with the water feeding his apartments and he cannot do anything more to

optimize the water. Tenants and neighbors in this area have stated on numerous occasions that their water is clear and no problems have been occurring.

- New flow meter must be installed on Well#1. Craig LaBarre had the flanges modified and will install this meter within the next week.

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<u>Subject</u>	<u>Date</u>	<u>Summary</u>
Certificate of Insurance	1/13/2020	Bowmanstown Archery's certificate of insurance was received naming the Authority additionally insured. - On file in office
Borough Minutes	12/3/2019	Minute for review

- ☐ *A motion was made by Darren Thomas, 2nd Mathew Behler to adjourn meeting at 6:50 PM, Motion carried.*

Pending List:

- 3 New Hydrants are stored at Trivalley. Borough crew to install
- Valve on Green & Mill Street must be replaced.
- Water Inventory still needed at Trivalley. Borough crew to do on a rainy day
- New curb stop valve needed at 80 Towhee Drive
- Craig Labarre to dig up the 2" conduit to find where the pipe is cracked & repair as needed at Chlorine Building. Water coming in Electric Box 2/2018