

**Bowmanstown Borough Authority Reorganization Meeting**  
**01/16/2024**

**Correspondence**

Authority Attendance:

Darren Thomas	
Rodney Reeser	
Mathew Behler	
Chad Everett	
Joseph Civitella	
Solicitor Neil Ettinger	
Engineer Mark Bahnick	
Craig LaBarre, Water Treatment Plant Operator	
Tara Takerer, Clerk, Assistant Secretary	

- Meeting called to order by Attorney Ettinger at \_\_\_\_\_ 6:00 p.m.
- Acting Chairman to ask to receive a motion for a temporary Chairman for this meeting for the appointment of officers for reorganization.
- Motion to appoint Attorney Ettinger; 1st \_\_\_\_\_ 2nd \_\_\_\_\_ as Temporary Chairman to conduct the reorganization.

*Motion on the table for all of the below seats.*

<u>Authority</u>	<u>Authority Member</u>	<u>Motion</u>	<u>2<sup>nd</sup></u>	<u>Motion Carried</u>
<b>Chairman</b> Pro-Tempore turns over the Election to Chairman				
Vice Chairman				
Secretary				
Treasurer				
Member				
<b><u>Reorganization Appointments</u></b>	<b><u>1st</u></b>	<b><u>2<sup>nd</sup></u></b>	<b><u>Motion Carried</u></b>	
Re-Appointing Clerk, Tara Takerer - 20 hours per week				20 hours per week worked on water authority business
Re-Appointing, Ettinger & Associates LLC; <b>Neil Ettinger</b>				\$140
Re-Appointing Engineering firm Van Cleff Engineer, <b>Mark Bahnick</b>				
Designated <b>Depositories</b> First Northern Bank of Palmerton,				
<b>Advertising agency for public notices</b> - Times News Paper of Lehighton, PA Carbon County and RAVE ~to advertise all notifications	<b><u>Motion</u></b>	<b><u>2<sup>nd</sup></u></b>	<b><u>Motion Carried</u></b>	

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Bellview Pump & Sales - to do water leak repairs if needed				
Banko Excavating -to assist water operator as needed				

Regular Business Meeting to Begin - \_\_\_\_\_ PM called to order by \_\_\_\_\_ , Chairman.

VISITORS:

Approval for:

Minutes of 12/19/2023 Authority Meeting.	Mo:	2 <sup>nd</sup> :	MC:
General Water Treasurer's Report dated 1/16/2024 and payment of bills Check received from Trivalley on 1/5/2024 for sale of Smithy's Property	Mo:	2 <sup>nd</sup> :	MC:

Solicitor Report:

- 422 Ore Street Update

Engineer Report

- Corrosion control study has been submitted to DEP on 12/27 – on file in office

Other:

- Statement of Financial Interests Forms
- Tara has been working on the Lead & Copper Service Line Inventory Form (143 survey forms were returned; still need answers to 286 properties in order to complete by Oct 2024)

Water Business:

- 528 Fireline Road - water leak; Bellview dug open & Craig repaired on 1/3 - and replaced rotted curb box; approx. 6,000 gallons a day
- 747 Lime Street - water leak on 1/8/2024; repaired by Bellview & Craig; approx. 35,000 gpd leak; Tier 1 completed, boil water went into effect & lifted.
- Lock Box - Craig to update
- Water Tap & Connection for 601 Lime Street vacant lot will be completed after Jan 22nd

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<u>Subject</u>	<u>Date</u>	<u>Summary</u>
Borough Minutes	Jan 2, 2024 Dec 5, 2023	Minutes for review - see #1 under engineer - engineer to discuss reconstruction of Mill Street between Ore & Hamilton with Authority
Audit letter request	Jan 3, 2024	Ettinger & Associates provided Kirk Summa & Co. confirming no known materiality for any threatened litigation against the Authority which would affect the financial position.
2023 Usage Report Chapter 110		Usage report & water leaks listing was distributed to Board for review Tara submitted to DEP; annual water/well reports
State Farm Insurance Declaration received	Jan 4, 2024	Dec page from State Farm for Troy Andrews has been received naming the Authority as additionally insured. Copy on file in office
Certificate of Insurance		Bowmanstown Archery Club, on file in office
Bidding Threshold Increase for 2024		Purchases and contracts below \$12,600 require no formal bidding Purchases between \$12,600-\$23,000 require three written Purchases over \$23,200 require formal bidding
Trivalley garage	1/4/2024	Leaf Box stored in Tri-valley garage; crew removed on 1/4/2024
PA One Calls	1/5/2024	Reminder for all contractors, when digging in Bowmanstown, to call in PA One Calls before you dig

Adjournment: Time \_\_\_\_\_ PM Motion made \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_.

**Pending List**