

Bowmanstown Borough Authority Meeting Reorganization Minutes of 01/16/2024

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

- ❑ Meeting called to order at 6:00 PM, by Neil Ettinger sitting as Chairman pro-tempore, for reorganization purposes.

- ❑ **Authority Attendance:**
Mathew Behler, Darren Thomas, Joseph Civitella, Rodney Reeser, Chad Everett, Tara Takerer, Mark Bahnick – Engineer and Neil Ettinger – Solicitor. Attended by Phone Craig LaBarre – Water Operator.

- ❑ Election of Chairman Pro-Tempore – A motion was made by Joseph Civitella, 2nd Chad Everett to elect Darren Thomas as Chairman of Authority, Motion carried.

- ❑ Motion was made by Joseph Civitella, 2nd Chad Everett to keep all members in the same positions as 2023-year, Motion carried.

The Bowmanstown Authority meeting was turned over to Darren Thomas, Chairman, by Attorney Ettinger sitting as Chairman pro-tempore at 6:07 p.m.

<u>Authority</u>	<u>Authority Member</u>	<u>Motion</u>	<u>2nd</u>	<u>Motion Carried</u>
<u>Reorganization Appointments</u>	<u>Motion</u>	<u>2nd</u>	<u>Motion Carried</u>	
Re-Appointing Clerk Tara Takerer – 20 hours per week;	Rodney Reeser	Chad Everett	All in favor	
Re-Appointing Neil Ettinger , Ettinger & Associates LLC	Chad Everett	Joseph Civitella	All in favor	
Re-Appointing Engineering firm of Van Cleef Engineer, Mark Bahnick	Chad Everett	Joseph Civitella	All in favor	
Designated Depositories First Northern Bank of Palmerton	Mathew Behler	Rodney Reeser	All in favor	
Appointing Auditor/CPA Firm of Kirk, Summa & Company	Chad Everett	Joseph Civitella	All in favor	
Advertising agency for public notices – RAVE and Times News Paper of Lehighon, PA – Carbon County and to advertise all notifications	Rodney Reeser	Chad Everett	All in favor	

Visitor:

None

Approval for:

- A motion was made by Rodney Reeser, 2nd Joseph Civitella to approve the minutes of 12/19/2023, Motion carried.
- A motion was made by Joseph Civitella, 2nd Chad Everett to approve the treasurer report, Motion carried.
 - Check was received regarding sale of Smithy's property, 930 Fireline Road. Monies were deposited into Capital reserve.
 - All of Tri valley Water Hauling belongings have been removed from Tri valley property located off of Manor Drive.

Solicitor -

- 422 Ore Street ligation is still pending.

Engineer -

Corrosion control study has been completed and submitted to DEP for review.

Other Business:

- Statement of Financial Interests forms have been distributed to all to be completed.
- Tara has been working diligently on the Lead & copper Service Line Inventory Forms, 143 survey letters have been returned, still need 286. Report due October 2024.

Water Business:

- Water leak occurred at 528 Fireline Road on 1/3/2024. Bellview & Portland were on site and replaced the rotted curb box. Approximately 6,000 gallons of water loss was reported.
- Water leak occurred at 747 Lime Street on 1/8/2024. Bellview & Portland were on site and replaced a repair clamp to a cracked 6" water main. Approximately 35,000 gallons of water loss was reported.
- **A motion was made by Chad Everett, 2nd Joseph Civitella to authorize Craig LaBarre to purchase two lock boxes for the Chlorine Building & Tri valley Building, motion carried.**
- New water tap & connection installation has been postponed, at the request of the contractor handling the property for 601 Lime Street, until the house is set.
- Craig recommended doing a walk-through inspection of Tri-valley property to make sure all of Shane Tubbs, Water hauling equipment has been removed and inspect out building for any repairs.
- Agreement must be in place before allowing Tri-valley water hauling to pull water at Tri-Valley. Hauling fees must be established.

Correspondence

<u>Subject</u>	<u>Date</u>	<u>Summary</u>
Borough Minutes	Jan 2, 2024 December 5, 2023	Minutes for review – Mark Bahnick noted the section in the borough minutes regarding street project on Mill Street. Discussion regarding the tunnel hydrant line that comes out of the mine and removing the valve and capping such. However, the tunnel hydrant belongs to Bowmanstown not the Authority since that hydrant was not part of the distribution system.
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	Insurance from State Farm for Troy Andrews, naming the Authority as additionally insured, for the Authority’s Fireline property lease, is on file in office
Certificate of Insurance		Bowmanstown Archery Club, on file in office
Bidding Threshold	Jan 1, 2024	Purchase and contracts below \$12,600 require no formal bidding. Purchases between \$12,600-\$23,000 require three written quotes Purchases over \$23,200 require formal bidding
Tri-Valley Garage	Jan 4, 2024	Leaf box stored in Tri-valley garage has been removed.
Pa One Call Reminders	Jan 5, 2024	Reminder for all contractors, when digging in the Borough, please call in PA One Calls (811) before you dig.

Adjournment:

- A motion was made by Chad Everett, 2nd Rodney Reeser to adjourn meeting at 6:25 PM Motion carried.

Pending List

- Craig will talk to Brendan, Banko Excavating regarding valve on Green & Mill Street
- Water inventory of parks still needed at Tri-Valley
- 200 Craig Street – municipal lien on property, if home is sold in future, must separate water line
- 630 White Street – curb stop must be dug up; Tara did reach out to Palmerton Borough regarding such – will address in Spring.