

Bowmanstown Borough Authority Meeting Reorganization Minutes of 01/21/2025

- ❑ A motion was made by Darren Thomas, 2nd Rodney Reeser 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:**
Darren Thomas, Joseph Civitella, Rodney Reeser, Tara Takerer, Mark Bahnick – Engineer and Neil Ettinger – Solicitor. Absent Chad Everett, Mathew Behler & Craig LaBarre – Water Operator.
- ❑ Election of Chairman Pro-Tempore – A motion was made by Joseph Civitella, 2nd Rodney Reeser to elect Darren Thomas as Chairman of Authority, Motion carried.
- ❑ Motion was made by Joseph Civitella, 2nd Rodney Reeser to keep all members in the same positions as 2024-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; | Joseph Civitella | Rodney Reeser | All in favor | |
| Re-Appointing Neil Ettinger , Ettinger & Associates LLC | Joseph Civitella | Rodney Reeser | All in favor | |
| Re-Appointing Engineering firm of Van Cleef Engineer, Mark Bahnick | Joseph Civitella | Rodney Reeser | All in favor | |
| Designated Depositories First Northern Bank of Palmerton | Joseph Civitella | Rodney Reeser | All in favor | |
| Appointing Auditor/CPA Firm of Kirk, Summa & Company | Joseph Civitella | Rodney Reeser | All in favor | |
| Advertising agency for public notices – RAVE and Times News Paper of Lehighton, PA – Carbon County and to advertise all notifications | Joseph Civitella | Rodney Reeser | All in favor | |

Visitor:

None

Approval for:

- A motion was made by Rodney Reeser, 2nd Darren Thomas to approve the minutes of 12/17/2024, Motion carried.
- A motion was made by Rodney Reeser, 2nd Joseph Civitella to approve the treasurer report, Motion carried.

Solicitor -

- An executive session was called at 6:11pm to discuss litigation, exited at 6:20pm - No motions were made during executive session.
- Easement for 790 Fireline Road will expire in 2031; a letter will be sent to the homeowner to renew said easement for another 99 years.
- The other easement for 790 Fireline road, in perpetuity, running with the land, nothing needs to be done

Engineer -

- Nothing to report

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; next set of guidelines will come out in September 2025. Craig will assist & update Tara on necessary steps that must be taken.
- United Industries is interested in purchasing old meter & parts from the Authority. This is tabled until this can be discussed with Craig LaBarre.

Water Business:

- Outside of the chlorine water building should be painted.
- Inside pipes are rusting, will discuss with Craig LaBarre and be addressed.
- HOP will be closed, for the Fireline Road water leak, after the necessary repairs to the road are made in the spring.
- Water leak at sewer treatment plant occurred on Xmas Eve. The line to the sprayer blew apart.
- Chapter 110 report was completed, after Craig LaBarre reviews & approve, it will be sent to DEP.
- Tri valley water system ability to allow other water haulers to pull from, will be discussed at next meeting when Craig LaBarre is present.
- Caustic soda/Chlorine injector is leaking at chlorine building and will be addressed by Portland Contractors.

Correspondence

| <u>Subject</u> | <u>Date</u> | <u>Summary</u> |
|--|-----------------------------------|---|
| Borough Minutes | Jan 7 2025 December 5, 2023 | Minutes for review - |
| Audit letter request | Jan 5, 2025 | Ettinger & Associates provided Kirk Summa & Co. confirming no known materiality for any threatened litigation against the Authority which would affect the financial position. |
| State Farm Insurance Declaration received Troy Andrews | Jan 4, 2025 | 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, 2025 | Purchase and contracts below \$12,900 require no formal bidding. Purchases between \$12,900-\$23,800 require three written quotes Purchases over \$23,800 require formal bidding. |
| Right to know request | Dec 18, 2024 | Received from Ben Price, requesting costs spent to date on litigation. Request was completed on 1/21/2025. |
| Right to know request | Dec 29, 2024 | Received from Rob Sikorsky, requesting costs spent to date on litigation. Request was completed on 1/21/2025 |

Adjournment:

- A motion was made by **Rodney Reeser**, 2nd **Joseph Civitella** to adjourn meeting at 6:45 PM Motion carried.

Pending List

- New hydrants installation
- Water inventory of parks still needed at Tri-Valley
- PennDOT HOP to be closed
- PennDOT Fireline Road drainage issue
- 155 Manor Drive – Craig to investigate