

CALL TO ORDER

The January 13, 2011 reorganization and regular meeting of the Macungie Borough Authority was called to order at 7:00 p.m. in Borough Council Chambers, 21 Locust Street, Macungie, PA. Members present were Linn Walker, Jeffrey Stauffer, Thomas Kociuba, James Wieder and David Wentz. Also present were Water Operator Douglas McNair, Borough Manager Chris Boehm and Administrative Assistant Cynthia Hartzell.

REORGANIZATION

- a. Chairperson – Authority Member Kociuba nominated Jeffrey Stauffer as Chairperson, second by Authority Member Walker. Motion carried: 5 ayes.
- b. Vice-Chairperson – Authority Chair Stauffer nominated Linn Walker as Vice-Chairperson, second by Authority Member Wentz. Motion carried: 5 ayes.
- c. Secretary - Authority Member Walker nominated Cynthia Hartzell as Secretary, second by Authority Chair Stauffer. Motion carried: 5 ayes.

APPROVAL OF MINUTES

- a. November 11, 2010

Motion was made by Authority Member Kociuba, second by Authority Member Walker, to approve the November 11, 2010 minutes as presented. Motion carried: 5 ayes.

- b. December 20, 2010

Motion was made by Authority Member Wentz, second by Authority Chair Stauffer, to approve the December 20, 2010 minutes as presented. Motion carried: 4 ayes.

CORRESPONDENCE

- a. Pennsylvania DEP, re: Public Water Supply Permit – Cover letter for the permit approved by DEP to install the additional piping to comply with the 4-Log Treatment Rule.

WATER OPERATOR'S REPORT - Water Operator McNair reviewed his report that is attached to the minutes. Water Operator McNair noted he is working on the annual Consumer Confidence Report. He asked if the Authority had any suggestions for information to put in the report. Authority Member Kociuba suggested putting information in about the 4-log treatment.

- a. Maple Street Pump - Water Operator McNair provided a quote from Kohl Bros Inc that included cost to repair the existing pump or install a new pump. Water Operator McNair suggested repairing the existing pump.

After some discussion, Authority Member Wieder made a motion to repair the existing pump with Kohl Bros Inc for the cost of \$2,025, second by Authority Chair Stauffer. Motion carried: 5 ayes.

b. Tree trimming around Hillcrest Reservoir tank - Water Operator McNair obtained quotes to do the tree trimming around the tank. The Authority Members discussed the quotes which varied from \$1,500 to \$3,800.

Authority Chair Stauffer made a motion to accept the quote from Glenn Clauser of \$1,500 to do the tree trimming pending sufficient insurance, second by Authority Member Kociuba. Motion carried: 5 ayes

c. 4-log treatment – Tim Miller, Keystone Consulting Engineers, was in attendance to discuss the 4-log treatment construction. Mr. Miller reviewed the site plans for the construction which have been approved by DEP. He explained the process and what DEP will be looking at with the extension of the pipe. The bid will include both wells. Only one well will be shut down at a time for one or two days

Authority Member Walker made a motion to authorize advertising for bids of the 4-log construction, second by Authority Member Wieder. Motion carried: 5 ayes.

TREASURER'S REPORT

A motion was made by Authority Member Walker, seconded by Authority Chair Stauffer, to approve the December 31, 2010 treasurer's report. Motion carried: 5 ayes.

Water Revenue Fund	\$133,688.17
Debt Service Reserve	\$32,736.03
Bond Redemption and Improvements Fund	\$315,370.04
Collection Account	\$11,158.22

NEW BUSINESS

a. New Water Bill - Borough Manager Boehm gave a sample of the new utility bill. Authority Member Kociuba suggested a graph that would show prior water usage.

After some discussion, Authority Member Kociuba made a motion to direct Borough Manager Boehm to get quotes for a computer program to provide the prior usage information on the utility bill, second by Authority Chair Stauffer. Motion carried: 5 ayes.

Authority Member Kociuba suggested searching for a grant for the computer program.

b. Mayor Hoffman made a request for the Bear Swamp Diner who asked for relief to his water bill due to the large leak he had. Mayor Hoffman was directed to have Bear Swamp Diner submit a letter of request for discussion.

c. When asked, Water Operator McNair noted the short wave radio regulation deadline is the end of 2012. He suggested contacting Lehigh County for their timeline and to get cost information for budget.

UNFINISHED BUSINESS

a. Water Department Emergency Response Plan - Water Operator McNair provided a copy of the Response Plan he prepares for DEP. DEP has forms that would provide the information needed for an emergency. Water Operator McNair recommended replacing the current plan with the plan he submits to DEP. Authority Members like the DEP forms, noting it is easy to understand. There was discussion about some of the information. Some changes will be made and this will be carried for further review.

ADJOURNMENT

The next meeting will be March 10 due to awarding of the 4-log bid. Hearing no further business to be brought before the Authority, the meeting was adjourned at 8:02 pm.

Respectfully submitted,

Cynthia Hartzell
Secretary