

CALL TO ORDER

The October 13, 2011 regular meeting of the Macungie Borough Authority was called to order at 7:30 p.m. in Borough Council Chambers, 21 Locust Street, Macungie, PA. Members present were Thomas Kociuba, Jeffrey Stauffer, Dave Wentz, Linn Walker and James Wieder. Also present were Water Operator Douglas McNair, Borough Manager Chris Boehm and Administrative Assistant Cynthia Hartzell.

APPROVAL OF MINUTES

- a. September 22, 2011 – Corrections were made to the minutes of the September 22, 2011 meeting and approval was tabled until the next meeting.

CORRESPONDENCE

- a. Pennsylvania Municipal Authorities Association, re: Administrative/Environmental Issues Seminar

WATER OPERATOR'S REPORT

- a. Water Operator McNair did not have a report. He will be discussing items during the budget discussion.
- b. Authority Member Walker asked about the water main on Cedar Street pertaining to the proposed development at 150 Spring Street. Water Operator McNair noted the 4" water main would not handle the development and the water main would have to be upgraded to an 8" pipe back to the Race Street interconnect.

TREASURER'S REPORT

A motion was made by Authority Member Walker, second by Authority Member Stauffer, to approve the September 30, 2011 treasurer's report. Motion carried: 5 ayes

Water Revenue Fund	\$123,387.72
Debt Service Reserve	\$29,524.23
Bond Redemption and Improvements Fund (BRI)	\$319,199.11
Collection Account	\$0.00

NEW BUSINESS

- a. 2012 Budget - Borough Manager Boehm remarked the Water Fund budget was in good standing. She anticipates a beginning balance of \$150,000 for 2012. Borough Manager Boehm reviewed the revenues and expenditures. She explained the increase in the Wellness Incentive line item was due to Assistant Secretary/Treasure Horner possibly retiring this year. Borough Manager Boehm proposed to purchase a computer program to manage the Borough's infrastructures and to reduce paperwork with document management. The core of the program would be split between the three funds (General, Sewer and Water) and the module for the water system would be purchased through the water fund. The purchase of the computer program

would depend on Council's approval. Borough Manager Boehm also budgeted for a utility billing software program that will allow the customers to access their billing history information and pay their bill online.

Water Operator McNair recommended replacement of the chlorine booster pump in Well #1 and an inspection of the main pump. He noted valve work will have to be done on N. Chestnut Street. He proposed to have the Hillcrest Tank inspected and replace the fire hydrant at Fairview and Vine Street.

Authority Members and Water Operator McNair discussed changing the Borough's water meters to radio read meters. Borough Manager Boehm suggested replacing the current type meters with the radio read meters. Water Operator McNair said he will be researching this upgrade in 2012.

Borough Manager Boehm suggested the Authority Members review the budget until the next meeting. The Board will have to adopt a preliminary budget at the next meeting.

b. Budget Transfers - A motion was made by Authority Member Stauffer, second by Authority Member Walker, to approve the following budget transfers. Motion carried: 5 ayes

- \$83.70 from 06.448.420 (Subscriptions), \$34.27 from 06.448.460 (Seminars), \$187.01 from 60.448.377 (Water Meters/Certification) to 06.448.341 (Advertising)
- \$45.22 from 06.448.314 (Legal Expenses) to 06.448.325 (Postage)
- \$75.86 from 06.448.314 (Legal Expenses) to 06.448.236 (Housekeeping Supplies)
- \$33.58 from 06.448.213 (Small Equipment), \$32.55 from 06.448.260 (Minor Equipment) to 06.448.321 (Telephone)
- \$150.96 from 06.448.314 (Legal Expenses) to 06.448.239 (Pump Maintenance)
- \$669.89 from 06.448.373 (Building Repairs) to 06.448.250 (Maintenance & Repair Parts)
- \$105.75 from 06.448.420 (Subscriptions) to 06.448.342 Printing & Reproduction
- \$215.55 from 06.448.420 (Subscriptions) to 06.448.231 Fuel-Trucks)
- \$334.85 from 06.448.460 (Seminars) to 06.448.230 (Fuel Oil)

c. Letter to Keystone Consulting Engineers – At the Authority's request, Borough Manager Boehm prepared a letter to Keystone Consulting Engineers requesting reimbursement of the difference between the proposed estimate and the awarded bid.

Authority Member Kociuba made a motion to approve sending the Borough Manager's letter to Keystone Consulting Engineers, second by Authority Member Wentz. Motion carried: 5 ayes

UNFINISHED BUSINESS

a. Property of Well #2 – This will be carried for more research.

b. Water Department Emergency Response Plan - Water Operator McNair submitted the emergency plan to DEP. He made some changes to phone numbers as suggested by DEP and some changes to the organizational chart. A copy will be given to the Authority Members at the next meeting for approval.

ADJOURNMENT

The next meeting will be November 10 at 7:00 pm. Hearing no further business to be brought before the Authority, the meeting was adjourned at 9:10 pm.

Respectfully submitted,

Cynthia Hartzell
Secretary