

CALL TO ORDER

The November 10, 2011 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 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 – Motion was made by Authority Member Kociuba, second by Authority Member Wentz, to approve the September 22, 2011 meeting minutes as presented. Motion carried: 5 ayes
- b. October 13, 2011 – Motion was made by Authority Member Stauffer, second by Authority Member Wieder, to approve the October 13, 2011 meeting minutes as presented. Motion carried: 5 ayes

CORRESPONDENCE

- a. Robert Smigielski, Boy Scout Troop #71, re: Request to hold a campout on the night of November 23, 2011 prior to the Sheeprock Trek Event

WATER OPERATOR'S REPORT

- a. Storm Update - Water Operator McNair reported on how the water situation from the snow storm that caused electric outages in the Borough some time during the day on Saturday affected the wells ability to keep the level of water in the reservoir tank. Water Operator McNair reviewed the water level numbers from the reservoir tank taken Saturday, Sunday and Monday. The electric to Well #2 was restored early Monday morning. Based on normal usage, Water Operator McNair had figured there was about 2.5 days of water capacity. After getting the water level on Sunday, Water Operator McNair reported that the usage during that time was about half due to residents not having electric and being conservative or not in the area. That extended the length of water capacity. Borough Manager Boehm noted the Borough did not run out nor was there ever a threat of being out of water.

The Authority Members discussed utilizing the PAWarn membership to contact another member for use of a generator if the need arises again. There was a discussion to contact Lehigh County Emergency Services for any help they could offer and to contact PPL Electric. Borough Manager Boehm was contacted by John Kucher at PPL who provided information for the Authority to report electric outages directly to PPL. It is a new program, Urgent Response Service.

The Authority discussed the need for a generator. Water Operator McNair had a cost estimate for a portable generator to be used at one of the wells that should be placed in the 2012 budget. Borough Manager Boehm reported she received information on a FEMA grant to purchase a generator. She will be submitting an application for generators at Borough Hall and the Borough garage.

TREASURER'S REPORT

A motion was made by Authority Member Walker, second by Authority Member Stauffer, to approve the October 31, 2011 treasurer's report. Motion carried: 5 ayes

Water Revenue Fund	\$23,513.91
Debt Service Reserve	\$29,525.20
Bond Redemption and Improvements Fund (BRI)	\$319,229.45
Collection Account	\$0.53

NEW BUSINESS

a. Keystone Consulting Engineers – Borough Engineer Bill Erdman was present to address the Borough Authority's letter regarding the cost estimate for the 4-log treatment project. Engineer Erdman explained they were unaware of the cost of the large pipe that was used until the bid opening for the first project at another municipality they were overseeing. He accepted responsibility for not disclosing the revised estimate cost to the Authority and, as noted by Authority Member Stauffer, moving forward, more effort will be made for better communication. Engineer Erdman noted the project was worth the \$94,000; the issue is budgeting cost. Engineer Erdman asked the Authority to reconsider their request for reimbursement. Authority Member Kociuba commented that Keystone's cost estimate provided to the Authority was not top notch engineering. There was a discussion about the use of 24" piping instead of the 30" piping. Engineer Erdman commented the use of the 24" pipe would have caused the line to be longer. Engineer Erdman will research the cost difference between the 24" piping and the 30" piping that was used for a possible settlement to this situation. Engineer Erdman does not want to jeopardize the working relationship with the Borough Authority.

Water Operator McNair noted the project was too large of a project for the Public Works crew to do on their own and contracting the project was the right thing to do. He also noted DEP issued the permit without any issues.

b. Boy Scout request to camp out on the night of November 23 – Scoutmaster Robert Smigielski was present to request approval from the Authority to campout on the Reservoir property in the location of the old boy scout cabin on the night of November 23 before the annual Sheeprack Trek Event. Scoutmaster Smigielski would like to revive the tradition that was part of the Sheeprack Trek Event. The Boy Scouts prepare the path to Sheeprack for the event. He commented there would not be an open fire during the camp out.

Authority Member Kociuba made a motion to approve the Boy Scout campout on the night of November 23, second by Authority Member Wieder. Motion carried: 5 ayes

c. Approval to sign Engagement Letter for Auditor – The Auditor has provided a cost of \$4,300 for his services for the 2011 audit.

Authority Member Stauffer made a motion to authorize Chairman Stauffer to sign the engagement with Long, Barrell & Co, Ltd to perform the 2011 audit for the Borough Authority at a cost not to exceed \$4,300, second by Authority Member Wieder. Motion carried: 5 ayes

d. 2012 Budget – The budget presented by the Borough Manager does not propose a rate increase and includes a transfer of funds to the capital fund. The expenditures include the new water billing system but not the management program as proposed by the Manager.

Authority Member Walker made a motion to approve the preliminary budget for 2012 with total revenues of \$457,454 and expenses of \$451,888 and authorize the budget to be available for public review for final adoption on December 19, second by Authority Member Stauffer.  
Motion carried: 5 ayes

Authority Member Walker left the meeting at 8:05.

#### UNFINISHED BUSINESS

- a. Water Department Emergency Response Plan - Water Operator McNair provided all members with a copy of the emergency response plan bound in a notebook. He noted when changes are made he will provide a copy of the changed page and not the whole plan. The Authority Members shall review the plan until the next meeting for adoption.
- b. Property of Well #2 – This will be carried for more research.

#### ADJOURNMENT

The next meeting will be December 19 at 7:00 pm at the Macungie Institute. Hearing no further business to be brought before the Authority, the meeting was adjourned at 8:09 pm.

Respectfully submitted,

Cynthia Hartzell  
Secretary