**SLATINGTON BOROUGH AUTHORITY**

**125 SOUTH WALNJUT STREET**

**SLATINGTON PA 18080**

 **MINUTES**

**January 27 2014**

The regular meeting of the Slatington Borough Municipal Authority was called to order by Vice Chairman William Stein at 9:20 AM at Borough Hall, 125 S. Walnut Street, Slatington, PA 18080.

**Member Present Absent**

Darrell Baus, Secretary Laurie Dart-Schnaufer, Chairperson

Scott Schuckert, Assistant Secretary

Anthony Gnas, Treasurer

William Stein, Vice Chair

**Others Present**

David Frederick, Assistant Treasurer Stefan Myers, WWTP Operator

Edmund J. Healy, Solicitor Ted Stevenson, Engineer, Rettew Assoc.

Sharon Stanley, Times News Bryon Reed, Councilman

APPROVAL OF MINUTES- Darrell Baus made a motion, seconded by Scott Schuckert to approve the minutes of December 9, 2013. Vice Chair William Stein declared the motion passed following a voice vote: All Ayes.

Regarding the minutes of December 27, 2013, there was some discussion regarding the style of the minutes. Bill Stein said we need to tell the recording secretary to try to condense the minutes, and not to include all the side comments. Darrell Baus made a motion, seconded by Scott Schuckert to accept the minutes of December 27, with the correction of two typos noted on page 4 and page 5. The motion was passed following a voice vote, All Ayes.

FINANCIAL REPORT-Dave Frederick reported that all bills have been paid and necessary transfers have been done. He said all is fine with the Penn Vest Account. We received 14ȼ interest. Scott Schuckert made a motion, seconded by Tony Gnas to approve the Financial Report. Roll call vote as follows:

Aye Absent

Darrell Baus Laurie Schnaufer

Scott Schuckert

Tony Gnas

Bill Stein

PAYMENT OF BILLS-Steckel & Stopp (December 2013 work) $1895.40; Rettew Associates, Inc. trickling filter media project (thru November 29) $1680.29, trickling filter media project (thru December 27) $4211.68, NPDES permit renewal $6.67, and DRBC Docket renewal $882.09; Times News ad for trickling filter project bids $169.75, ad for 2014 Authority meeting dates $108.35, and ad for December 27, 2013 special meeting $39.90; Joan Cheesbrough for minutes of December 9 meeting and December 27, 2013 meetings $250.00 for a total of $9,244.13. After some discussion, it was decided to hold the two bills from Rettew for the trickling filter project, totaling $5891.97. Ted Stevenson will review the DCED reimbursement procedure with David Frederick and David will submit these and the ad for the Times News to the DCED. At this time, we will pay the Times News bill, so as to not hold them up. Ed Healy suggested submitting the bills for the trickling filter project separately from the general list of bills, so they are not a part of the transfer request. Darrell Baus made a motion, seconded by Tony Gnas to approve submitting the Rettew bills totaling $5891.97 to the DCED. The motion was passed following a roll call vote:

Aye Absent

Darrell Baus Laurie Schnaufer

Scott Schuckert

Tony Gnas

Bill Stein

Tony Gnas made a motion to pay the remaining bills, totaling $3352.16. Scott Schuckert seconded the motion and it was passed following a roll call vote:

Aye Absent

Darrell Baus Laurie Schnaufer

Scott Schuckert

Tony Gnas

Bill Stein

It was decided that in the future David Frederick will separate the trickling filter project bills from the general bills. Bill Stein agreed it would be easier and we would not have to include them in our request for payment from the Borough.

TRANSFER OF FUNDS-Tony Gnas made a motion, seconded by Darrell Baus to request a transfer of $3352.16 from the Borough. The motion was passed following a roll call vote as follows:

Aye Absent

Darrell Baus Laurie Schnaufer

Scott Schuckert

Tony Gnas

Bill Stein

VISITORS-Stefan noted that there is nothing new to report. Ed Healy advised Councilman Bryon Reed was supposed to pop in at the meeting, but he has not yet.

CORRESPONDENCE-Letter from the DEP, dated December 16, 2013, regarding the NOV and levy of the $2500 fine under the Consent Order and Agreement, for the NPDES permit violations. Per Bill Stein, we actually took care of the first aspect of this at the December 27 meeting, as noted in the Authority’s letter dated December 30, 2013, which enclosed the fine. A supplemental report is still required by DEP on the causes of the violation, and solutions to correct them, along with an update of the EMS notebook. Ed Healy suggested a face to face discussion with the DEP to gather an idea on the seriousness of the DEP’s intentions generally. Scott Schuckert noted even if there is no progress from the discussion, you at least show you are making the effort.

Mr. Reed appeared and was brought up to date on the discussion so far on the DEP fine and the EMS manual update. He reported that he had faxed purchase orders to the company for the materials to fix the pipe which Stefan identified as rusted at the bottom and to complete installation of the cannon mixer pump. He also contacted two companies for sealing the top of the digester. Neither of them has showed up at this point. These contractors worked for LCA, so that is where he got the recommendation.

PMAA roster update. David Frederick will update this information based on today’s re-organization meeting.

Ted Stevenson noted that January 6, 2013 letter from the DEP contains the DEP permit for the proposed trickling filter project. Ed Healy questioned if we also need a letter from the DRBC. Ted Stevenson will check on this.

REPORTS-WWTP reports received. It was noted there was long-standing clerical error in reporting the water usage by the WWTP. The plant is actually using 10 times the amount of water than has been being reported, which will affect the amount we bill to other municipalities, as the WWTP cost will increase accordingly. The clerical problem has been corrected in the Borough Office. Darrell Baus made a motion, seconded by Scott Schuckert to accept the WWTP report. A voice vote followed-All Ayes.

Assistant Treasurer’s December expenses were reported in the amount of $249.54. Darrell Baus made a motion, seconded by to Tony Gnas to approve the report. The motion was passed following a roll call vote as follows:

Aye Absent

Darrell Baus Laurie Schnaufer

Scott Schuckert

Tony Gnas

Bill Stein

OTHER BUSINESS-

1. TRICKLING FILTER PROJECT-Rettew letter dated January 23, 2014 contained a summary of the trickling filter project bids received. The low bidder was C&T Associates, $184,200 for the concrete wall extension, and an alternate bid of $176,800 with a fiberglass wall extension. The next two bidders were Lisbon Building & Construction, at $196,000, and alternate of 193,000; and Eastern Environmental Contractors, at $197,700 and alternate of $189,900. Rettew forwarded the bids to Ed Healy for review. Ed Healy agreed with the C&T bid, although he found irregularities with the other two. Based on the joint recommendation of Ted Stevenson and Ed Healy the Authority looks ready to conditionally award the bid for the trickling filter media replacement project to C&T Associates, Inc. for $184,200 and reject the less durable bid alternative from C&T Associates for the fiberglass splash wall on condition that all approvals from DEP, DRBC and DCED be received. Scott Schuckert made a motion, seconded by Darrell Baus to award the bid with the conditions listed above. The motion was passed following a roll call vote as follows:

Aye Absent

Darrell Baus Laurie Schnaufer

Scott Schuckert

Tony Gnas

Bill Stein

1. REORGANIZATION MEETING- Due to other responsibilities, Laurie Schnaufer no longer wants to be the Chairperson. She and Williams Stein will switch positions. The new officers nominated:

Chairman, William Stein

Vice Chairman, Laurie Schnaufer

Secretary, Darrell Baus

Treasurer, Anthony Gnas

Assistant Secretary, Scott Schuckert

Assistant Treasurer, David Frederick

Recording Secretary, Joan Cheesbrough

Engineer, vacant

Special Projects Engineer, Rettew Associates, Inc.

Solicitor, Steckel & Stopp

Designation of Depository, First Niagara Financial Group

There being no alternative candidates for any specific position, Darrell Baus made a motion, seconded by Scott Schuckert, to approve the nominations. The motion was passed, following a roll call vote as follows:

Aye Absent

Darrell Baus Laurie Schnaufer

Scott Schuckert

Tony Gnas

Bill Stein

1. Annual Report to Council due in February. Per the By-Laws, under Chairman’s powers & duties he shall make a report of the preceding year projects and present it at the January meeting for presentation to Council.

The meeting was recessed at 10:20 AM for an executive session.

The meeting was reconvened at 11:00 AM. Ed Healy reported that the executive session was held between the Board members, Ed Healy, Stefan Myers, Ted Stevenson and Councilman, Bryon Reed, concerning the potential content of our reply to the Authority to the numerous demands set forth by the DEP in the NOV letter dated December 16, 2013. The content of our reply letter is to include content from the discussions held in the executive session. The plan is to produce another draft letter for consideration by the Authority before it will be approved for release under the signature of our outgoing Chairperson, Laurie Schnaufer, presumably by the end of this week.

Ted Stevenson will be reviewing the DCED reimbursement application procedure with Dave Frederick after this meeting, and asked if, in Laurie Schnaufer’s absence, the motion could be made to have Bill Stein sign the submittal application for reimbursement of the engineer’s bills to date. Tony Gnas made a motion, seconded by Scott Schuckert for Dave Frederick to prepare the request for payment from DCED and authorize Bill Stein as Vice Chair to sign those request. A voice vote followed. All ayes, no nays.

Tony Gnas made a motion to adjourn, seconded by Scott Schuckert at 11:05AM. The motion was passed following a voice vote. All Ayes.

Respectfully Submitted,

Scott Schuckert

Assistant Authority Secretary