

## **Upper Macungie Township Authority**

### **March 12, 2015 Meeting**

The monthly meeting of the Township Authority was held at 4:00 PM in the municipal building. Board members present were Chairman Edward Earley, David Reimert, James Brunell and Jeffrey Grim. Township Manager; Daniel Olpere, Solicitor; Andrew Schantz, Consulting Engineer; Joseph Santilli, and Sewer Authority Manager; Joseph Bateman.

Chairman Earley asked all present to join him in the Pledge of Allegiance.

Chairman Earley welcomed and introduced new Board Member Jeffrey Grim.

#### **Authority Annual Election of Officers**

Chairman Earley asked for nominations for the positions of Chair, Vice Chair, Treasurer and Secretary.

A motion was made by Mr. Reimert and seconded by Mr. Earley to have the same officers as 2014 with the exception of Secretary (Mr. Bastian) and Vice-Chair (Mr. Ashmar). The motion passed unanimously. A motion was made by Mr. Reimert and seconded by Mr. Earley to elect Mr. Brunell as Vice-Chair and Mr. Grim as Secretary. Nominations were closed and the slate of officers was elected unanimously.

#### **2015 Meetings**

Chairman Earley suggested that meetings be held quarterly unless needed. The Board concurred with Chairman Earley's suggestion.

#### **Meeting minutes**

A motion was made by Mr. Brunell and seconded by Mr. Earley to dispense with the reading of the December meeting minutes. The motion passed unanimously. A motion was made by Mr. Earley and seconded by Mr. Reimert to approve the December 2014 meeting minutes. The motion passed unanimously.

#### **Monthly Bills and Financial Status**

Mr. Bateman presented the bills for January and February for the Board's consideration. There was a discussion concerning the need to have the bills approved monthly. Mr. Brunell suggested that Mr. Bateman and Mr. Olpere could sign the monthly warrants thereby avoiding the need for the Board to review the warrants on a monthly basis.

Mr. Earley made a motion to approve the bills as presented. The motion was seconded by Mr. Brunell.

The motion passed unanimously.

Mr. Bateman then highlighted the financial reports and bank statements which were contained in the monthly booklet. He stated that the Authority's and the Township's financial position was strong and showed improvement since December.

Mr. Olpere suggested that the transfer of Sewer Revenue Funds should be an item on the April BOS agenda for consideration by the Supervisors. He stated that he will review the situation with Mr. Bateman but was inclined to recommend a \$5 million transfer from Sewer Revenue Fund to Sewer Reserve Fund.

The Board accepted the financial report.

### **Correspondence**

Mr. Bateman stated that no correspondence had been received.

### **Public**

There was no public present.

### **Authority Manager**

Mr. Bateman stated that his report was contained in the monthly meeting booklet and asked if the Board had a questions. He then briefly highlighted various items, including the fact that a new employee (Cynthia Yaskowski) had been hired to the position of Office Manager replacing Karen Loehr who has retired. The training of Cindy is progressing well and she seems to be a good fit for the position.

Mr. Bateman also stated that he had received a copy of Lehigh County's 2015 Budget and Ten-Year Capital Plan. He stated that both documents were available for the Board's review. The Board did not have any questions and accepted the report as presented.

There was a short discussion on how to distribute copies of the monthly report in between meetings. Mr. Earley suggested that mailboxes be located in the Authority's office. Mr. Bateman concurred and said he would take care of implementing the change.

### **Engineers Report**

Mr. Santilli highlighted the 2014 Chapter 94 Report.

Mr. Santilli highlighted the monthly engineer's report which was contained in the monthly meeting booklet.

Mr. Santilli presented a status report on capital projects for 2014 and 2015. The Board had several questions for Mr. Santilli. Much of the discussion centered on how best to acquire the muffin monster for Kaybrook pumping station. It was finally decided based on a suggestion by Mr. Burnell that that the Authority consider prequalifying multiple contractors. Mr. Schantz stated that he felt that that method of procuring and installing the muffin monster would be in compliance with public bidding laws. Mr. Santilli thought that was a good suggestion and said that he would pursue it. The Board then accepted the report as presented.

Mr. Burnell questioned whether the estimated total cost of the projects were within budgetary guidelines. Mr. Bateman stated that all of the projects were contained in the approved 2015 capital budget with the exception of the pump station analyzers and additional meters, however, the updated project cost estimates indicated that the additional project could be undertaken while still remaining within the overall budget total.

A motion was made by Mr. Brunell and seconded by Mr. Reimert authorizing the Consulting Engineer and staff to proceed with bidding and/or procuring the items on the 2015 capital projects list.

### **Solicitors Report**

Mr. Schantz stated that he had no report.

### **New Business**

There was no new business.

**Old Business**

There was no old business.

**Adjournment**

Mr. Reimert made a motion to adjourn the meeting. That motion was seconded by Mr. Brunell. The motion was adopted unanimously.

The next meeting is scheduled for Thursday, June 11, 2015.

Respectfully submitted,

Jeffrey Grim, Authority Secretary