

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
JANUARY 9, 2019– 5:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
 - A. Reappointment – Thomas Slater, Sr.**
- III. PLEDGE TO THE FLAG**
- IV. DULY ADVERTISED MEETING – Chairman**
- V. REORGANIZATION – Chairman – Pro-Tem**
 - A. Election of Officers**
 - 1. Chairman**
 - 2. Vice-Chairman**
 - 3. Secretary**
 - 4. Treasurer**
 - 5. Asst. Secretary/Treasurer**
 - CLOSE ELECTION**
- VI. APPOINTMENT OF PROFESSIONAL STAFF - Chairman**
 - 1. MANAGEMENT CONSULTANT – Private Utility Enterprises, Inc.**
 - 2. SOLICITOR – Rudolph, Clarke, LLC**
 - 3. ENGINEER – Ebert Engineering, Inc**
 - 4. AUDITOR – Lopez, Teodosio & Larkin, LLC**
 - 5. PENSION TRUSTEE – Uninvest Bank and Trust**
- VII. REVIEW AND APPROVE MINUTES of December 12, 2018**
- VIII. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**
- IX. FINANCIAL REPORT:**
 - A. Bill’s list 1/2019A in the amount of \$123,905.50**
 - 1. Checks - \$46,851.00**
 - 2. Checks Prior to Meeting - \$1,219.37**
 - 3. Payroll and Pension Transfers - \$29,344.60**
 - 4. ACH Bill Pay Withdrawals - \$46,490.53**
 - B. Bills List 1/2019B – Additional Costs in the amount of \$276,014.21**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**

MANAGEMENT REPORT

- A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were not shut off letters sent in the month of December.**
 - 2. Proposed Development Updates**
 - 3. Main Street Paving Project**
 - 4. Baghurst Alley/EPA- Proposed Water Main Extension – Update**

X. WATER DEPARTMENT

- A. Water production - December**
 - 1. 309,416 GPD**
 - 2. 222,513 Wells**
 - 3. 86,903 Interconnection**
- B. Operations Update**

SEWER DEPARTMENT

- A. Discharge monitoring report**
 - 1. November – Daily Average Flow 0.7947 MGD**
 - 2. November – Total Monthly Flow 13.4947 MG**
- B. Operations Update**

XI. BOROUGH OPERATIONS

- A. Borough Operations – December**
 - 1. Emptied trash at Trailhead and Pavilion**
 - 2. Repaired storm manhole @ Schwenk Rd. & Main St**
 - 3. Filled salt bins**
 - 4. Winterized the Municipal Annex**
 - 5. Replaced Light bulbs on exterior of Municipal Annex**

XV. ENGINEERING REPORT: Refer to enclosed written report.

- A. Authority**
 - 1.**
- B. Water**
 - 1. Well #4 & Well #5 Arsenic Systems Update – Update**
 - 2. Church Street Water Main Replacement Project Update**
 - 3. Main Street Construction Project**
- C. Sewer**
 - 1. I & I – Sewer Repairs - Update**
- D. Developments**
 - 1. Lumberyard – Update**
 - 2. Centennial Apartments – Update**
 - 3. Ragusa Tract**

XVI. SOLICITOR'S REPORT - Statement

- A. Authority**
 - 1. Executive Session- Potential Litigation**
- B. Developments**

XVII. CHAIRMAN'S MINUTE:

- A. Announcements**

XVIII. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JANUARY 9, 2019**

1

The Regular meeting of the Schwenksville Borough Authority was called to order at the offices of the Authority, 298 Main Street, at 5:00 PM by Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice Chairman Donald Whitko, Treasurer Greg Pocius, Secretary Tom Slater and Asst. Secretary Treasurer Brian Pippert. Also attending at the invitation of the Board were Melissa Fiala, representing the Authority's Solicitor's firm of Rudolph Clarke LLC, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

The Pledge of Allegiance was recited.

Mr. Sullivan announced that this was a publicly advertised meeting along with the 2019 meeting schedule of the Authority as proof of publication in the Pottstown Mercury indicated.

Schwenksville Borough Council approved Thomas Slater, Srs. five (5) year re-appointment to the Board of Directors of the SBA

REORGANIZATION:

Open for Nominations

Chairman Markley turned the election of the officers for the Board of Directors over to the Chairman Pro-Tem, Michael Sullivan. Accordingly, the Chairman Pro-Tem opened the floor for nominations. Mr. Sullivan asked if there were any proposed changes to the current slate of officers.

Mr. Whitko moved, and the motion was seconded by Mr. Pippert to nominate the members of the Board to the following positions with the votes recorded as noted:

The 2019 Slate of Elected Officers for the Schwenksville Borough Authority Board of Directors officers are the following:

1. Chairman - John B. Markley, motion by Mr. Whitko, seconded by Mr. Pippert and passed with a 5-0 vote
2. Vice Chairman - Donald Whitko, motion by Mr. Whitko, seconded by Mr. Pippert and passed with a 5-0 vote
3. Secretary - Thomas Slater, Sr., motion by Mr. Whitko, seconded by Mr. Pippert and passed with a 5-0 vote
4. Treasurer – Greg Pocius, motion by Mr. Whitko, seconded by Mr. Pippert and passed with a 5-0 vote
5. Asst. Secretary/Treasurer – Brian Pippert, motion by Mr. Whitko, seconded by Mr. Pippert and passed with a 5-0 vote

At this time, Chairman Markley proceeded with the presentation and approval of the professional staff for 2019

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JANUARY 9, 2019**

2

APPOINTMENTS of PROFESSIONAL STAFF:

Chairman Markley then presented the following firms and requested a motion for approval, Engineer - Ebert Engineering, Inc. - Frederick Ebert, P.E., President, motion by Mr. Whitko, seconded by Mr. Pocius and passed with a 5-0 vote.

Solicitor - Rudolph Clarke LLC - Melissa Fiala, Esq., motion by Mr. Whitko, seconded by Mr. Pocius and passed with a 5-0 vote.

Auditor – Lopez, Teodosio & Larkin, LLC - motion by Mr. Whitko, seconded by Mr. Pocius and passed with a 5-0 vote.

Pension Trustee- Uninvest Bank and Trust Co. - Bryce Bergey, MBA, Representative, motion by Mr. Whitko, seconded by Mr. Pocius and passed with a 5-0 vote.

Management Consultant – Private Utility Enterprises, Inc., motion by Mr. Whitko, seconded by Mr. Pocius and passed with a 5-0 vote.

At this time, Chairman Markley asked for a motion to adjourn the Reorganizational meeting and to move to the Regular Meeting, where upon Mr. Whitko, seconded by Mr. Pocius and passed with a 5-0 vote and approved 5-0.

MINUTES:

Chairman Markley then presented the minutes of December 12, 2018 and asked for approval when, Mr. Pippert moved and Mr. Whitko seconded, accepting the Board of Director’s meeting minutes of December 12, 2018, by a 5-0 vote.

VISITORS:

There were no visitors.

FINANCIAL REPORT:

The Board then reviewed Bill List 1/2019A in the amount of \$123,905.50. The Board reviewed checks to be signed in the amount of \$46,851.00 and checks mailed prior to the meeting in the amount of \$1,219.37 for a total amount of \$48,070.37. In addition, payroll, pension checks, and other transfers are in the amount of \$29,344.60 and automatic withdrawals in the amount of \$46,490.53 for the sub-total \$75,835.13. Total Financial transaction of \$123,905.50 which summary is as follows:

Checks at meeting	\$ 46,851.00
Checks prior to meeting	\$ 1,219.37
	<u>\$ 48,070.37</u>
Payroll, Pension & Other Transfers	\$ 29,344.60
Automatic Transfers	\$ 46,490.53
	<u>\$ 75,835.13</u>
Total Transfers and Checks	<u>\$ 123,905.50</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 1/2019A in the amount of \$123,905.50, seconded by Mr. Pocius and approved by the Board 5-0.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JANUARY 9, 2019**

3

The Board then reviewed Bill List 1/2019B in the amount of \$276,014.21, which summary is as follows:

Engineering Costs	\$ 10,465.65
Construction Costs	\$ <u>265,548.56</u>
	<u>\$ 276,014.21</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 1/2019B in the amount of \$276,014.210, seconded by Mr. Pocius and approved by the Board 5-0.

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan noted that he answered several questions related to the bill payment list from Mr. Pocius and he has reviewed the bank statements and account transfers for the financial statements prior to the Board Meeting.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were no Shut-off Letters sent in the month of December.

Water Department:

- A. Management reported 309,416 gallons per day water usage for the month of December 2018. Authority wells produced 222,513 gallons per day and 86,903 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on November 2018 flows of a daily average flow of 0.7947 MGD and a total flow of 13.4947 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – December

1. Filled Salt Bins
2. Empty trash in Pavilion and at Trailhead once a week.
3. Plowed and Salted Borough roads
4. Repaired storm manhole @ Schwenk Rd. & Main St.
5. Replaced light bulbs on exterior of Municipal Annex.

ENGINEER'S REPORT:

Fred Ebert, President of Ebert Engineering, Inc., the Authority's Consulting Engineer, previously filed a written report on Authority Projects, which has been included in this meeting's packet. Mr. Ebert then provided an overview of the projects that have been prioritized.

A. Authority

B. Water

1. Main Street Construction Project - Mr. Ebert provided an update to the project. The Main Street Phase III Project bids are due January 21, 2019.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JANUARY 9, 2019**

4

C. Sewer

1. I&I Contract –The I&I contract is due January 17, 2019.
2. Sludge Contract – The sludge contract is due January 17, 2019.

D. Developments

1. Lumberyard –Mr. Ebert referred the Board to his written report.
2. Centennial Apartments – Mr. Ebert provided an update to the Board.
3. Ragusa Tract –Mr. Ebert provided an update to the Board.

SOLICITOR’S REPORT:

Melissa Fiala of Rudolph Clarke LLC the Authority Solicitor’s provided a brief update for ongoing projects.

A. Authority

The Board entered an executive session at 5:45 p.m. to discuss potential litigation, resuming the meeting at 5:50 p.m. No action was taken.

B. Developments

CHAIRMAN’S MINUTE:

ADJOURNMENT:

There being no further business brought before the Board, Mr. Pocius made a motion to adjourn, seconded by Mr. Pippert and approved by the Board, 5-0, adjourned at 5:50 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
SPECIAL MEETING OF JANUARY 23, 2019– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
- III. PLEDGE TO THE FLAG**
- IV. DULY ADVERTISED SPECIAL MEETING**
- V. VISITORS:**
 - A. Confirmed Appointments - None**
 - B. From the Floor:**

- VI. BILL PAYMENT LIST:**
 - 1. Checks - \$9,251.61**
 - 2. Checks Signed prior to meeting - \$27,188.77**

- VII. MANAGEMENT**
 - A. Main Street Water Main Replacement Project - Contract 19-1**
 - 1. Review of the Main Street Water Main Replacement Project Phase III Bid Submissions.**
 - 2. Discussion**
 - 3. Motion to Award**
 - B. Sludge Disposal Public Bid - Contract 18-3**
 - 1. Review of the Sludge Disposal Bid Submission**
 - 2. Discussion**
 - 3. Motion to Award**
 - C. Inflow & Infiltration Repair Public Bid - Contract 18-2**
 - 1. Review of the Sludge Disposal Bid Submission**
 - 2. Discussion**
 - 3. Motion to Award**

- VIII. OLD BUSINESS**

- IX. NEW BUSINESS**

- X. ANNOUNCEMENTS - CHAIRMAN**

- XI. ADJOURN**

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS SPECIAL MEETING: JANUARY 23, 2019

1

A Special Meeting of the Schwenksville Borough Authority's Board of Directors was called to order at the offices of the Authority, 298 Main Street, at 7:00 PM by Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice Chairman Donald Whitko, Secretary Tom Slater and Asst. Secretary Treasurer Brian Pippert. Treasurer Greg Pocius, attended via teleconference.

Also attending at the invitation of the Board were Barbara Merlie, representing the Authority's Solicitor's firm of Rudolph Clarke LLC, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

The Pledge of Allegiance was recited.

The chairman announced that this was a duly advertised Public Meeting of the Authority as evidenced by the advertisement in the Pottstown Mercury.

The Chairman reviewed the purposes of this Special Meeting which was to review and award the Main Street Water Main Replacement Project Phase II, Sludge Disposal Bid, Inflow and Infiltration Project and any other business that may come before the Board.

There were no visitors in attendance.

BILL PAYMENT LIST:

The Board then reviewed Bill List 1/2019B in the amount of \$36,440.38. Total Financial transaction of \$36,440.38 which summary is as follows:

Checks at meeting	\$ 9,251.61
<u>Checks signed prior to meeting</u>	<u>\$ 27,188.77</u>
Total Transfers and Checks	\$ 36,440.38

Accordingly, Mr. Whitko made a motion to approve Bill List 1/2019B in the amount of \$36,440.38, seconded by Mr. Slater and approved by the Board 5-0.

MANAGEMENT:

Review and Award of the Main Street Water Main Replacement Project– Mr. Ebert reviewed the bid results with the Board. On motion of Mr. Slater, seconded by Mr. Whitko, the Board moved that the Schwenksville Borough Authority approve and award Contract 19-1 to the second lowest responsive and responsible bidder, Eagle Contracting and Landscaping Inc. and the Board disqualified the current lowest bidder, Pipeline Excavating Inc., for the reasons set forth in the memorandum date January 22, 2019, prepared by the Authority Solicitor and memorialized in a letter to be delivered to the disqualified bidder by the Authority Engineer, by a vote of 5-0.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS SPECIAL MEETING: JANUARY 23, 2019**

2

Review and Award of the Three Year Sludge Hauling Contract – On motion of Mr. Slater, seconded by Mr. Pippert, the Board awarded the Three Year Sludge Hauling Contract to Franc Environmental by a vote of 5-0.

Review and Award of the Inflow & Infiltration Contract -- On motion of Mr. Pippert, seconded by Mr. Whitko, the Board awarded the I&I Repair Contract to Sewer Specialty Services Company, Inc. by a vote of 5-0.

Electrical Contract – Mr. Sullivan discussed with the Board the Electrical contract. Upon a motion of Mr. Pippert, seconded by Mr. Slater the Board authorized Mr. Sullivan to negotiate the electrical contract rates with a 5-0 aye vote

ADJOURNMENT:

Accordingly, as there was no further business to come before the Board, the meeting was adjourned at 7:35 PM, by a motion by Mr. Whitko seconded by Mr. Pippert and approved by Board 5-0.

Respectfully submitted:

Thomas Slater, Jr, Secretary

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
FEBRUARY 13, 2019– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
- III. PLEDGE TO THE FLAG**
- IV. REVIEW AND APPROVE MINUTES of January 9, 2019
and Special Meeting Minutes January 23, 2019**
- V. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill's list 2/2019A in the amount of \$114,876.92**
 - 1. Checks - \$72,570.64**
 - 2. Payroll and Pension Transfers – \$38,174.81**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$4,131.47**
 - B. Bills List 2/2019B – Main Street Additional Costs in the amount of \$17,217.89**
 - 1. Rudolph Clarke, LLC. - #69867- \$7,288.26**
 - 2. Ebert Engineering, Inc. – #01-19-007 – \$4,702.29**
 - 3. Xylem, Inc. – 400872656 - \$5,227.34**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**

MANAGEMENT REPORT

- A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: Report of Delinquent Accounts: There were Forty-Nine (49) Shut Off letters sent in the month of January totaling \$11,474.17. The total amount collected was \$10,531.85. Forty-Three (43) customers paid in full, Three (3) customers made partial payments and agreed to a payment plan and Three (3) Customers were sent a Certified Shut Off/Intent to File a Lien letter with a termination date of February 28, 2019.**
 - 2. Proposed Development Updates**
 - 3. Main Street Paving Project**
 - 4. Baghurst Alley/EPA-Proposed Water Main Extension - Update**

VII. WATER DEPARTMENT

- A. Water production – January**
 - 1. 322,206 GPD**
 - 2. 234,867 Wells**
 - 3. 87,339 Interconnection**
- B. Operations Update**

SEWER DEPARTMENT

- A. Discharge monitoring report**
 - 1. December – Daily Average Flow 0.3218 MGD**
 - 2. December – Total Monthly Flow 9.9744 MG**
- B. Operations Update**

VIII. BOROUGH OPERATIONS

- A. Borough Operations – January**
 - 1. Emptied trash at Trailhead and Pavilion**
 - 2. Replace Street Sign @ Woodland & Summit.**
 - 3. Filled potholes on Hillcrest & Highland using backhoe.**
 - 4. Removed & disposed of trash on Main St.**
 - 5. Gathered & placed Advanced Disposal totes behind Annex for them to pick up.**
 - 6. Replaced old “Fire House” signs on Main St.**
 - 7. Moved granite blocks at the request of a Council Member.**
 - 8. Salted & plowed Borough roads.**

XV. ENGINEERING REPORT: Refer to enclosed written report.

- A. Authority**
 - 1.**
- B. Water**
 - 1. Church Street Water Main Replacement Project Update**
 - 2. Main Street Reconstruction Project**
- C. Sewer**
 - 1. I & I – Sewer Repairs - Update**
- D. Developments**
 - 1. Lumberyard – Update**
 - 2. Centennial Apartments – Update**
 - 3. Ragusa Tract – Update**
 - 4. Sacks Land Development (Dunkin Donuts)**
 - 5. 817 Limerick Road**

XVI. SOLICITOR’S REPORT - Statement

- A. Authority**
 - 1. Main Street Reconstruction Project - Bond**
- B. Developments**

XVII. CHAIRMAN’S MINUTE:

- A. Announcements**

XVIII. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: FEBRUARY 13, 2019**

1

The Regular meeting of the Schwenksville Borough Authority was called to order at the offices of the Authority, 298 Main Street, at 7:00 PM by Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice Chairman Donald Whitko, Treasurer Greg Pocius and Secretary Tom Slater. Also attending at the invitation of the Board were Melissa Fiala, representing the Authority's Solicitor's firm of Rudolph Clarke LLC, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

Asst. Secretary Treasurer Brian Pippert arrived at 7:15 p.m.

The Pledge of Allegiance was recited.

MINUTES:

Chairman Markley then presented the minutes of January 9, 2019 and asked for approval when, Mr. Whitko moved and Mr. Pocius seconded, accepting the Board of Director's meeting minutes of January 9, 2019, by a 4-0 vote.

VISITORS:

There were no visitors.

FINANCIAL REPORT:

The Board then reviewed Bill List 2/2019A in the amount of \$114,876.92. The Board reviewed checks to be signed in the amount of \$72,570.64. In addition, payroll and pension transfers are in the amount of \$38,174.81 and automatic withdrawals in the amount of \$4,131.47 for the sub-total \$75,835.13. Total Financial transaction of \$123,905.50 which summary is as follows:

Checks at meeting	\$ 72,570.64
Payroll & Pension Transfers	\$ 38,174.81
<u>Automatic Transfers</u>	<u>\$ 4,131.47</u>
Total Transfers and Checks	<u>\$ 114,876.92</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 2/2019A in the amount of \$114,876.92, seconded by Mr. Pocius and approved by the Board 4-0.

The Board then reviewed Bill List 2/2019B in the amount of \$17,217.89, which summary is as follows:

Solicitors Costs	\$ 7,288.26
Engineering Costs	\$ 4,702.29
<u>Construction Costs</u>	<u>\$ 5,227.34</u>
	<u>\$ 276,014.21</u>

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: FEBRUARY 13, 2019**

2

Accordingly, Mr. Whitko made a motion to approve Bill List 2/2019B in the amount of \$17,217.89, seconded by Mr. Pocius and approved by the Board 5-0.

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan noted that he answered several questions related to the bill payment list from Mr. Pocius and he has reviewed the bank statements and account transfers for the financial statements prior to the Board Meeting. Mr. Sullivan discussed with the Board the DEP permit fee assessment and the effect on the budget. Mr. Sullivan provided a brief summary of the Authority held Pension plan statement.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Forty-Nine (49) Shut-off Letters sent in the month of January totaling \$11,474.17. The total amount collected was \$10,531.85. Forty-Three (43) customers paid in full Three (3) customers made partial payments and agreed to a payment plan; Three (3) customers were sent Certified Shut Off/Intent to File a Lien letter with a termination date of February 28, 2019.

Water Department:

- A. Management reported 322,206 gallons per day water usage for the month of January 2019. Authority wells produced 234,867 gallons per day and 87,339 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on December 2018 flows of a daily average flow of 0.3218 MGD and a total flow of 9.9744 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – January

1. Empty trash in Pavilion and at Trailhead
2. Replace Street Sign @ Woodland and Summit
3. Filled potholes on Hillcrest & Highland using backhoe
4. Removed & disposed of trash on Main St.
5. Gathered & placed Advanced Disposal totes behind Annex for them to pick up.
6. Replaced old “Fire house” signs on Main St.
7. Moved granite blocks at the request of a Council Member
8. Salted & plowed Borough Roads

ENGINEER’S REPORT:

Fred Ebert, President of Ebert Engineering, Inc., the Authority’s Consulting Engineer, previously filed a written report on Authority Projects, which has been included in this meeting’s packet. Mr. Ebert then provided an overview of the projects that have been prioritized.

A. Authority

B. Water

1. Church Street Water Main Project - Mr. Ebert provided an update to the project. The Main Street Phase III Project contract documents have been received and reviewed by the Authority Engineer and Solicitor. The revised HOP permit has been received from PennDOT for the soft dig of the bridge for Phase III of the Main Street project.
2. Main Street Reconstruction Project – Mr. Ebert provided an update to the Board on the progress of the paving. The Board authorized the release of the retainage and the paving portion of the contract, excluding \$38,343.49 held until all the paving work is found to be satisfactory by the PennDOT inspectors and SBA.

C. Sewer

1. I&I Contract –The I&I contract is under review by the Authority Engineer and Solicitor.
2. Sludge Contract – The sludge contract is under review by the Authority Engineer and Solicitor.

D. Developments

1. Lumberyard –Mr. Ebert referred the Board to his written report.
2. Centennial Apartments – Mr. Ebert provided an update to the Board.
3. Ragusa Tract –Mr. Ebert provided an update to the Board.

SOLICITOR’S REPORT:

Melissa Fiala of Rudolph Clarke LLC the Authority Solicitor’s provided a brief update for ongoing projects.

Main Street Project – Bond – Ms. Fiala provided an update to the Board.

CHAIRMAN’S MINUTE:

ADJOURNMENT:

There being no further business brought before the Board, Mr. Whitko made a motion to adjourn, seconded by Mr. Pocius and approved by the Board, 5-0, adjourned at 7:58 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
MARCH 13, 2019– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
- III. PLEDGE TO THE FLAG**
- IV. REVIEW AND APPROVE MINUTES of February 13, 2019**
- V. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill's list 3/2019A in the amount of \$93,543.66**
 - 1. Checks - \$63,530.45**
 - 2. Payroll and Pension Transfers – \$26,459.49**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$3,553.72**
 - B. Bills List 3/2019B – Main Street Additional Costs in the amount of \$9,917.44**
 - 1. Professional Services – \$6,218.48**
 - 2. Construction Costs – \$3,698.96**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Fifty (50) Shut Off letters sent in the month of February totaling \$10,777.06. The total amount collected was \$10,250.68. Forty-Five (45) customers paid in full, Four (4) customers made partial payments and agreed to a payment plan and One (1) vacant property's water service was terminated due to non-payment of the water & sewer account.**
 - 2. Proposed Development Updates**
 - 3. Main Street Paving Project**
 - 4. Baghurst Alley/EPA-Proposed Water Main Extension - Update**
- VIII. WATER DEPARTMENT**
 - A. Water production – February**
 - 1. 325,296 GPD**
 - 2. 232,103 Wells**
 - 3. 93,193 Interconnection**
 - B. Operations Update**
- IX. SEWER DEPARTMENT**
 - A. Discharge monitoring report**
 - 1. January– Daily Average Flow 0.3332 MGD**
 - 2. January – Total Monthly Flow 10.3292 MG**

B. Operations Update

X. BOROUGH OPERATIONS

A. Borough Operations – February

1. Emptied trash at Trailhead and Pavilion
2. Replace Street Sign @ Woodland & Summit.
3. Filled potholes with backhoe on Summit, Clearfield, Pleasantview, 2nd St & 60 & 68 Main St.
4. Salted & plowed Borough roads.

XI. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

- 1.

B. Water

1. Church Street Water Main Replacement Project Update
2. Main Street Reconstruction Project

C. Sewer

1. I & I – Sewer Repairs - Update

D. Developments

1. Lumberyard – Update
2. Centennial Apartments – Update
3. Ragusa Tract – Update
4. Sacks Land Development (Dunkin Donuts)
5. 817 Limerick Road

XII. SOLICITOR’S REPORT - Statement

A. Authority

1. Main Street Reconstruction Project – Bondex Settlement Agreement

B. Developments

1. 817 Limerick Road – Development Agreement
2. Sach’s Development (Dunkin’ Donuts) – Water Tapping Fee Agreement

XIII. CHAIRMAN’S MINUTE:

A. Announcements

XIV. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: MARCH 13, 2019**

1

The Regular meeting of the Schwenksville Borough Authority was called to order at the offices of the Authority, 298 Main Street, at 7:00 PM by Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice Chairman Donald Whitko, Treasurer Greg Pocius and Secretary Tom Slater and Asst. Secretary Treasurer Brian Pippert. Also attending at the invitation of the Board were Melissa Fiala, representing the Authority's Solicitor's firm of Rudolph Clarke LLC, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

The Pledge of Allegiance was recited.

MINUTES:

Chairman Markley then presented the minutes of January 9, 2019 and asked for approval when, Mr. Pippert moved and Mr. Whitko seconded, accepting the Board of Director's meeting minutes of February 13, 2019, by a 5-0 vote.

VISITORS:

Public Comment: Tenant at 14 Church Rd (Homeowner is Edward Smith of 179 Lederach Rd. Schwenksville). The tenant was inquiring about the Church Road project and expected completion date. Mr. Sullivan provided a brief overview of the project to the resident and informed him of the impending completion of the work as soon as weather permits.

FINANCIAL REPORT:

The Board then reviewed Bill List 3/2019A in the amount of \$93,543.66. The Board reviewed checks to be signed in the amount of \$63,530.45. In addition, payroll and pension transfers are in the amount of \$26,459.49 and automatic withdrawals in the amount of \$3,553.72 for the sub-total \$30,013.21. Total Financial transaction of \$93,543.66 which summary is as follows:

Checks at meeting	\$ 63,530.45
Payroll & Pension Transfers	\$ 26,459.49
<u>Automatic Transfers</u>	<u>\$ 3,553.72</u>
Total Transfers and Checks	<u>\$ 93,543.66</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 3/2019A in the amount of \$93,543.66, seconded by Mr. Pippert and approved by the Board 5-0.

The Board then reviewed Bill List 3/2019B in the amount of \$9,917.44, which summary is as follows:

Professional Costs	\$ 6,218.48
<u>Construction Costs</u>	<u>\$ 3,698.96</u>
	<u>\$ 9,917.44</u>

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: MARCH 13, 2019**

2

Accordingly, Mr. Whitko made a motion to approve Bill List 3/2019B in the amount of \$9,917.44, seconded by Mr. Pippert and approved by the Board 5-0.

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan noted that he answered several questions related to the bill payment list from Mr. Pippert and Mr. Pocius and he has reviewed the bank statements and account transfers for the financial statements prior to the Board Meeting.

Mr. Sullivan discussed with the Board alternative customer bill payment options as well as eliminating cash payments at the office.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Fifty (50) Shut-off Letters sent in the month of February totaling \$10,777.06. The total amount collected was \$10,250.68. Forty-Five (45) customers paid in full, Four (4) customers made partial payments and agreed to a payment plan; One (1) vacant property's water service was terminated due to non-payment of the water & sewer account.
2. Baghurst Alley/EPA — Mr. Sullivan provided an update to the Board regarding the discussions with the EPA for the possible water main extension to this development. The Authority Manger will keep the Board updated on progress made on this project.

Water Department:

- A. Management reported 325,296 gallons per day water usage for the month of February 2019. Authority wells produced 232,103 gallons per day and 93,193 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on January 2019 flows of a daily average flow of 0.3332 MGD and a total flow of 10.3292 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – February

1. Empty trash in Pavilion and at Trailhead
2. Replace Street Sign @ Woodland and Summit
3. Filled potholes with backhoe on Summit, Clearfield, Pleasantview, 2nd St & 60 and 68 Main St
4. Salted & plowed Borough Roads

Mr. Pocius made a motion to make payment for a portable bathroom for use at the Borough Community Day, seconded by Mr. Pippert and approved by the Board, 5-0.

ENGINEER'S REPORT:

Fred Ebert, President of Ebert Engineering, Inc., the Authority's Consulting Engineer, previously filed a written report on Authority Projects, which has been included in this meeting's packet. Mr. Ebert then provided an overview of the projects that have been prioritized.

A. Authority

B. Water

1. Church/Main Street Water Main Project - Mr. Ebert provided an update to the project.
2. Change Order #1 Contract 19-1 –Mr. Pocius moved and Mr. Slater seconded, accepting Change Order #1, Contract 19-1, in the amount of \$21,008.33 for the relocation of the sewer line as indicated in the change order, by a 5-0 vote.

C. Developments

1. Lumberyard –Mr. Ebert referred the Board to his written report.
2. Centennial Apartments – Mr. Ebert provided an update to the Board.
3. Ragusa Tract –Mr. Ebert provided an update to the Board.
4. Sacks Land Development (Dunkin' Donuts) – A service agreement has been prepared and has been forwarded to the developer for review and execution.

SOLICITOR'S REPORT:

Melissa Fiala of Rudolph Clarke LLC the Authority Solicitor's provided a brief update for ongoing projects.

The Board entered an executive session at 8:05 p.m. to discuss potential litigation, resuming the meeting at 8:15 p.m. No action was taken.

A. Authority

- a. Main Street Project – Bondex Settlement Agreement - Mr. Slater moved and Mr. Whitko seconded, accepting the Bondex Settlement Agreement and allowing the Authority Manager to execute the document following professional review and acceptance (see attached), by a 5-0 vote.

B. Developments

- a. 817 Limerick Road – Developer Agreement - Mr. Pocius moved and Mr. Whitko seconded, accepting the Developer Agreement, contingent upon receiving the signed documents and all necessary funds are received, by a 5-0 vote.
- b. Sack's Development (Dunkin Donuts) – Water Tapping Fee Agreement - Mr. Slater moved and Mr. Pippert seconded, accepting the Water Tapping Fee Agreement between the Authority and Sack's Development, contingent upon receiving the signed documents and all necessary funds are received, by a 5-0 vote.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: MARCH 13, 2019**

4

CHAIRMAN'S MINUTE:

ADJOURNMENT:

There being no further business brought before the Board, Mr. Whitko made a motion to adjourn, seconded by Mr. Pocius and approved by the Board, 5-0, adjourned at 8:25 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
APRIL 10, 2019– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
- III. PLEDGE TO THE FLAG**
- IV. REVIEW AND APPROVE MINUTES of March 13, 2019**
- V. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**

- VI. FINANCIAL REPORT:**
 - A. Bill's list 4/2019A in the amount of \$100,288.18**
 - 1. Checks - \$71,468.58**
 - 2. Payroll and Pension Transfers – \$25,263.38**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$3,556.22**
 - B. Bills List 4/2019B – Main Street Additional Costs in the amount of \$8,221.83**
 - 1. Professional Services – \$8,221.83**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**

- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Thirty-Six (36) Shut Off letters sent in the month of March totaling \$7,170.33. The total amount collected was \$7,271.87. Thirty-Four (34) customers paid in full, One (1) customer made a partial payment and agreed to a payment plan and the water service was terminated at One (1) vacant property due to non-payment of their water account.**
 - 2. Proposed Development Updates**
 - 3. Main Street Paving Project**
 - 4. Baghurst Alley/EPA-Proposed Water Main Extension - Update**

- VIII. WATER DEPARTMENT**
 - A. Water production – March**
 - 1. 314,287 GPD**
 - 2. 229,063 Wells**
 - 3. 85,224 Interconnection**

 - B. Operations Update**

- IX. SEWER DEPARTMENT**
 - A. Discharge monitoring report**
 - 1. February – Daily Average Flow 0.3075 MGD**
 - 2. February – Total Monthly Flow 8.6094 MG**
 - B. Operations Update**

X. BOROUGH OPERATIONS**A. Borough Operations – March**

1. Emptied trash at Trailhead and Pavilion
2. Repaired & hung “No Outlet” sign @ Borough Hall.
3. Filled potholes with backhoe on Centennial St & Boyer Alley
4. Salted & plowed Borough roads.
5. Snaked clogged drain @ Borough Hall in basement floor

XI. ENGINEERING REPORT: Refer to enclosed written report.**A. Authority**

- 1.

B. Water

1. Church Street Water Main Replacement Project Update
2. Main Street Reconstruction Project

C. Sewer

1. I & I – Sewer Repairs - Update

D. Developments

1. Lumberyard – Update
2. Centennial Apartments – Update
3. Ragusa Tract – Update

XII. SOLICITOR’S REPORT - Statement**A. Authority**

1. Main Street Reconstruction Project – Bondex Settlement Agreement

B. Developments**XIII. CHAIRMAN’S MINUTE:****A. Announcements****XIV. ADJOURN:**

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: APRIL 10, 2019**

1

The Regular meeting of the Schwenksville Borough Authority was called to order at the offices of the Authority, 298 Main Street, at 7:00 PM by Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice Chairman Donald Whitko, Treasurer Greg Pocius and Secretary Tom Slater and Asst. Secretary Treasurer Brian Pippert. Also attending at the invitation of the Board were Melissa Fiala, representing the Authority's Solicitor's firm of Rudolph Clarke LLC, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

The Pledge of Allegiance was recited.

MINUTES:

Chairman Markley then presented the minutes of March 13, 2019 and asked for approval when, Mr. Whitko moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of March 13, 2019, by a 5-0 vote.

VISITORS:

There were no visitors.

FINANCIAL REPORT:

The Board then reviewed Bill List 4/2019A in the amount of \$100,288.18. The Board reviewed checks to be signed in the amount of \$71,468.58. In addition, payroll and pension transfers are in the amount of \$25,263.38 and automatic withdrawals in the amount of \$3,556.22 for the sub-total \$28,819.60. Total Financial transaction of \$100,288.18 which summary is as follows:

Checks at meeting	\$ 71,468.58
Payroll & Pension Transfers	\$ 25,263.38
Automatic Transfers	\$ 3,556.22
Total Transfers and Checks	<u>\$ 100,288.18</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 4/2019A in the amount of \$100,288.18, seconded by Mr. Pocius and approved by the Board 5-0.

The Board then reviewed Bill List 4/2019B in the amount of \$8,221.83, which summary is as follows:

Professional Costs	\$ 8,221.83
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Accordingly, Mr. Whitko made a motion to approve Bill List 4/2019B in the amount of \$8,221.83, seconded by Mr. Pippert and approved by the Board 5-0.

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan noted that he answered several questions related to the bill payment list

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: APRIL 10, 2019**

2

from Mr. Pippert and Mr. Pocius and they have reviewed the bank statements and account transfers for the financial statements prior to the Board Meeting.

Mr. Sullivan discussed with the Board alternative customer bill payment options, cash payments at the office as well as safety concerns in the office. Mr. Sullivan and Mr. Scully are working to enhance safety in the office.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Thirty-Six (36) Shut-off Letters sent in the month of March totaling \$7,170.33. The total amount collected was \$7,271.87. Thirty-Four (34) customers paid in full, One (1) customer made a partial payment and agreed to a payment plan; One (1) vacant property's water service was terminated due to non-payment of the water & sewer account.
2. Baghurst Alley/EPA— Mr. Sullivan provided an update to the Board regarding the discussions with the EPA for the possible water main extension to this development.
3. Church Road- Mr. Slater moved and Mr. Pippert seconded, authorizing the Executive Director to accept the lowest of three quotes for landscaping church road, not to exceed \$20,000, by a 5-0 vote.

Mr. Sullivan provided a detailed review of the Water and Sewer Reports to the Board.

Water Department:

- A. Management reported 314,287 gallons per day water usage for the month of March 2019. Authority wells produced 229,063 gallons per day and 85,224 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on February 2019 flows of a daily average flow of 0.3075 MGD and a total flow of 8.6094 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – March

1. Empty trash in Pavilion and at Trailhead
2. Repair & hung “No Outlet” sign at Borough Hall
3. Filled potholes with backhoe on Centennial Street and Boyer Alley
4. Salted & plowed Borough Roads
5. Snaked clogged drain at Borough Hall in basement floor

ENGINEER'S REPORT:

Fred Ebert, President of Ebert Engineering, Inc., the Authority's Consulting Engineer, previously filed a written report on Authority Projects, which has been included in this meeting's

packet. Mr. Ebert then provided an overview of the projects that have been prioritized.

1. Main Street Water Main Project - Mr. Ebert provided an update to the project. The preconstruction meeting was held with the contractor. Construction will begin the week of April 22, 2019. The third phase of the project is expected to take 3 weeks.

SOLICITOR'S REPORT:

Melissa Fiala of Rudolph Clarke LLC the Authority Solicitor's provided a brief update for ongoing projects.

A. Authority

- a. Main Street Project – Bondex Settlement Agreement – Ms. Fiala provided and update to the Board.

CHAIRMAN'S MINUTE:

Mr. Sullivan and the Board had a discussion on stormwater.

ADJOURNMENT:

There being no further business brought before the Board, Mr. Whitko made a motion to adjourn, seconded by Mr. Pippert and approved by the Board, 5-0, adjourned at 8:20 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
MAY 8, 2019– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
- III. PLEDGE TO THE FLAG**
- IV. REVIEW AND APPROVE MINUTES of April 10, 2019**
- V. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill's list 5/2019A in the amount of \$178,141.97**
 - 1. Checks - \$90,540.27**
 - 2. Payroll and Pension Transfers – \$26,859.34**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$3,570.36**
 - 4. Check(s) signed prior to meeting- \$57,172.00**
 - B. Bills List 5/2019B – Main Street Additional Costs in the amount of \$46,447.97**
 - 1. Professional Services – \$4,744.48**
 - 2. Construction \$41,703.49**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Thirty-Five (35) Shut Off letters sent in the month of April totaling \$7,770.18. The total amount collected was \$7,746.39. Thirty-Four (34) customers paid in full and One (1) customer made a partial payment and agreed to a payment plan.**
 - 2. Proposed Development Updates**
 - 3. Main Street/Church Road Upgrades - Update**
 - 4. Baghurst Alley/EPA-Proposed Water Main Extension - Update**
- VIII. WATER DEPARTMENT**
 - A. Water production – April**
 - 1. 315,196 GPD**
 - 2. 229,506 Wells**
 - 3. 85,690 Interconnection**
 - B. Operations Update**
- IX. SEWER DEPARTMENT**
 - A. Discharge monitoring report**
 - 1. March – Daily Average Flow 0.3318 MGD**
 - 2. March– Total Monthly Flow 10.2855 MG**
 - B. Operations Update**

X. BOROUGH OPERATIONS**A. Borough Operations – April**

1. Emptied trash at Trailhead and Pavilion on multiple occasions throughout the month
2. Filled potholes with backhoe on Summit Ave
3. Meadow Pavilion Rental: turned electric on & placed picnic tables out with back hoe, emptied trash & went back after weekend and put tables back in Annex and turned electric off and emptied trash again.
4. Collected the Salt Bins & stored @ SBA until next winter
5. Put plows and spreaders away for the summer

XI. ENGINEERING REPORT: Refer to enclosed written report.**A. Authority**

- 1.

B. Water

1. Church Street Water Main Replacement Project Update
2. Main Street Reconstruction Project

C. Sewer

1. I & I – Sewer Repairs - Update

D. Developments

1. Lumberyard – Update
2. Centennial Apartments – Update
3. Ragusa Tract – Update

XII. SOLICITOR’S REPORT - Statement**A. Authority**

1. Main Street Reconstruction Project

B. Developments**XIII. CHAIRMAN’S MINUTE:****A. Announcements****XIV. ADJOURN:**

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: MAY 8, 2019**

1

The Regular meeting of the Schwenksville Borough Authority was called to order at the offices of the Authority, 298 Main Street, at 7:00 PM by Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were, Treasurer Greg Pocius and Secretary Tom Slater. Treasurer Brian Pippert attended the meeting via teleconference. Also attending at the invitation of the Board were Melissa Fiala, representing the Authority's Solicitor's firm of Rudolph Clarke LLC, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc. Vice Chairman Donald Whitko was absent.

The Pledge of Allegiance was recited.

MINUTES:

Chairman Markley then presented the minutes of April 10, 2019 and asked for approval when, Mr. Pocius moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of April 10, 2019, by a 4-0 vote.

VISITORS:

Mr. and Mrs. Frey-26 Church Rd – Mr. and Mrs. Frey attended the meeting to discuss the construction on Church Road and potential connection to the Church Road service line. Mr. and Mrs. Frey own two other properties; 164 and 168 Gravel Road and had additional questions on connecting water to the two Gravel Road properties.

FINANCIAL REPORT:

The Board then reviewed Bill List 5/2019A in the amount of \$178,141.97 The Board reviewed checks to be signed in the amount of \$90,540.27. In addition, payroll and pension transfers are in the amount of \$26,859.34; automatic withdrawals in the amount of \$3,570.36; one check prior to the meeting in the amount of \$57,172.00. Total Financial transactions of \$178,141.97 which summary is as follows:

Checks at meeting	\$ 90,540.27
Payroll & Pension Transfers	\$ 26,859.34
Automatic Transfers	\$ 3,570.36
Check(s) prior to the meeting	\$ 57,172.00
Total	<u>\$ 178,141.97</u>

Accordingly, Mr. Slater made a motion to approve Bill List 5/2019A in the amount of \$178,141.97 seconded by Mr. Pippert and approved by the Board 4-0.

The Board then reviewed Bill List 5/2019B in the amount of \$46,447.97, which summary is as follows:

Professional Costs	\$ 4,744.48
Construction Costs	\$ 41,703.49
Total	<u>\$ 46,447.97</u>

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: MAY 8, 2019**

2

Accordingly, Mr. Pocius made a motion to approve Bill List 5/2019B in the amount of \$46,447.97, seconded by Mr. Slater and approved by the Board 4-0.

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan noted that he answered several questions related to the bill payment list from Mr. Pippert and Mr. Pocius and they have reviewed the bank statements and account transfers for the financial statements prior to the Board Meeting. Mr. Sullivan reviewed the bank account balances with the Board and the status of drawing funds from the Pennvest Loan.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Thirty-Five (35) Shut-off Letters sent in the month of April totaling \$7,770.18. The total amount collected was \$7,746.39. Thirty-Four (34) customers paid in full and One (1) customer made a partial payment and agreed to a payment plan.
2. Baghurst Alley/EPA-Proposed Water Main Extension - Update — Mr. Sullivan provided an update to the Board.

Water Department:

- A.** Management reported 315,196 gallons per day water usage for the month of April 2019. Authority wells produced 229,506 gallons per day and 85,690 gallons per day were taken from the interconnection.

Sewer Department:

- A.** Management reported on March 2019 flows of a daily average flow of 0.3318 MGD and a total flow of 10.2855 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – April

1. Empty trash in Pavilion and at Trailhead on multiple occasions throughout the month.
2. Filled potholes with backhoe on Summit Ave
3. Meadow Pavilion Rental: turned electric on, emptied trash & went back after weekend & turned electric off & emptied trash again.
4. Collected Salt bins & stored @ SBA until next winter
5. Put plows and spreaders away for the summer

ENGINEER'S REPORT:

Fred Ebert, President of Ebert Engineering, Inc., the Authority's Consulting Engineer, previously filed a written report on Authority Projects, which has been included in this meeting's packet. Mr. Ebert then provided an overview of the projects that have been prioritized.

- A. Authority**

B. Water

1. Church Street Water Main Project - Mr. Ebert provided an update noting that the Authority staff has completed all of the service connections associated with this project.
2. Main Street Reconstruction Project – Mr. Ebert reported that Eagle Contracting continues to work on the sewer main installation portion of the project.

C. Sewer

1. I&I Repairs –Mr. Ebert provided an update to the Board.

D. Developments

1. Lumberyard –Mr. Ebert referred the Board to his written report.
2. Centennial Apartments – Mr. Ebert provided an update to the Board.
3. Ragusa Tract –Mr. Ebert provided an update to the Board and noted that Authority staff conducted a flow test for the developer.
4. 104 Meng Rd-Pearson - Escrow release - A motion was made by Mr. Slater and second by Mr. Pocius to approve the escrow release in the amount of \$17,370.00 for 104 Meng Road, by a 4-0 vote.

SOLICITOR’S REPORT:

Melissa Fiala of Rudolph Clarke LLC the Authority Solicitor’s provided a brief update for ongoing projects.

A. Authority

1. Main Street Project – Bondex Settlement Agreement – Ms. Fiala provided and update to the Board. No settlement agreement has been received from bond council to date.

CHAIRMAN’S MINUTE:

A. Announcements

ADJOURNMENT:

There being no further business brought before the Board, Mr. Pocius made a motion to adjourn, seconded by Mr. Slater and approved by the Board, 4-0, adjourned at 8:57 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
JUNE 12, 2019– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
- III. PLEDGE TO THE FLAG**
- IV. REVIEW AND APPROVE MINUTES of May 8, 2019**
- V. VISITORS:**
 - Confirmed Appointments:**
 - A. Peter D Place, CPA, Lopez Teodosio & Larkin, LLC**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill's list 6/2019A in the amount of \$113,182.39**
 - 1. Checks - \$54,403.81**
 - 2. Payroll and Pension Transfers – \$37,772.41**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$3,636.17**
 - 4. Check(s) signed prior to meeting- \$17,370.00**
 - B. Bills List 6/2019B – Main Street Additional Costs in the amount of \$173,127.90**
 - 1. Professional Services – \$1,100.88**
 - 2. Construction \$172,027.02**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Forty-Eight (48) Shut Off letters sent in the month of May totaling \$12,763.24. The total amount collected was \$12,250.51. Forty-Four (44) customers paid in full, Three (3) customers made a partial payment and agreed to a payment plan and One (1) customer was sent a Certified Termination letter with termination date of 6/12/19 for this Vacant property.**
 - 2. Proposed Development Updates**
 - 3. Main Street/Church Road Upgrades - Update**
 - 4. Baghurst Alley/EPA-Proposed Water Main Extension – Update**
 - 5. Mr. and Mrs. Frey-26 Church Rd – Update**
 - 6. Lower Frederick Sewer Connection Resolution**
- VIII. WATER DEPARTMENT**
 - A. Water production – May**
 - 1. 315,995 GPD**
 - 2. 230,733 Wells**
 - 3. 85,262 Interconnection**
 - B. Operations Update**
- IX. SEWER DEPARTMENT**
 - A. Discharge monitoring report**
 - 1. April – Daily Average Flow 0.179 MGD**
 - 2. April– Total Monthly Flow 5.3693 MG**

B. Operations Update

X. BOROUGH OPERATIONS

A. Borough Operations – May

1. Emptied trash at Trailhead and Pavilion on multiple occasions throughout the month and prepared Meadow and pavilion electric for Community Day.
2. Removed debris & log from storm drain on Forest & Centennial.
3. Moved Porta Pottys up to dry ground @ Annex from Meadow.
4. Removed burn barrel from Meadow.
5. Jetted blocked sewer lateral at Annex.
6. Removed electric panel #6 & pressure washed boat ramp.

XI. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

1. Contract 19-1 – Main Street Water & Sewer Main Replacement Project – Consideration of Change Order #2 in the amount of \$2895.00

B. Water

1. Main Street Reconstruction Project

C. Sewer

1. I & I – Sewer Repairs - Update

D. Developments

1. Lumberyard – Update
2. Centennial Apartments – Update
3. Ragusa Tract – Update

XII. SOLICITOR’S REPORT - Statement

A. Authority

1. Main Street Reconstruction Project

B. Developments

XIII. CHAIRMAN’S MINUTE:

A. Announcements

XIV. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JUNE 12, 2019**

1

The Regular meeting of the Schwenksville Borough Authority was called to order at the offices of the Authority, 298 Main Street, at 7:00 PM by Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were, Vice Chairman Donald Whitko, Secretary Tom Slater and Treasurer Brian Pippert. Also attending at the invitation of the Board were Alex Glassman, representing the Authority's Solicitor's firm of Rudolph Clarke LLC, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc. Treasurer Greg Pocius was excused from attendance.

The Pledge of Allegiance was recited.

MINUTES:

Chairman Markley then presented the minutes of May 8, 2019 and asked for approval when, Mr. Whitko moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of May 8, 2019, by a 4-0 vote.

VISITORS:

- A. Confirmed Appointments – Peter Place, CPA – Lopez, Teodosio & Larkin, LLC – 2018 Financial Audit Presentation

Mr. Peter Place, CPA – Lopez, Teodosio & Larkin, LLC presented the 2018 Audited Financial Statements

The Board then entered into a review and discussion of the 2018 Audited Financial Statements. Mr. Whitko moved to adopt the 2018 Audited Financial Statements as presented. Mr. Slater seconded the motion which was approved unanimously 4-0.

FINANCIAL REPORT:

The Board then reviewed Bill List 6/2019A in the amount of \$113,182.39 The Board reviewed checks to be signed in the amount of \$54,403.81. In addition, payroll and pension transfers are in the amount of \$37,772.41; automatic withdrawals in the amount of \$3,636.17; one check prior to the meeting in the amount of \$17,370.00. Total Financial transactions of \$113,182.39 which summary is as follows:

Checks at meeting	\$ 54,403.81
Payroll & Pension Transfers	\$ 37,772.41
Automatic Transfers	\$ 3,636.17
<u>Check(s) prior to the meeting</u>	<u>\$ 17,370.00</u>
Total	<u>\$ 113,182.39</u>

Main Street Water & Sewer Main Replacement Project – Mr. Pippert made a motion to approve the Main Street Water & Sewer Main Project, Change Order #2, in the amount of \$2,895.00 seconded by Mr. Whitko and approved by the Board 4-0.

Accordingly, Mr. Whitko made a motion to approve Bill List 6/2019A in the amount of \$113,182.39 seconded by Mr. Pippert and approved by the Board 4-0.

The Board then reviewed Bill List 6/2019B in the amount of \$173,127.90, which summary is as follows:

Professional Costs	\$ 1,100.88
Construction Costs	\$ 172,027.02
Total	\$ <u>173,127.90</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 6/2019B in the amount of \$173,127.90, seconded by Mr. Slater and approved by the Board 4-0.

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan noted that he answered several questions related to the bill payment list from Mr. Pippert and Mr. Pocius and they have reviewed the bank statements and account transfers for the financial statements prior to the Board Meeting. Mr. Sullivan reviewed the bank account balances with the Board and the status of drawing funds from the Pennvest Loan.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Thirty-Five (35) Shut-off Letters sent in the month of May totaling \$7,770.18. The total amount collected was \$7,746.39. Thirty-Four (34) customers paid in full and One (1) customer made a partial payment and agreed to a payment plan.
2. Main Street/Church Road Upgrades - Mr. Sullivan provided an update to the Board.
3. Baghurst Alley/EPA-Proposed Water Main Extension - Mr. Sullivan provided an update to the Board noting that a conference call is scheduled with the EPA representative
4. Mr. and Mrs. Frey – 26 Church Rd – Mr. Sullivan provided an update to the Board. Mr. and Mrs. Frey and the Authority have come to an agreement on the water services.
5. Saks & Sons Tapping Fee Agreement (Dunkin Donuts) - Mr. Whitko made a motion to approve the Sacks & Sons Tapping Fee Agreement, purchasing three (3) EDUs, seconded by Mr. Slater and approved by the Board 4-0.
6. Lower Frederick Sewer Connection Resolution - Mr. Whitko made a motion to approve the Lower Frederick Sewer Connection Resolution 2019-01 as presented to the Board, seconded by Mr. Pippert and approved by the Board 4-0.

Water Department:

- A. Management reported 315,995 gallons per day water usage for the month of May 2019. Authority wells produced 230,733 gallons per day and 85,262 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on April 2019 flows of a daily average flow of 0.179 MGD and a total flow of 5.3693 million gallons for the month.

BOROUGH OPERATIONS:

- A. Borough Operations – May
1. Emptied trash in Pavilion and at Trailhead on multiple occasions throughout the month and prepared Meadow and pavilion electric for Community Day.
 2. Removed debris & log from storm drain on Forest & Centennial.
 3. Moved Porta Potty's up to dry ground at Annex from the Meadow.
 4. Removed burn barrel from Meadow.
 5. Jetted blocked sewer lateral at Annex.
 6. Removed electric panel #6 & pressure washed boat ramp.

ENGINEER'S REPORT:

Fred Ebert, President of Ebert Engineering, Inc., the Authority's Consulting Engineer, previously filed a written report on Authority Projects, which has been included in this meeting's packet. Mr. Ebert then provided an overview of the projects that have been prioritized.

- A. Authority
- B. Water
1. Main Street Reconstruction Project – Mr. Ebert provided an update to the Board.
- C. Sewer
1. I&I Repairs –Mr. Ebert provided an update to the Board.
- D. Developments
1. Lumberyard –Mr. Ebert referred the Board to his written report.
 2. Centennial Apartments – Mr. Ebert provided an update to the Board.
 3. Ragusa Tract –Mr. Ebert provided an update to the Board.

SOLICITOR'S REPORT:

Alex Glassman of Rudolph Clarke LLC the Authority Solicitor's provided a brief update for ongoing projects.

- A. Authority
2. Main Street Project – Bondex Settlement Agreement – Mr. Glassman provided and update to the Board. No settlement originally signed agreement has been received from bond council to date. The Authority does have a PDF copy

CHAIRMAN'S MINUTE:

- A. Announcements – July Meeting – The Chairman announced that the July meeting will begin at 5:00 pm.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JUNE 12, 2019**

4

ADJOURNMENT:

There being no further business brought before the Board, Mr. Whitko made a motion to adjourn, seconded by Mr. Slater and approved by the Board, 4-0, adjourned at 8:15 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
JULY 10, 2019– 5:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
- III. PLEDGE TO THE FLAG**
- IV. APPOINTMENT OF SOLICITOR**
- V. REVIEW AND APPROVE MINUTES of June 12, 2019**
- VI. VISITORS:**
 - A. Confirmed Appointments - None**
 - B. From the Floor:**
- VII. FINANCIAL REPORT:**
 - A. Bill's list 7/2019A in the amount of \$179,446.86**
 - 1. Checks - \$66,364.55**
 - 2. Payroll and Pension Transfers – \$30,806.48**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$82,275.83**
 - B. Bills List 7/2019B – Main Street Additional Costs in the amount of \$39,914.65**
 - 1. Professional Services – \$9,644.37**
 - 2. Construction- \$30,270.28**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Thirty-Seven (37) Shut Off letters sent in the month of June totaling \$7,192.81. The total amount collected was \$6,939.18. Thirty-Three (33) customers paid in full and Four (4) customers made a partial payments.**
 - 2. Proposed Development Updates**
 - 3. Main Street/Church Road Upgrades - Update**
 - 4. Baghurst Alley/EPA-Proposed Water Main Extension – Update**
- VIII. WATER DEPARTMENT**
 - A. Water production – June**
 - 1. 317,717 GPD**
 - 2. 232,382 Wells**
 - 3. 85,335 Interconnection**
 - B. Operations Update**
- IX. SEWER DEPARTMENT**
 - A. Discharge monitoring report**
 - 1. May – Daily Average Flow 0.2652 MGD**
 - 2. May– Total Monthly Flow 8.222 MG**
 - B. Operations Update**
- X. BOROUGH OPERATIONS**
 - A. Borough Operations – June**

1. Emptied trash at Trailhead and Pavilion on multiple occasions throughout the month and prepared Meadow and pavilion electric for Concert in the Meadow.
2. Repaired blocked sewer lateral at Annex.
3. Vacuumed out & videoed PVC drain line in back of Borough Hall.
4. Replaced sign anchor & post @ Church & Main.
5. Cold patch potholes on 2nd St & on Highland Ave.
6. Repaired drainage pipe.
7. Unclog ladies room toilet at the Annex.
8. Moved picnic tables again, Post-Concert in the meadow.

XI. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

B. Water

1. Main Street Reconstruction Project
2. Pay Request #2 to Eagle Contracting - \$30,270.28
3. 104 Meng Road Escrow Release - \$1208.45

C. Sewer

1. I & I – Sewer Repairs - Update

D. Developments

1. Lumberyard – Update
2. Centennial Apartments – Update

XII. SOLICITOR'S REPORT - Statement

A. Authority

B. Developments

XIII. CHAIRMAN'S MINUTE:

A. Announcements

XIV. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JULY 10, 2019**

1

The Regular meeting of the Schwenksville Borough Authority was called to order at the offices of the Authority, 298 Main Street, at 5:00 PM by Chairman John Markley. Mr. Markley then announced that the meeting time change was duly advertised as required.

ROLL CALL:

In addition to Chairman Markley, other members present were, Vice Chairman Donald Whitko and Secretary Tom Slater. Treasurer Brian Pippert attended the meeting via teleconference. Also attending at the invitation of the Board were Blake Romanowski P.E., Ebert Engineering, Inc., Consulting Engineer to the Authority, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc. Treasurer Greg Pocius was absent.

The Pledge of Allegiance was recited.

MINUTES:

Chairman Markley then presented the minutes of June 12, 2019 and asked for approval when, Mr. Whitko moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of June 12, 2019, by a 4-0 vote.

VISITORS:

Confirmed Appointments – Solicitor

Authority Solicitor Appointment - Grimm Biehn & Thatcher, Peter Nelson Esq., - A motion by Mr. Whitko, seconded by Mr. Slater to appoint Peter Nelson of Grimm Biehn & Thatcher to the position of Authority Solicitor. The motion passed unanimously with a 4-0 vote.

FINANCIAL REPORT:

The Board then reviewed Bill List 7/2019A in the amount of \$179,446.86. The Board reviewed checks to be signed in the amount of \$66,364.55. In addition, payroll and pension transfers are in the amount of \$30,806.48; automatic withdrawals in the amount of \$82,275.83. Total Financial transactions of \$179,446.86 which summary is as follows:

Checks at meeting	\$ 66,364.55
Payroll & Pension Transfers	\$ 30,806.48
<u>Automatic Transfers</u>	<u>\$ 82,275.83</u>
Total	<u>\$ 179,446.86</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 7/2019A in the amount of \$179,446.86 seconded by Mr. Slater and approved by the Board 4-0.

The Board then reviewed Bill List 7/2019B in the amount of \$39,914.65, which summary is as follows:

Professional Costs	\$ 9,644.37
<u>Construction Costs</u>	<u>\$ 30,270.28</u>
Total	<u>\$ 39,914.65</u>

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JULY 10, 2019**

2

Accordingly, Mr. Whitko made a motion to approve Bill List 7/2019B in the amount of \$39,914.65, seconded by Mr. Slater and approved by the Board 4-0.

104 Meng Rd Escrow Release -\$1,208.45- Mr. Whitko made a motion to approve the 104 Meng Road escrow release in the amount of \$1,208.45 seconded by Mr. Slater and approved by the Board 4-0.

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan noted that he answered several questions related to the bill payment list from Mr. Pippert and Mr. Pocius and they have reviewed the bank statements and account transfers for the financial statements prior to the Board Meeting. Mr. Sullivan reviewed the bank account balances with the Board and the status of drawing funds from the Pennvest Loan.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Thirty-Seven (37) Shut-off Letters sent in the month of June totaling \$7,192.81. The total amount collected was \$6,939.18. Thirty-Three (33) customers paid in full and Four (4) customers made a partial payment and agreed to a payment plan.
2. Baghurst Alley/EPA-Proposed Water Main Extension - Update — Mr. Sullivan provided an update to the Board and noted the discussion are moving forward with the EPA representative on the project.

Water Department:

- A.** Management reported 317,717 gallons per day water usage for the month of June 2019. Authority wells produced 232,382 gallons per day and 85,335 gallons per day were taken from the interconnection.

Sewer Department:

- A.** Management reported on May 2019 flows of a daily average flow of 0.2652 MGD and a total flow of 8.222 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – June

1. Emptied trash in Pavilion and at Trailhead on multiple occasions throughout the month and prepared Meadow and pavilion electric for Community Day.
2. Repaired blocked sewer lateral at Annex.
3. Vacuumed out & videoed PVC drain line in back of Borough Hall.
4. Replaced sign anchor & post @ Church & Main.
5. Cold patch potholes on 2nd St & on Highland Ave
6. Repaired drainage pipe.
7. Unclog ladies room toilet at the Annex.
8. Moved picnic tables again, Post-Concert in the Meadow.

ENGINEER'S REPORT:

Blake Romanowski, Ebert Engineering, Inc., the Authority's Consulting Engineer, previously filed a written report on Authority Projects, which has been included in this meeting's packet. Mr. Romanowski then provided an overview of the projects that have been prioritized.

- A. Authority – Mr. Romanowski referred the Board to the written report
- B. Water
 - 1. Main Street Reconstruction Project – Mr. Romanowski provided an update to the Board related to the project status and schedule.
Pay Request #2 - A motion was made by Mr. Slater and second by Mr. Whitko to approve pay request #2 to Eagle Contracting, in the amount of \$30,270.28, by a 4-0 vote.
- C. Sewer
 - 1. I&I Repairs –Mr. Romanowski provided an update to the Board.
- D. Developments
 - 1. Lumberyard –Mr. Romanowski referred the Board to his written report.
 - 2. Centennial Apartments – Mr. Romanowski referred the Board to his written report.

SOLICITOR'S REPORT:

Peter Nelson of Grim Biehn & Thatcher, the Authority Solicitor's provided a brief update for ongoing projects and thanked the Board for their appointment of his firm to the Authority Solicitors position.

CHAIRMAN'S MINUTE:

- A. Announcements

ADJOURNMENT:

There being no further business brought before the Board, Mr. Whitko made a motion to adjourn, seconded by Mr. Pippert and approved by the Board, 4-0, adjourned at 6:10 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
AUGUST 14, 2019– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
- III. PLEDGE TO THE FLAG**
- IV. APPOINTMENT OF SOLICITOR**
- V. REVIEW AND APPROVE MINUTES of July 10, 2019**
- VI. VISITORS:**
 - A. Confirmed Appointments - None**
 - B. From the Floor:**
- VII. FINANCIAL REPORT:**
 - A. Bill's list 8/2019A in the amount of \$88,963.55**
 - 1. Checks - \$54,242.55**
 - 2. Payroll and Pension Transfers – \$31,000.79**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$3,720.21**
 - B. Bills List 8/2019B – Main Street Additional Costs in the amount of \$17,009.47**
 - 1. Professional Services – \$17,009.47**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Forty-Two (42) Shut Off letters sent in the month of July totaling \$9,025.45. The total amount collected was \$8,912.40. Thirty-Six (36) customers paid in full, Four (4) customers made a partial payment and Two (2) customers were sent Certified shut off letters with a shut off date of 8/12/19.**
 - 2. Proposed Development Updates**
 - 3. Main Street/Church Road Upgrades - Update**
 - 4. Baghurst Alley/EPA-Proposed Water Main Extension – Update**
- VIII. WATER DEPARTMENT**
 - A. Water production – July**
 - 1. 320,187**
 - 2. 234,952 Wells**
 - 3. 85,235 Interconnection**
 - B. Operations Update**
- IX. SEWER DEPARTMENT**
 - A. Discharge monitoring report**
 - 1. June – Daily Average Flow 0.2718 MGD**
 - 2. June– Total Monthly Flow 5.669 MG**
 - B. Operations Update**

X. BOROUGH OPERATIONS**A. Borough Operations – July**

1. Emptied trash at Trailhead and Pavilion on multiple occasions throughout the month and prepared Meadow and pavilion electric for Concert in the Meadow.
2. Emptied trash, turned electric off, locked picnic tables post-concert.

XI. ENGINEERING REPORT: Refer to enclosed written report.**A. Authority**

1. Penn Vest Loan Update

B. Water

1. Main Street Reconstruction Project –
 Consideration of Change Order No. 4 in the amount of \$4,175.00
 Consideration of Change Order No. 5 in the amount of \$49,775.00
 Substantial Completion Certificate - July 29, 2019
 Schedule for Completion of Project - Remaining work starting August 14, 2019

C. Sewer

1. I & I – Sewer Repairs – Update
2. Flow per Edu Evaluation
3. Discussion on Liner Program

D. Developments

1. Lumberyard – Update
2. Centennial Apartments – Update

XII. SOLICITOR'S REPORT -**A. Authority****B. Developments****XIII. CHAIRMAN'S MINUTE:****A. Announcements****XIV. ADJOURN:**

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: AUGUST 14, 2019**

1

The Regular meeting of the Schwenksville Borough Authority was called to order at the offices of the Authority, 298 Main Street, at 7:00 PM by Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were, Vice Chairman Donald Whitko and Secretary Tom Slater. Treasurer Brian Pippert attended the meeting via teleconference. Also attending at the invitation of the Board were Fredrick Ebert P.E., Ebert Engineering, Inc., Consulting Engineer to the Authority, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc. Treasurer Greg Pocius was absent.

The Pledge of Allegiance was recited.

MINUTES:

Chairman Markley then presented the minutes of July 10, 2019 and asked for approval when, Mr. Whitko moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of July 10, 2019, by a 4-0 vote.

Mr. Pocius has turned in his letter of resignation from the Board.

VISITORS:

Confirmed Appointments – None

From the Floor – Darren Rash, Borough Counsel, attended the Authority meeting.

FINANCIAL REPORT:

The Board then reviewed Bill List 8/2019A in the amount of \$88,963.55. The Board reviewed checks to be signed in the amount of \$54,242.55. In addition, payroll and pension transfers are in the amount of \$31,000.79; automatic withdrawals in the amount of \$3,720.21. Total Financial transactions of \$88,963.55 which summary is as follows:

Checks at meeting	\$ 54,242.55
Payroll & Pension Transfers	\$ 31,000.79
<u>Automatic Transfers</u>	<u>\$ 3,720.21</u>
Total	<u>\$ 88,963.55</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 8/2019A in the amount of \$88,963.55 seconded by Mr. Pippert and approved by the Board 4-0, as amended.

The Board then reviewed Bill List 8/2019B in the amount of \$47,279.75 which summary is as follows:

Professional Costs	\$ 17,009.47
<u>Transfers</u>	<u>\$ 30,270.28</u>
Total	<u>\$ 47,279.75</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 8/2019B in the amount of

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: AUGUST 14, 2019**

2

\$47,279.75, seconded by Mr. Slater and approved by the Board 4-0.

The Board entered an executive session at 7:05 p.m. to discuss personnel issues, resuming the meeting at 7:08 p.m. Mr. Whitko made a motion to approve garnishing of wages as discussed in executive session, seconded by Mr. Slater and approved by the Board 4-0.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Forty-Two (42) Shut-off Letters sent in the month of July totaling \$9,025.45. The total amount collected was \$8,912.40. Thirty-Six (36) customers paid in full, Four (4) customers made a partial payment and agreed to a payment plan and Two (2) customers were sent Certified Shut Off/Intent to File a Lien letters with a termination date of August 28, 2019.
2. Baghurst Alley/EPA – Mr. Sullivan provided an update to the Board and noted that he and the Authority engineer have a scheduled meeting with the EPA and Salford Township.
3. Service Agreement – Mr. Whitko made a motion to approve the service agreement for one (1) EDU for the proposed sprinkler system at the entrance of the Ragusa Tract, seconded by Mr. Pippert and approved by the Board 4-0.
4. 817 N Limerick Rd – Development Agreement - Mr. Pippert made a motion to authorize the Executive Director to execute the Developer Agreement between 817 N. Limerick Road and the Authority, seconded by Mr. Slater and approved by the Board 4-0.
5. 566 Main Street - Mr. Sullivan provided an update to the Board regarding an ongoing residential question regarding water services for a two-unit dwelling. Mr. Sullivan has previously discussed the issues and resolution with both the Borough and Ms. Moran. Ms. Moran will need to do the necessary plumbing changes within the house to remove the additional service charge.
6. Water Complaint - Mr. Slater made a motion to authorize the Executive Director to credit the homeowner due to the inconvenience of water flushing not to exceed \$100, seconded by Mr. Pippert and approved by the Board 4-0.
7. Emergency Dialer – Mr. Sullivan had a discussion with the Board regarding emergency dialers and the Authority wells and pump stations. Mr. Sullivan will provide additional information and implementation plan to the Board at a future Authority meeting.

Water Department:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: AUGUST 14, 2019**

3

- A. Management reported 320,187 gallons per day water usage for the month of July 2019. Authority wells produced 234,952 gallons per day and 85,235 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on June 2019 flows of a daily average flow of 0.2718 MGD and a total flow of 5.669 million gallons for the month.

BOROUGH OPERATIONS:

- A. Borough Operations – July
 - 1. Emptied trash in Pavilion and at Trailhead on multiple occasions throughout the month and prepared Meadow and pavilion electric for Community Day.
 - 2. Emptied trash, turned electric off, locked picnic tables, post-concert.

ENGINEER'S REPORT:

Fred Ebert, Ebert Engineering, Inc., the Authority's Consulting Engineer, previously filed a written report on Authority Projects, which has been included in this meeting's packet. Mr. Ebert then provided an overview of the projects that have been prioritized.

- A. Authority – Mr. Ebert referred the Board to the written report
 - 1. Penn Vest Loan Update – Mr. Ebert provided an update to the Board. All necessary documentation has been submitted to Pennvest to update the contract information to reflect the new contractors and contact. A payment request will be submitted to Pennvest prior to the September Authority meeting.
- B. Water
 - 1. Main Street Reconstruction Project – Mr. Ebert provided an update to the Board related to the project status and schedule.
 - a. Change Order No. 4 - Mr. Slater made a motion to approve Change Order No. 4 as presented in the amount of \$4,175.00, seconded by Mr. Pippert and approved by the Board 4-0.
 - b. Change Order No. 5 - Mr. Slater made a motion to approve Change Order No. 5 as presented in the amount of \$49,775.00, seconded by Mr. Pippert and approved by the Board 4-0.
- C. Sewer
 - 1. I&I Repairs –Mr. Ebert provided an update to the Board and continued with an explanation on a Flow per EDU Evaluation and a discussion on a Liner Program
- D. Developments
 - 1. Lumberyard –Mr. Ebert referred the Board to his written report.
 - 2. Centennial Apartments – Mr. Ebert referred the Board to his written report.

SOLICITOR'S REPORT:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: AUGUST 14, 2019**

4

Peter Nelson of Grim Biehn & Thatcher, the Authority Solicitor's provided a brief update for ongoing projects.

CHAIRMAN'S MINUTE:

- A. Announcements – Discussion with Borough Representatives related to Borough operations and proposed projects.

ADJOURNMENT:

There being no further business brought before the Board, Mr. Whitko made a motion to adjourn, seconded by Mr. Slater and approved by the Board, 4-0, adjourned at 8:25 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
SEPTEMBER 11, 2019– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
- III. PLEDGE TO THE FLAG**
- IV. APPOINTMENT OF SOLICITOR**
- V. REVIEW AND APPROVE MINUTES of August 14, 2019**
- VI. VISITORS:**
 - A. Confirmed Appointments - None**
 - B. From the Floor:**

- VII. FINANCIAL REPORT:**
 - A. Bill's list 9/2019A in the amount of \$84,993.06**
 - 1. Checks – \$45,488.79**
 - 2. Checks Signed Prior to Meeting- \$495.80**
 - 3. Payroll and Pension Transfers – \$35,300.26**
 - 4. ACH Bill Pay Withdrawals/Transfers - \$3,708.21**
 - B. Bills List 9/2019B – Main Street Additional Costs in the amount of \$78,010.77**
 - 1. Professional Services – \$3,699.30**
 - 2. Construction- \$74,311.47**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**

- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Forty-Two (42) Shut Off letters sent in the month of July totaling \$9,518.66. The total amount collected was \$8,968.50. Thirty-Seven (37) customers paid in full, Four (4) customers made a partial payment and One (1) customer was sent a Certified shut off letter with a shut off date of 10/16/19.**
 - 2. Proposed Development Updates**
 - 3. Main Street/Church Road Upgrades - Update**
 - 4. Baghurst Alley/EPA-Proposed Water Main Extension – Update**

- VIII. WATER DEPARTMENT**
 - A. Water production – August**
 - 1. 338,465 GPD**
 - 2. 238,922 Wells**
 - 3. 99,743 Interconnection**
 - B. Operations Update**

- IX. SEWER DEPARTMENT**
 - A. Discharge monitoring report**
 - 1. July – Daily Average Flow 0.2335 MGD**
 - 2. July– Total Monthly Flow 7.2373 MGD**
 - B. Operations Update**

X. BOROUGH OPERATIONS

A. Borough Operations – August

1. Emptied trash at Trailhead and Pavilion on multiple occasions throughout the month and prepared for Concert in the Meadow, which was cancelled
2. Weed wacked, removed & hauled brush away on Clearfield
3. Replaced “Snow Emergency” signs
4. Removed boat ramp sign and concreted bollard into ramp
5. Cleaned out Centennial St Retention basin
6. Installed new banner bracket & hung banner on light post @ boat ramp
7. Removed tree from 2nd St

XI. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

1. Penn Vest Loan Update

B. Water

1. Main Street Reconstruction Project – Update
2. Main Street Water & Sewer Replacement Project – Contract 19-1 – Payment Application #3 in the amount of \$74,311.47

C. Sewer

1. I & I – Sewer Repairs – Update
2. Flow per Edu Evaluation
3. Discussion on Liner Program

D. Developments

1. Lumberyard – Update
2. Centennial Apartments – Update

XII. SOLICITOR’S REPORT -

A. Authority

B. Developments

XIII. CHAIRMAN’S MINUTE:

A. Announcements

XIV. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: SEPTEMBER 11, 2019**

1

The Regular meeting of the Schwenksville Borough Authority was called to order at the offices of the Authority, 298 Main Street, at 7:00 PM by Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were, Secretary Tom Slater and Treasurer Brian Pippert. Also attending at the invitation of the Board were Fredrick Ebert P.E., Ebert Engineering, Inc., Consulting Engineer to the Authority, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc. Vice Chairman Donald Whitko was absent.

The Pledge of Allegiance was recited and there was a moment of silence for 9/11.

Then Mr. Whitko was awarded the Extended Service Award from the PMAA for his decades of service to the Authority.

MINUTES:

Chairman Markley then presented the minutes of August 14, 2019 and asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of August 14, 2019, by a 3-0 vote.

VISITORS:

Confirmed Appointments – None

FINANCIAL REPORT:

The Board then reviewed Bill List 9/2019A in the amount of \$84,993.06. The Board reviewed checks to be signed in the amount of \$45,455.79 and checks mailed prior to the meeting in the amount of \$495.80. In addition, payroll and pension transfers are in the amount of \$35,300.26; automatic withdrawals in the amount of \$3,708.21. Total Financial transactions of \$84,993.06 which summary is as follows:

Checks at meeting	\$ 45,455.79
Checks Prior To Meeting	\$ 495.80
Payroll & Pension Transfers	\$ 35,300.26
<u>Automatic Transfers</u>	<u>\$ 3,708.21</u>
Total	<u>\$ 84,993.06</u>

Accordingly, Mr. Slater made a motion to approve Bill List 9/2019A in the amount of \$84,993.06 seconded by Mr. Pippert and approved by the Board 3-0, as amended.

The Board then reviewed Bill List 9/2019B in the amount of \$78,010.77 which summary is as follows:

Professional Costs	\$ 3699.30
<u>Construction Costs</u>	<u>\$ 74,311.47</u>
Total	<u>\$ 78,010.77</u>

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: SEPTEMBER 11, 2019**

2

Accordingly, Mr. Pippert made a motion to approve Bill List 9/2019B in the amount of \$78,010.77, seconded by Mr. Slater and approved by the Board 3-0.

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan presented the Draft Budget to the Board for review. Mr. Sullivan generally reviewed the draft budget and will place it on the Authority's October agenda for the Board's consideration.

The Board entered an executive session at 7:42 p.m. to discuss personnel issues, resuming the meeting at 7:45 p.m.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Forty-Two (42) Shut-off Letters sent in the month of August totaling \$9,518.66. The total amount collected was \$8,968.50. Thirty-Seven (37) customers paid in full, Four (4) customers made a partial payment and agreed to a payment plan and One (1) customer was sent a Certified Shut Off/Intent to File a Lien letter with a termination date of October 16, 2019.
2. Baghurst Alley/EPA – Mr. Sullivan provided a detailed update to the Board and noted that he and the Authority engineer met with the EPA and Salford Township to discuss the project. Mr. Sullivan and Mr. Ebert will work on a memorandum detailing items needed in the agreement for the Authority Solicitor to draft an agreement for the project.
3. Lower Frederick – The Manager contacted Mr. Sullivan to discuss potential paving schedules and the possibility of extending water mains where the Township will be installing public sewers.

Water Department:

- A. Management reported 338,465 gallons per day water usage for the month of August 2019. Authority wells produced 238,922 gallons per day and 99,743 gallons per day were taken from the interconnection.
- B. Hydrant Flushing – Mr. Sullivan provided a detailed plan on the current hydrant flushing schedule.

Sewer Department:

- A. Management reported on July 2019 flows of a daily average flow of 0.2335 MGD and a total flow of 7.2373 million gallons for the month.

BOROUGH OPERATIONS:

- A. Borough Operations – August
 1. Emptied trash in Pavilion and at Trailhead on multiple occasions throughout the month and prepared Meadow and pavilion electric for Community Day.
 2. Weed wacked, removed and hauled brush away on Clearfield.
 3. Replaced “Snow Emergency” signs
 4. Removed boat ramp sign and concreted bollard into ramp
 5. Cleaned out Centennial St Retention basin
 6. Installed new banner bracket & hung banner on light post @ boat ramp
 7. Removed tree from 2nd St

ENGINEER'S REPORT:

Fred Ebert, Ebert Engineering, Inc., the Authority's Consulting Engineer, previously filed a written report on Authority Projects, which has been included in this meeting's packet. Mr. Ebert then provided an overview of the projects that have been prioritized.

- A. Authority – Mr. Ebert referred the Board to the written report**
 - 1. Penn Vest Loan Update – Mr. Ebert provided an update to the Board. Payment request 4 was submitted and received from Pennvest in the amount of \$723,582.03.

- B. Water**
 - 1. Main Street Reconstruction Project – Mr. Ebert provided an update to the Board related to the project status and schedule. He noted that all work is complete with the exception of a few punch list items.
 - 2. Main Street Water & Sewer Replacement Project - Pay Request #3 - A motion was made by Mr. Pippert and second by Mr. Slater to approve pay request #3 to Eagle Contracting, in the amount of \$74,311.47, by a 3-0 vote.

- C. Sewer**
 - 1. I&I Repairs – A motion was made by Mr. Slater and second by Mr. Pippert to submit the Corrective Action Plan prior to September 30, 2019, contingent on final review of the Authority Manager, by a 3-0 vote.
 - 2. Flow per EDU Evaluation – Mr. Ebert discussed the EDU evaluation with the Board and reviewed the areas in the collection system that produce the highest flows per EDU.
 - 3. Liner Program – Mr. Ebert discussed the Liner program for the collection system with the Board.

- D. Developments**
 - 1. Lumberyard – Mr. Ebert referred the Board to his written report.
 - 2. Centennial Apartments – Mr. Ebert referred the Board to his written report.

SOLICITOR'S REPORT:

Peter Nelson of Grim Biehn & Thatcher, the Authority Solicitor's provided a brief update for ongoing projects.

CHAIRMAN'S MINUTE:

ADJOURNMENT:

There being no further business brought before the Board, Mr. Slater made a motion to adjourn, seconded by Mr. Pippert and approved by the Board, 3-0, adjourned at 8:25 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
OCTOBER 9, 2019– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
- III. PLEDGE TO THE FLAG**
- IV. REVIEW AND APPROVE MINUTES of September 11, 2019**
- V. VISITORS:**
 - A. Confirmed Appointments - None**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill's list 10/2019A in the amount of \$106,955.92**
 - 1. Checks– \$74,416.65**
 - 2. Payroll and Pension Transfers – \$28,834.34**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$3,704.93**
 - B. Bills List 10/2019B – Main Street Additional Costs in the amount of \$45,617.40**
 - 1. Professional Services-\$6,408.88**
 - 2. Construction- \$39,208.52**
 - C. Bills List 10/2019C – Reimburse Thomas Slater, Sr. in the amount of \$390.22**
 - D. Income Statement and Summary**
 - E. Bank Statements**
 - F. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Thirty-Seven (37) Shut Off letters sent in the month of September totaling \$9,872.29. The total amount collected was \$9,153.54. Thirty-Four (34) customers paid in full, Two (2) customers made a partial payment and One (1) customer was sent a Certified shut off letter with a shut off date of 10/16/19.**
 - 2. Proposed Development Updates**
 - 3. Main Street/Church Road Upgrades - Update**
 - 4. Baghurst Alley/EPA-Proposed Water Main Extension – Update**
 - 5. H2O Pa. Water & Sewer and Pa. Small Water & Sewer Grant Applications**
- VIII. WATER DEPARTMENT**
 - A. Water production – September**
 - 1. 331,118 GPD**
 - 2. 235,364 Wells**
 - 3. 95,754 Interconnection**
 - B. Operations Update**
- IX. SEWER DEPARTMENT**
 - A. Discharge monitoring report**
 - 1. August – Daily Average Flow 0.1154 MGD**
 - 2. August– Total Monthly Flow 3.5782 MGD**
 - B. Operations Update**

X. BOROUGH OPERATIONS**A. Borough Operations – September**

1. Emptied trash at Trailhead and Pavilion on multiple occasions
2. Picked up pallet of pavers with back hoe & took to SBA lot
3. Installed Two (2) “Do Not Enter” signs in Meadow Park

XI. ENGINEERING REPORT: Refer to enclosed written report.**A. Authority**

1. Penn Vest Loan Update

B. Water

1. Main Street Reconstruction Project – Update
2. Release of Retainage for Eagle Contracting - \$30,734.31

C. Sewer

1. I & I – Sewer Repairs – Update
- 2.

D. Developments

1. Lumberyard – Update
2. Centennial Apartments – Update

XII. SOLICITOR’S REPORT -**A. Authority****B. Developments****XIII. CHAIRMAN’S MINUTE:****A. Announcements****XIV. ADJOURN:**

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: OCTOBER 9, 2019**

1

The Regular meeting of the Schwenksville Borough Authority was called to order at the offices of the Authority, 298 Main Street, at 7:00 PM by Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were, Vice Chairman Donald Whitko, Secretary Tom Slater and Treasurer Brian Pippert. Also attending at the invitation of the Board were Fredrick Ebert P.E., Ebert Engineering, Inc., Consulting Engineer to the Authority, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

The Pledge of Allegiance was recited.

Then Mr. Whitko was awarded the Extended Service Award from the PMAA for his decades of service to the Authority.

MINUTES:

Chairman Markley then presented the minutes of September 11, 2019 and asked for approval when, Mr. Slater moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of September 11, 2019, by a 4-0 vote.

VISITORS:

Confirmed Appointments – None

FINANCIAL REPORT:

The Board then reviewed Bill List 10/2019A in the amount of \$106,955.92 The Board reviewed checks to be signed in the amount of \$74,416.65. In addition, payroll and pension transfers are in the amount of \$28,834.34; automatic withdrawals in the amount of \$3,704.93. Total Financial transactions of \$84,993.06 which summary is as follows:

Checks at meeting	\$ 74,416.65
Payroll & Pension Transfers	\$ 28,834.34
<u>Automatic Transfers</u>	<u>\$ 3,704.93</u>
Total	<u>\$ 106,955.92</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 10/2019A in the amount of \$106,955.92 seconded by Mr. Pippert and approved by the Board 4-0.

The Board then reviewed Bill List 9/2019B in the amount of \$45,617.40 which summary is as follows:

Professional Costs	\$ 6,408.88
Material Costs	\$ 574.21
<u>Construction Costs</u>	<u>\$ 38,634.31</u>
Total	<u>\$ 45,617.40</u>

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: OCTOBER 9, 2019**

2

Accordingly, Mr. Whitko made a motion to approve Bill List 10/2019B in the amount of \$45,617.40, seconded by Mr. Pippert and approved by the Board 4-0.

The Board then reviewed Bill List 10/2019C in the amount of \$390.22 which summary is as follows:

Reimbursement to Thomas Slater, Sr. **\$390.22**

Accordingly, Mr. Whitko made a motion to approve Bill List 10/2019C in the amount of \$390.22, seconded by Mr. Pippert, and approved by the Board 3-0-1 with Mr. Slater abstaining.

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan presented the Draft Budget to the Board for the second time. The Board generally reviewed and discussed the budget and various line items. Mr. Slater moved to approve the budget as presented and without a rate increase. The motion was seconded by Mr. Pippert and the motion passed unanimously 4-0.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Thirty-Seven (37) Shut-off Letters sent in the month of September totaling \$9,872.29. The total amount collected was \$9,153.54. Thirty-Four (34) customers paid in full, Two (2) customers made a partial payment and agreed to a payment plan and One (1) customer was sent a Certified Shut Off/Intent to File a Lien letter with a termination date of October 16, 2019.
2. Proposed Development Updates – Mr. Sullivan noted that there was nothing new to report.
3. Main Street/Church Road Upgrades - Updates
4. Baghurst Alley/EPA – Mr. Sullivan provided a detailed update to the Board and noted that he and the Authority engineer met with the EPA and Salford Township to discuss the project. Mr. Sullivan and Mr. Ebert will work on a memorandum detailing items needed in the agreement for the Authority Solicitor to draft an agreement for the project.
5. H2O Pa water & Sewer and PA Small Water & Sewer Grant Applications -. The Authority Manager and engineer discussed several projects for their consideration in applying for the grant. Mr. Ebert suggested that the Authority continue with the I & I remediation plan and to focus the grant application to the areas on his flow study that are still being impacted during wet weather events. After a discussion by the Board, Mr. Slater Moved to authorize the Authority engineer to submit a grant application to continue the with the Authority's I & I program and sewer main lining projects. The motion was seconded by Mr Whitko and passed 4-0.

Water Department:

- A. Management reported 33,118 gallons per day water usage for the month of September 2019. Authority wells produced 235,364 gallons per day and 95,754 gallons per day were taken from the interconnection.
- B. Operations Update – Mr. Sullivan reported that the Authority’s distribution system was flushed and the hydrant exercised by the staff and the flushing event went well. There were no malfunctions in the distribution system and little to no customer complaints.

Sewer Department:

- A. Management reported on August 2019 flows of a daily average flow of 0.1154 MGD and a total flow of 3.5782 million gallons for the month.

BOROUGH OPERATIONS:

- A. Borough Operations – September
 - 1. Emptied trash in Pavilion and at Trailhead on multiple occasions throughout the month
 - 2. Picked up pallet of pavers with back hoe & took to SBA lot
 - 3. Installed Two (2) “Do Not Enter” signs in Meadow Park

ENGINEER’S REPORT:

Fred Ebert, Ebert Engineering, Inc., the Authority’s Consulting Engineer, previously filed a written report on Authority Projects, which has been included in this meeting’s packet. Mr. Ebert then provided an overview of the projects that have been prioritized.

- A. Authority – Mr. Ebert referred the Board to the written report
 - 1. Penn Vest Loan Update – Mr. Ebert provided an update to the Board. Payment request 4 was submitted and received from Pennvest in the amount of \$723,582.03.
- B. Water
 - 1. Main Street Reconstruction Project – Mr. Ebert provided an update to the Board related to the project status and schedule. He noted that all work is complete with the exception of a few punch list items.
 - 2. Release of Retainage for Eagle Contracting – Mr. Ebert reported that the Mainstreet project is complete outside of a couple of minor punch list items and he is recommending the release of the contractor’s retainage. Upon Motion of Mr. Pippert and seconded by Mr. Whitko, the authority approved the release of the construction retainage in the amount of \$30,743.31 by a 4-0 vote.
- C. Sewer
 - 1. I&I Repairs – A motion was made by Mr. Slater and second by Mr. Pippert to submit the Corrective Action Plan prior to September 30, 2019, contingent on final review of the Authority Manager, by a 3-0 vote.
- D. Developments
 - 1. Lumberyard – Mr. Ebert referred the Board to his written report.
 - 2. Centennial Apartments – Mr. Ebert referred the Board to his written report.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: OCTOBER 9, 2019**

4

SOLICITOR'S REPORT:

Peter Nelson of Grim Biehn & Thatcher, the Authority Solicitor's provided a brief update for ongoing projects.

CHAIRMAN'S MINUTE:

ADJOURNMENT:

There being no further business brought before the Board, Mr. Whitko made a motion to adjourn, seconded by Mr. Pippert and approved by the Board, 4-0, adjourned at 8:10 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
NOVEMBER 13, 2019– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
- III. PLEDGE TO THE FLAG**
- IV. REVIEW AND APPROVE MINUTES of October 9, 2019**
- V. VISITORS:**
 - A. Confirmed Appointments - None**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill's list 11/2019A in the amount of \$109,492.06**
 - 1. Checks– \$68,328.79**
 - 2. Payroll and Pension Transfers – \$37,381.85**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$3,781.42**
 - B. Bills List 11/2019B – Main Street Additional Costs in the amount of \$4,840.92**
 - 1. Professional Services-\$4,840.92**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Thirty-Five (35) Shut Off letters sent in the month of October totaling \$8,735.62. The total amount collected was \$8,266.36. Thirty-Four (34) customers paid in full and One (1) customer was sent a Certified shut off letter with a shut off date of 11/14/19.**
 - 2. Proposed Development Updates**
 - 3. Main Street/Church Road Upgrades - Update**
 - 4. Baghurst Alley/EPA-Proposed Water Main Extension – Update**
 - 5. 90A and 90B Water Sewer Service Agreements, Paid in Full**
- VIII. WATER DEPARTMENT**
 - A. Water production – October**
 - 1. 343,923 GPD**
 - 2. 227,559 Wells**
 - 3. 116,364 Interconnection**
 - B. Operations Update**
- IX. SEWER DEPARTMENT**
 - A. Discharge monitoring report**
 - 1. September – Daily Average Flow 0.1135 MGD**
 - 2. September– Total Monthly Flow 3.4059 MGD**
 - B. Operations Update**

X. BOROUGH OPERATIONS**A. Borough Operations –October**

1. Emptied trash at Trailhead and Pavilion on multiple occasions
2. Swept up & disposed of modified stone on Maple Ave
3. Winterized Municipal Annex
4. Painted & repaired salt barrels
5. Cleaned “Roadway Subject to Flooding” Street signs

XI. ENGINEERING REPORT: Refer to enclosed written report.**A. Authority**

1. H2O Pa. Water & Sewer and Pa. Small Water & Sewer Grant Resolution

B. Water

1. Main Street Reconstruction Project – Update

C. Sewer

1. I & I – Sewer Repairs – Update

D. Developments

1. Lumberyard – Update
2. Centennial Apartments – Update

XII. SOLICITOR’S REPORT -**A. Authority**

1. Antennae Contract Renewal

B. Developments**XIII. CHAIRMAN’S MINUTE:****A. Announcements****XIV. ADJOURN:**

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: NOVEMBER 13, 2019**

1

The Regular meeting of the Schwenksville Borough Authority was called to order at the offices of the Authority, 298 Main Street, at 7:00 PM by Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were, Vice Chairman Donald Whitko, Member Darren Rash, and Treasurer Brian Pippert. Secretary Tom Slater attended via teleconference. Also attending at the invitation of the Board were Fredrick Ebert P.E., Ebert Engineering, Inc., Consulting Engineer to the Authority, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

The Pledge of Allegiance was recited.

The Mr. Markley welcomed newly appointed board member Darren Rash to the Authority to fill the remainder of Greg Pocius' term ending December 31, 2021.

MINUTES:

Chairman Markley then presented the minutes of October 9, 2019 and asked for approval when, Mr. Whitko moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of October 9, 2019, by a 4-0-1 vote. Mr. Rash abstained from the vote.

VISITORS:

Confirmed Appointments – None

FINANCIAL REPORT:

The Board then reviewed Bill List 11/2019A in the amount of \$109,492.06. The Board reviewed checks to be signed in the amount of \$68,328.79. In addition, payroll and pension transfers are in the amount of \$37,381.85; automatic withdrawals in the amount of \$3,781.42. Total Financial transactions of \$109,492.06 which summary is as follows:

Checks at meeting	\$ 68,328.79
Payroll & Pension Transfers	\$ 37,381.85
<u>Automatic Transfers</u>	<u>\$ 3,781.42</u>
Total	<u>\$ 109,492.06</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 11/2019A in the amount of \$109,494.06 seconded by Mr. Pippert and approved by the Board 5-0.

The Board then reviewed Bill List 11/2019B in the amount of \$4,840.92 which summary is as follows:

<u>Professional Costs</u>	<u>\$ 4,840.92</u>
Total	<u>\$ 4,840.92</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 11/2019B in the amount of \$4,840.92, seconded by Mr. Pippert and approved by the Board 5-0.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: NOVEMBER 13, 2019**

2

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan provided details to the budget and financial statements and answered several questions related to income and expenses.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Thirty Five (35) Shut-off Letters sent in the month of October totaling \$8,735.62. The total amount collected was \$8,266.36. Thirty-Four (34) customers paid in full and One (1) customer was sent a Certified Shut Off letter.
2. Baghurst Alley/EPA – Mr. Sullivan provided a detailed update to the Board and noted that he and the Authority engineer met with the EPA and Salford Township to discuss the project. Mr. Sullivan and Mr. Ebert will work on a memorandum detailing items needed in the agreement for the Authority Solicitor to draft an agreement for the project.
3. Main Street/Church Road Upgrades – Mr Sullivan noted that all work is complete and only minor punch list items remain from the three phases of the project.
4. 90A and 90B Water/Sewer Service Agreements – Upon motion of Mr. Whitko and Seconded by Mr. Pippert, the board approved the water/sewer service agreement for one EDU by a 5-0 vote.
5. 52 Perkiomen Ave. Water/Sewer Service Agreements – Upon motion of Mr. Whitko and Seconded by Mr. Pippert, the board approved the water service agreement for one EDU by a 5-0 vote.

Water Department:

- A. Management reported 343,923 gallons per day water usage for the month of October 2019. Authority wells produced 227,559 gallons per day and 116,364 gallons per day were taken from the interconnection.
- B. Hydrant Flushing – Mr. Sullivan reported that there were no significant issues with the recent flushing events.

Sewer Department:

- A. Management reported on September 2019 flows of a daily average flow of 0.1135 MGD and a total flow of 3.4059 million gallons for the month.

BOROUGH OPERATIONS:

- A. Borough Operations – October
 1. Emptied trash in Pavilion and at Trailhead on multiple occasions
 2. Swept up & disposed of modified stone on Maple Ave
 3. Winterized Municipal Annex
 4. Painted & repaired salt barrels
 5. Cleaned “Roadway Subject to Flooding” Street signs

ENGINEER'S REPORT:

Fred Ebert, Ebert Engineering, Inc., the Authority's Consulting Engineer, previously filed a written report on Authority Projects, which has been included in this meeting's packet. Mr. Ebert then provided an overview of the projects that have been prioritized.

A. Authority – Mr. Ebert referred the Board to the written report

B. Water

1. H2O Pa. Water & Sewer and Pa. Small Water & Sewer Grant Resolution – On Motion by Mr. Pippert and seconded by Mr. Whitko, the Board authorized by Resolution for Ebert Engineering to submit for the Small Water & Sewer Grant for the proposed sewer lining project.

2. Main Street Reconstruction Project – Mr. Ebert reported that he has met with the residents concerning the remaining punch list items and staff has obtained quotes for the work. The work will proceed as weather permits.

C. Sewer

1. I&I Repairs – Mr. Ebert reported that he has submitted the Corrective Action Plan report to the PA DEP.

D. Developments

1. Lumberyard – Mr. Ebert referred the Board to his written report.

2. Centennial Apartments – Mr. Ebert referred the Board to his written report.

SOLICITOR'S REPORT:

Peter Nelson of Grim Biehn & Thatcher, the Authority Solicitor's provided a brief update for ongoing projects as well as the Antennae contract renewal. The Board directed the Solicitor and staff to take no further action at this time.

CHAIRMAN'S MINUTE:

The Chair opened the floor after which Mr. Rash delivered a brief report on Borough operations.

ADJOURNMENT:

There being no further business brought before the Board, Mr. Whitko made a motion to adjourn, seconded by Mr. Pippert and approved by the Board, 5-0, adjourned at 7:50 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
DECEMBER 11, 2019– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
- III. PLEDGE TO THE FLAG**
- IV. REVIEW AND APPROVE MINUTES of November 13, 2019**
- V. VISITORS:**
 - A. Confirmed Appointments - None**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill's list 12/2019A in the amount of \$236,384.00**
 - 1. Checks– \$48,906.87**
 - 2. Checks Signed Prior to Meeting- \$154,052.44**
 - 3. Payroll and Pension Transfers – \$29,676.94**
 - 4. ACH Bill Pay Withdrawals/Transfers - \$3,747.75**
 - B. Bills List 12/2019B – Main Street Additional Costs in the amount of \$2,196.50**
 - 1. Professional Services-\$96.50**
 - 2. Construction- \$2,100.00**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Seventy-Three (73) Shut Off letters sent in the month of November totaling \$14,340.86. The total amount collected was \$14,250.42. Seventy (70) customers paid in full and Three (3) customers made partial payment and agreed to a payment plan.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update**
- VIII. WATER DEPARTMENT**
 - A. Water production – November**
 - 1. 334,658 GPD**
 - 2. 222,223 Wells**
 - 3. 112,435 Interconnection**
 - B. Operations Update**
- IX. SEWER DEPARTMENT**
 - A. Discharge monitoring report**
 - 1. October – Daily Average Flow 0.1987 MGD**
 - 2. October– Total Monthly Flow 6.1587 MGD**
 - B. Operations Update**

X. BOROUGH OPERATIONS**A. Borough Operations –November**

1. Emptied trash at Trailhead and Pavilion on multiple occasions
2. Mounted & tested all plows on trucks, worked on salt spreader & placed snow markers out
3. Fixed pothole on Woodland and Miller Ave
4. S/o water to Annex, removed & stored meter @ SBA

XI. ENGINEERING REPORT: Refer to enclosed written report.**A. Authority**

1. H2O Pa. Water & Sewer and Pa. Small Water & Sewer Grant Application - Update

B. Water

1. Main Street Reconstruction Project – Update

C. Sewer

1. I & I – Sewer Repairs – Update

D. Developments

1. Lumberyard – Update
2. Centennial Apartments – Update

XII. SOLICITOR’S REPORT -**A. Authority****B. Developments****XIII. CHAIRMAN’S MINUTE:****A. Announcements**

- B. January 8, 2020 Authority Board Meeting to be held at 5pm.

XIV. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: DECEMBER 11, 2019**

1

The Regular meeting of the Schwenksville Borough Authority was called to order at the offices of the Authority, 298 Main Street, at 7:00 PM by Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were, Vice Chairman Donald Whitko, Member Darren Rash, and Treasurer Brian Pippert. Secretary Tom Slater attended via teleconference. Also attending at the invitation of the Board were Blake Romanowski, Ebert Engineering, Inc., Consulting Engineer to the Authority, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

The Pledge of Allegiance was recited.

MINUTES:

Chairman Markley then presented the minutes of November 13, 2019 and asked for approval when, Mr. Whitko moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of November 13, 2019, by a 5-0 vote.

VISITORS:

Confirmed Appointments – None

FINANCIAL REPORT:

The Board then reviewed Bill List 12/2019A in the amount of \$236,384.00. The Board reviewed checks to be signed in the amount of \$48,906.87. One check was signed prior to the Board meeting in the amount of \$154,052.44. In addition, payroll and pension transfers are in the amount of \$29,676.94; automatic withdrawals in the amount of \$3,747.75. Total Financial transactions of \$236,384.00 which summary is as follows:

Checks at meeting	\$ 48,906.87
Checks prior to meeting	\$ 154,052.44
Payroll & Pension Transfers	\$ 29,676.94
Automatic Transfers	\$ 3,747.75
Total	<u>\$ 236,384.00</u>

Accordingly, Mr. Pippert made a motion to approve Bill List 12/2019A in the amount of \$236,384.00 seconded by Mr. Whitko and approved by the Board 5-0.

The Board then reviewed Bill List 12/2019B in the amount of \$2,196.50 which summary is as follows:

Professional Costs	\$ 96.50
Construction Costs	\$ 2,100.00
Total	<u>\$ 2,196.50</u>

Accordingly, Mr. Pippert made a motion to approve Bill List 12/2019B in the amount of \$2,196.50, seconded by Mr. Whitko and approved by the Board 5-0.

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan provided details to the budget and financial statements and answered several questions related to income and expenses.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Seventy-Three (73) Shut-off Letters sent in the month of November totaling \$14,340.86. The total amount collected was \$14,250.42. Seventy (70) customers paid in full and Three (3) made partial payments and agreed to a payment plan.
2. 2020 SBA Meeting Schedule – Mr. Whitko made a motion to approve the 2020 Authority Board meeting dates, seconded by Mr. Slater and approved by the Board 5-0.
3. 2020 SBA Fee Schedule – Mr. Pippert made a motion to approve the 2020 Fee Schedule, seconded by Mr. Whitko and approved by the Board 5-0.
4. Baghurst Alley/EPA – Mr. Sullivan provided a detailed update to the Board.

B. Water Department

1. Management reported 334,658 gallons per day water usage for the month of November 2019. Authority wells produced 222,223 gallons per day and 112,435 gallons per day were taken from the interconnection.

C. Sewer Department:

1. Management reported on October 2019 flows of a daily average flow of 0.1987 MGD and a total flow of 6.1587 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – November

1. Emptied trash in Pavilion and at Trailhead on multiple occasions
2. Mounted and tested all plows on trucks, worked on salt spreader and placed snow markers out
3. Fixed pothole on Woodland and Miller Ave.
4. Shut off water to the Municipal Annex, removed meter and store meter at SBA

ENGINEER'S REPORT:

Blake Romanowski, Ebert Engineering, Inc., the Authority's Consulting Engineer, previously filed a written report on Authority Projects, which has been included in this meeting's packet. Mr. Ebert then provided an overview of the projects that have been prioritized.

A. Authority – Mr. Romanowski referred the Board to the written report

1. H2O Pa. Water & Sewer and Pa. Small Water & Sewer Grant Application – Mr. Romanowski provided an update to the Board.

B. Water

1. Main Street Reconstruction Project – Mr. Romanowski provided an update to the Board.

SOLICITOR’S REPORT:

Peter Nelson of Grim Biehn & Thatcher, the Authority Solicitor’s provided a brief update for ongoing projects.

CHAIRMAN’S MINUTE:

ADJOURNMENT:

There being no further business brought before the Board, Mr. Whitko made a motion to adjourn, seconded by Mr. Pippert and approved by the Board, 5-0, adjourned at 7:25 p.m.

Respectfully submitted:

Board Member