

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
JANUARY 8, 2020– 5:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
 - II. CALL OF THE ROLL**
 - A. Announcement of Board Member Appointment**
 - 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 – Grim, Biehn & Thatcher**
 - 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 11, 2019**
 - VIII. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**
 - IX. FINANCIAL REPORT:**
 - A. Bill's list 1/2020A in the amount of \$79,428.05**
 - 1. Checks - \$44,702.85**
 - 2. Checks Prior to Meeting - \$1,520.00**
 - 3. Payroll and Pension Transfers - \$29,496.99**
 - 4. ACH Bill Pay Withdrawals - \$3,708.21**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**
- MANAGEMENT REPORT**
- A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Fourteen (14) Shut Off letters sent in the month of December totaling \$4,389.32. The total amount collected was \$4,398.11. Fourteen (14) customers paid in full. There were also 59 Past Due letters sent.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA- Proposed Water Main Extension – Update**

X. WATER DEPARTMENT

- A. Water production - December**
 - 1. 346,114 GPD
 - 2. 240,772 Wells
 - 3. 105,342 Interconnection
- B. Operations Update**

SEWER DEPARTMENT

- A. Discharge monitoring report**
 - 1. November – Daily Average Flow 0.1904 MGD
 - 2. November – Total Monthly Flow 5.7128 MG
- B. Operations Update**

XI. BOROUGH OPERATIONS

- A. Borough Operations – December**
 - 1. Emptied trash at Trailhead and Pavilion twice in December
 - 2. Salted Borough roads
 - 3. Installed new anchor, sign & post @ Perkiomen & 4th St
 - 4. Completed plow repairs
 - 5. Replaced batteries in all stop signs
 - 6. Cold patched potholes on Summit @ Highland & Summit @ Woodland
 - 7. Re-positioned railroad tie for Roy Miller @ 320 Centennial St

XV. 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. See Written Report
- C. Sewer**
 - 1. I & I – Sewer Repairs - Update
- D. Developments**
 - 1. Lumberyard – Update
 - 2. Centennial Apartments – Update

XVI. SOLICITOR'S REPORT:

- A. Authority**
- B. Developments**

XVII. CHAIRMAN'S MINUTE:

- A. Announcements**

XVIII. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JANUARY 8, 2020**

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 Brian Pippert, Secretary Tom Slater and Asst. Secretary Treasurer Darren Rash. Also, attending at the invitation of the Board were Peter Nelson, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher, 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 2020 meeting schedule of the Authority as proof of publication in the Pottstown Mercury indicated.

Schwenksville Borough Council approved John B. Markley's Five (5) year reappointment 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.

The 2020 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. Pippert, seconded by Mr. Slater and passed with a 5-0 vote
3. Secretary - Thomas Slater, Sr., motion by Mr. Pippert, seconded by Mr. Whitko and passed with a 5-0 vote
4. Treasurer – Brian Pippert, motion by Mr. Whitko, seconded by Mr. Slater and passed with a 5-0 vote
5. Asst. Secretary/Treasurer – Darren Rash, motion by Mr. Slater, 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 2020

APPOINTMENTS of PROFESSIONAL STAFF:

Chairman Markley then presented the following firms and requested a motion for approval:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JANUARY 8, 2020**

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

Engineer - Ebert Engineering, Inc. - Frederick Ebert, P.E., President, motion by Mr. Rash, seconded by Mr. Pippert and passed with a 5-0 vote.

Solicitor - Grim, Biehn & Thatcher – Peter Nelson, Esq. motion by Mr. Whitko, seconded by Mr. Pippert and passed with a 5-0 vote.

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

Pension Trustee- Univest Bank and Trust Co., motion by Mr. Rash, seconded by Mr. Pippert 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. Rash motioned, seconded by Mr. Pippert, and passed with a 5-0 vote.

MINUTES:

Chairman Markley then presented the minutes of December 11, 2019 and asked for approval when, Mr. Whitko moved and Mr. Pippert seconded, accepting the Board of Director’s meeting minutes of December 11, 2019, by a 5-0 vote.

VISITORS:

There were no visitors.

FINANCIAL REPORT:

The Board then reviewed Bill List 1/2020 in the amount of \$79,428.05. The Board reviewed checks to be signed in the amount of \$44,702.85 and checks mailed prior to the meeting in the amount of \$1,520.00 for a total amount of \$46,222.85. In addition, payroll and pension transfers in the amount of \$29,496.99 and automatic withdrawals in the amount of \$3,708.21 for the sub-total \$33,205.20. Total Financial transaction of \$ which summary is as follows:

Checks at meeting	\$ 44,702.82
Checks prior to meeting	\$ 1,520.00
	<u>\$ 46,222.85</u>
Payroll, Pension & Other Transfers	\$ 29,496.99
Automatic Transfers	\$ 3,708.21
	<u>\$ 33,205.20</u>
Total Transfers and Checks	<u>\$ 79,428.05</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 1/2020 in the amount of \$79,428.05, 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 he has reviewed the bank statements and account transfers for the financial statements with the Authority Board.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Fourteen (14) Shut Off letter sent in the month of December totaling \$4389.32 The total amount collected was \$4,398.11. Fourteen (14) customers paid in full. There were also Fifty-nine (59) Past Due letters sent.
2. USDA Meeting – The Authority received a letter from the USDA regarding potential Grant and low interest loan funding for water, wastewater and stormwater projects. The Board authorized Mr. Sullivan to meet with the USDA to discuss potential projects and funding.

Water Department:

- A. Management reported 346,114 gallons per day water usage for the month of December 2019. Authority wells produced 240,772 gallons per day and 105,342 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on November 2019 flows of a daily average flow of 0.1904 MGD and a total flow of 5.7128 million gallons for the month.
1. Mr. Sullivan noted that there was a TSS weekly exceedance on the regulatory reporting. The exceedance was noted during the heavy rains. The monthly average was well below the limits.

BOROUGH OPERATIONS:

A. Borough Operations – December

1. Empty trash in Pavilion and at Trailhead twice in December.
2. Salted Borough roads
3. Installed new anchor, sign & post @ Perkiomen and 4th St
4. Completed Plow repairs.
5. Replaced batteries at all Stop signs
6. Cold patched potholes on Summit @ Highland and Summit @ Woodland
7. Re-positioned railroad tie for Roy Miller @ 320 Centennial St

Mr. Sullivan discussed with the Board the Borough Annual Maintenance Agreement. This is the tenth consecutive year that the Authority has not increased their labor rates to the Borough. A motion was made by Mr. Slater, seconded by Mr. Whitko to approve the intermunicipal agreement with the Borough. The motion passed with a unanimous vote.

The Board discussed meeting with the Borough semi-annually to discuss potential projects and Borough maintenance.

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.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JANUARY 8, 2020**

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A. Authority

1. H2O PA Water & Sewer and PA Small Water & Sewer Grant Application-
Mr. Ebert provided an update to the Board and noted that the award should be announced in April or May of 2020.
2. Tapping Fee – Mr. Ebert provided an update to the Board as well as potential developments for 2020.

B. Water

C. Sewer

1. Corrective Action Plan Update – The Corrective Action Plan Update is due 3/31.

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. Baghurst Alley – Mr. Ebert and Mr. Sullivan provided an update to the Board. Progress is being made on identifying easements and the design of the water main and booster station.

SOLICITOR’S REPORT:

Peter Nelson of Grim Biehn & Thatcher, provided a brief report 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. Pippert and approved by the Board, 5-0, adjourned at 5:30 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
FEBRUARY 12, 2020– 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 8, 2020**
- V. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill's list 2/2020 in the amount of \$124,878.10**
 - 1. Checks - \$81,239.74**
 - 2. Payroll and Pension Transfers – \$39,757.48**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$3,880.88**
 - 4. Checks Prior to Meeting-**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**

MANAGEMENT REPORT

- A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: Report of Delinquent Accounts: There were Forty-Three (43) Shut Off letters sent in the month of January totaling \$10,618.94. The total amount collected was \$10,057.68. Forty (40) customers paid in full, Two (2) customers made partial payments 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 February 13, 2020.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update**
 - 4. Resolution 2020-01 Document Shredding**

VII. WATER DEPARTMENT

- A. Water production – January**
 - 1. 318,816 GPD**
 - 2. 226,721 Wells**
 - 3. 92,096 Interconnection**
- B. Operations Update**

SEWER DEPARTMENT

- A. Discharge monitoring report**
 - 1. December – Daily Average Flow 0.318 MGD**
 - 2. December – Total Monthly Flow 9.8569 MG**
- B. Operations Update**

VIII. BOROUGH OPERATIONS**A. Borough Operations – January**

1. Emptied trash at Trailhead and Pavilion
2. Replace Street Sign on Clearfield.
3. Filled potholes on 2nd St.
4. Snaked the Annex.
5. Trimmed trees around various locations in the Borough.
6. Salted & plowed Borough roads.
7. Moved picnic table legs & boards from Annex to SBA & moved dividers to Borough Hall.

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

1. See Written Report

B. Water

1. See Written Report

C. Sewer

1. I & I – Sewer Repairs - Update

D. Developments

1. Lumberyard – Update

XVI. SOLICITOR'S REPORT - Statement**A. Authority****B. Developments****XVII. CHAIRMAN'S MINUTE:****A. Announcements****XVIII. ADJOURN:**

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: FEBRUARY 12, 2020**

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 Brian Pippert, Secretary Tom Slater and Asst. Secretary Treasurer Darren Rash. Also, attending at the invitation of the Board were Peter Nelson, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher, 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 January 8, 2020, as amended and asked for approval when, Mr. Whitko moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of January 12, 2020 by a 5-0 vote.

VISITORS:

There were no visitors.

FINANCIAL REPORT:

The Board then reviewed Bill List 2/2020 in the amount of \$124,780.08. The Board reviewed checks to be signed in the amount of \$81,231.72. In addition, payroll and pension transfers in the amount of \$39,757.48 and automatic withdrawals in the amount of \$3,880.88. Total Financial transaction of \$124,780.08 which summary is as follows:

Checks at meeting	\$ 81,231.72
Payroll, Pension & Other Transfers	\$ 39,757.48
<u>Automatic Transfers</u>	<u>\$ 3,880.88</u>
Total Transfers and Checks	<u>\$ 124,870.08</u>

Schwenksville Investment Properties Escrow Release #3 (final)- Mr. Slater made a motion to approve Escrow release #3, in the amount of \$7,674.30, to close out Ph1 of the Lumberyard Project, seconded by Mr. Whitko and approved by the Board 5-0.

Accordingly, Mr. Whitko made a motion to approve Bill List 2/2020 in the amount of \$124,870.08, 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 he has reviewed the bank statements and account transfers for the financial statements with the Authority Board.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Forty-Three (43) Shut Off letters sent in the month of January totaling \$10,618.94. The total amount collected was \$10,057.68. Forty (40) customers paid in full. Two(2) made partial payments and agreed to a payment plan and One (1) Customer was sent a Certified Shut off/Intent to File Lien Letter with a termination date of February, 2020.
2. Resolution 2020-01 – Document Shredding - Mr. Pippert made a motion to approve Resolution 2020-01, seconded by Mr. Whitko and approved by the Board 5-0.
3. Baghurst Alley – Mr. Sullivan provided an update to the Board. The EPA is working on the re-design plans for the proposed Water Main Extension.
4. Joint Meeting – Mr. Sullivan discussed with the Board scheduling a joint meeting with the Borough.
5. Pension Meeting – Mr. Sullivan will work on available dates for the annual pension meeting requesting one Board member to attend.

Water Department:

- A. Management reported 318,816 gallons per day water usage for the month of January. Authority wells produced 226,721 gallons per day and 92,096 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on December 2019 flows of a daily average flow of 0.318 MGD and a total flow of 9.8569 million gallons for the month.
1. Mr. Sullivan noted that there was a DEP Inspection

BOROUGH OPERATIONS:

A. Borough Operations – January

1. Empty trash in Pavilion and at Trailhead twice in January.
2. Replaced Street Sign on Clearfield
3. Filled potholes on 2nd St
4. Snaked the Annex
5. Trimmed trees around various locations in the Borough
6. Salted and Plowed Borough roads
7. Moved picnic table legs and boards from Annex to SBA and moved dividers to Borough Hall

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

1. H2O PA Water & Sewer and PA Small Water & Sewer Grant Application- Mr. Romanowski provided an update to the Board and noted that the award

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: FEBRUARY 12, 2020**

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should be announced in April or May of 2020.

2. Tapping Fee – Mr. Ebert will provide an update to the Board at the March Meeting.
3. Chapter 94 Report – Mr. Ebert will provide an update to the Board at the March Meeting.
4. DRBC – The DRBC audit is due March 31, Mr. Ebert will provide an update at the March meeting.

B. Sewer

1. Corrective Action Plan Update – The Corrective Action Plan Update is due March 31. Mr. Ebert will provide an update at the March meeting.

SOLICITOR’S REPORT:

Peter Nelson of Grim Biehn & Thatcher, provided a brief 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. Pippert and approved by the Board, 5-0, adjourned at 7:28 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
MARCH 11, 2020– 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 12, 2020**
- V. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill's list 3/2020 in the amount of \$88,201.38**
 - 1. Checks - \$54,320.33**
 - 2. Payroll and Pension Transfers – \$30,172.84**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$3,708.21**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**

MANAGEMENT REPORT

- A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: Report of Delinquent Accounts: There were Forty-Five (45) Shut Off letters sent in the month of February totaling \$9,848.74. The total amount collected was \$9,698.35. Forty-Three (43) customers paid in full and Two (2) customers made partial payments and agreed to a payment plan.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update**

VII. WATER DEPARTMENT

- A. Water production – February**
 - 1. 297,864 GPD**
 - 2. 199,235 Wells**
 - 3. 86,474 Interconnection**
- B. Operations Update**

SEWER DEPARTMENT

- A. Discharge monitoring report**
 - 1. January – Daily Average Flow 0.3145 MGD**
 - 2. January – Total Monthly Flow 7.1082 MG**
- B. Operations Update**

VIII. BOROUGH OPERATIONS

- A. Borough Operations – February**
 - 1. Emptied trash at Trailhead and Pavilion**
 - 2. Pulled storm grates & cleaned inlets**

3. **TV'd Annex Drain.**
4. **Replaced street signs at Perkiomen Ave & 2nd St**
5. **Re-routed Annex downspout above ground**

XV. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

1. **See Written Report**
2. **H2O Pa. Water & Sewer and Pa. Small Water & Sewer Grant Application – Update**
3. **Tapping Fee – Update**
4. **Chapter 94 Report – Authorization to submit the 2019 Wasteload Management Report to the PA. DEP**
5. **Annual DRBC Audit – Update**

B. Water

1. **See Written Report**

C. Sewer

1. **I & I – Sewer Repairs - Update**

D. Developments

1. **See Written Report**

XVI. SOLICITOR'S REPORT:

A. Authority

B. Developments

XVII. CHAIRMAN'S MINUTE:

A. Announcements

XVIII. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: MARCH 11, 2020**

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 Brian Pippert, Secretary Tom Slater and Asst. Secretary Treasurer Darren Rash. Also, attending at the invitation of the Board were, 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. Peter Nelson, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher was excused from attendance.

The Pledge of Allegiance was recited.

MINUTES:

Chairman Markley then presented the minutes of February 11, 2020, as amended and asked for approval when, Mr. Pippert moved and Mr. Whitko seconded, accepting the Board of Director's meeting minutes of February 11, 2020 by a 5-0 vote.

VISITORS:

There were no visitors.

FINANCIAL REPORT:

The Board then reviewed Bill List 3/2020 in the amount of \$88,201.38. The Board reviewed checks to be signed in the amount of \$54,320.33. In addition, payroll and pension transfers in the amount of \$30,172.84 and automatic withdrawals in the amount of \$3,708.21. Total Financial transaction of \$88,201.38 which summary is as follows:

Checks at meeting	\$ 54,320.33
Payroll, Pension & Other Transfers	\$ 30,172.84
<u>Automatic Transfers</u>	<u>\$ 3,708.21</u>
Total Transfers and Checks	<u>\$ 88,201.38</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 3/2020 in the amount of \$88,201.38, 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 he has reviewed the bank statements and account transfers for the financial statements with the Authority Board.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Forty-Five (45) Shut Off letters sent in the month of February totaling \$9,848.74. The total amount collected was \$9,698.35. Forty-Three (43) customers paid in full and Two (2) customers made partial payments and agreed to a payment plan.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: MARCH 11, 2020**

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2. Baghurst Alley – Mr. Sullivan provided an update to the Board. The EPA is working on the re-design plans for the proposed Water Main Extension.
3. Joint Meeting – Mr. Sullivan discussed with the Board scheduling a joint meeting with the Borough scheduled for April 15, 2020 at the Greenfield Senior Living. Mr. Sullivan provided a summary of potential items to be discussed at the joint meeting.
4. Pension Meeting – Mr. Sullivan provided an update on the annual pension meeting to the Board.

Water Department:

- A. Management reported 297,864 gallons per day water usage for the month of February. Authority wells produced 199,235 gallons per day and 86,474 gallons per day were taken from the interconnection.
- B. Well 7 - Mr. Sullivan discussed with the Board providing a cost analysis to install greensand filters on Well 7. The Board directed the Authority engineer to prepare the cost analysis.

Sewer Department:

- A. Management reported on January 2020 flows of a daily average flow of 0.3145 MGD and a total flow of 7.1082 million gallons for the month.
 1. Mr. Sullivan noted that there was a DEP Inspection and DEP report noted that the plant was well maintained and operated.

BOROUGH OPERATIONS:

- A. Borough Operations – February
 1. Empty trash in Pavilion and at Trailhead twice in February
 2. Pulled storm grates and cleaned inlets
 3. TV'd Annex drain
 4. Replaced street signs @ Perkiomen Ave & 2nd St
 5. Re-routed Annex downspout above ground

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
 1. H2O PA Water & Sewer and PA Small Water & Sewer Grant Application- Mr. Ebert provided an update to the Board and noted that the award will be announced in July of 2020.
 2. Tapping Fee – Mr. Ebert will provide an update to the Board.
 3. Chapter 94 Report – Mr. Ebert will provide an update to the Board. Mr. Whitko made a motion to approve the Chapter 94 Report submission to the DEP, seconded by Mr. Pippert and approved by the Board 5-0.
 4. DRBC Audit– The DRBC audit is due March 31, Mr. Ebert will provide an update at the April meeting.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: MARCH 11, 2020**

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5. Baghurst Alley – Mr. Ebert provided a summary of the preliminary plans for the water main extension. The Authority would be responsible to obtain the necessary easements to extend the line. Construction is expected to start in September.
- B. Sewer
6. Corrective Action Plan Update – The Corrective Action Plan Update is due March 31. Mr. Ebert will provide an update at the April meeting.

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, 5-0, adjourned at 8:10 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
APRIL 8, 2020– 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 11, 2020**
- V. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill's list 4/2020 in the amount of \$101,967.25**
 - 1. Checks - \$67,995.98**
 - 2. Payroll and Pension Transfers – \$30,263.06**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$3,708.21**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**

MANAGEMENT REPORT

- A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: Report of Delinquent Accounts: No Shut Off letters were sent in the month of March. There were One Hundred Five (105) Past Due letters sent.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update**
 - 4. Resolution 2020-2 to Temporarily Revise the Authority Fee Schedule**

VII. WATER DEPARTMENT

- A. Water production – March**
 - 1. 309,824 GPD**
 - 2. 223,555 Wells**
 - 3. 86,269 Interconnection**
- B. Operations Update**
- C. Chapter 110 Report**

SEWER DEPARTMENT

- A. Discharge monitoring report**
 - 1. February – Daily Average Flow 0.2479 MGD**
 - 2. February – Total Monthly Flow 7.1894 MG**
- B. Operations Update**

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

1. Emptied trash at Trailhead and Pavilion

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

1. See Written Report
2. H2O Pa. Water & Sewer and Pa. Small Water & Sewer Grant Application – Update
3. Tapping Fee – Update

B. Water

1. See Written Report

C. Sewer

1. I & I – Sewer Repairs - Update

D. Developments

1. See Written Report

XVI. SOLICITOR'S REPORT:**A. Authority****B. Developments****XVII. CHAIRMAN'S MINUTE:****A. Announcements****XVIII. ADJOURN:**

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: APRIL 8, 2020**

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. The meeting was held via virtual meeting.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice Chairman Donald Whitko, Treasurer Brian Pippert, Secretary Tom Slater and Asst. Secretary Treasurer Darren Rash. Also, attending at the invitation of the Board were, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Peter Nelson, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

MINUTES:

Chairman Markley then presented the minutes of March 8, 2020, asked for approval when, Mr. Slater moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of March 8, 2020 by a 5-0 vote.

VISITORS:

There were no visitors or other attendees logged in to the meeting.

FINANCIAL REPORT:

The Board then reviewed Bill List 4/2020 in the amount of \$101,967.25. The Board reviewed checks to be signed in the amount of \$67,995.98. In addition, payroll and pension transfers in the amount of \$30,263.06 and automatic withdrawals in the amount of \$3,708.21. Total Financial transaction of \$101,967.28 which summary is as follows:

Checks at meeting	\$ 67,995.98
Payroll, Pension & Other Transfers	\$ 30,263.06
<u>Automatic Transfers</u>	<u>\$ 3,708.21</u>
Total Transfers and Checks	<u>\$ 101,967.28</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 4/2020 in the amount of \$101,967.28, seconded by Mr. Rash 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. Sullivan generally reviewed the bank statements and account transfers for the financial statements with the Authority Board.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were no Shut Off letters sent in the month of March. There were One Hundred Five(105) Past Due letters sent.
2. Baghurst Alley – Mr. Sullivan provided an update to the Board.
3. Resolution- Resolution 2020-2 - Mr. Slater made a motion to approve Resolution 2020-2, to Temporarily Revise the Authority Fee Schedule as presented, seconded by Mr. Whitko and approved by the Board 5-0.
4. 2019 Audit – The audit has been delayed due to COVID-19.
5. Well #5 Roof- Mr. Sullivan presented the three quotes obtained for the roof replacement. Mr. Whitko made a motion to approve the lowest bid, Doug Wannamaker, in the amount of \$10,944.00, seconded by Mr. Slater and approved by the Board 5-0.
6. COVID-19 – Mr. Sullivan provided an update to the Board regarding precautions that are being made to ensure the safety of staff as well as our residents.
7. Joint Meeting – The Joint meeting with the Borough Council scheduled for April 15, 2020 has been postponed.

Water Department:

- A. Management reported 309,824 gallons per day water usage for the month of March. Authority wells produced 223,555 gallons per day and 86,269 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on February 2020 flows of a daily average flow of 0.2479 MGD and a total flow of 7.1894 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – March

1. Empty trash in Pavilion and at Trailhead twice in February

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

1. H2O PA Water & Sewer and PA Small Water & Sewer Grant Application- Mr. Ebert provided an update to the Board and noted that the award will be announced in July of 2020.
2. Tapping Fee – Mr. Ebert will provide an update to the Board at the next meeting.
3. Chapter 94 Report – Mr. Ebert provided an update to the Board. The reports

were submitted by the required date.

4. DRBC Audit– The DRBC audit was submitted on March 31, 2020. Mr. Ebert will provide an update to the Board.

B. Sewer

5. Corrective Action Plan Update –Mr. Ebert provided an update to the Board.

SOLICITOR’S REPORT:

Peter Nelson of Grim Biehn & Thatcher, provided a brief update to the Board.

The Authority Solicitor answered several questions related to the virtual meeting format and requirements as well as rules and regulations pertaining to the Families First Coronavirus Response Act.

The May 13, 2020 Authority meeting will be held as a virtual meeting.

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 8:00 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
MAY 13, 2020– 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 8, 2020**
- V. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill's list 5/2020 in the amount of \$121,609.56**
 - 1. Checks - \$79,893.96**
 - 2. Payroll and Pension Transfers – \$37,934.18**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$3,781.42**
 - 4. Checks Signed Prior to Meeting - \$1,620.00**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**

MANAGEMENT REPORT

- A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: Report of Delinquent Accounts:
No Shut Off letters were sent in the month of April.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update
Schedule**
 - 4. Professional Service Agreement – Select Properties, Inc. - Tax Parcel
#38-00-01120-06-6,**

VII. WATER DEPARTMENT

- A. Water production – April**
 - 1. 303,073 GPD**
 - 2. 218,413 Wells**
 - 3. 84,660 Interconnection**
- B. Operations Update**

SEWER DEPARTMENT

- A. Discharge monitoring report**
 - 1. March – Daily Average Flow 0.2562 MGD**
 - 2. March – Total Monthly Flow 7.9414 MG**
- B. Operations Update**

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

1. Emptied trash at Trailhead and Pavilion
2. Tested water pressure at Annex @ request of contractor
3. Filled potholes on Summit, Centennial, Cedar, Boyer, Forest, 2nd & 4th
4. Covered sunken pothole w/ metal plate on Summit using backhoe
5. Cleaned debris from culvert on Centennial St
6. Re-installed meter & turned water on @ Annex

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

1. See Written Report
2. H2O Pa. Water & Sewer and Pa. Small Water & Sewer Grant Application – Update
3. Tapping Fee – Update

B. Water

1. See Written Report

C. Sewer

1. I & I – Sewer Repairs - Update

D. Developments

1. See Written Report

XVI. SOLICITOR'S REPORT:**A. Authority****B. Developments****XVII. CHAIRMAN'S MINUTE:****A. Announcements****XVIII. ADJOURN:**

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: MAY 13, 2020**

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. The meeting was held via virtual meeting.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice Chairman Donald Whitko, Treasurer Brian Pippert, Secretary Tom Slater and Asst. Secretary Treasurer Darren Rash. Also, attending at the invitation of the Board were, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Peter Nelson, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

Mr. Sullivan announced that the Authority is conducting the virtual meeting in response to the Covid-19 situation and that the Authority took steps to advertise the meeting to allow for public participation.

MINUTES:

Chairman Markley then presented the minutes of April 8, 2020, asked for approval when, Mr. Whitko moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of April 8, 2020 by a 5-0 vote.

VISITORS:

There were no visitors or other attendees logged in to the meeting.

FINANCIAL REPORT:

The Board then reviewed Bill List 5/2020 in the amount of \$121,609.56. The Board reviewed checks to be signed in the amount of \$79,893.96. In addition, payroll and pension transfers in the amount of \$37,934.18, automatic withdrawals in the amount of \$3,781.42 and checks signed prior to the meeting in the amount of \$1,620.00. Total Financial transaction of \$121,609.56 which summary is as follows:

Checks at meeting	\$ 79,893.96
Payroll, Pension & Other Transfers	\$ 37,934.18
<u>Automatic Transfers</u>	<u>\$ 3,781.42</u>
	\$ 121,609.56
Checks prior to meeting	<u>\$ 1,620.00</u>
Total Transfers and Checks	<u>\$ 123,229.56</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 5/2020 in the amount of \$121,609.56, seconded by Mr. Slater and approved by the Board 5-0.

Accordingly, Mr. Whitko made a motion to approve the checks signed prior to the meeting, in the amount of \$1,620.00, seconded by Mr. Slater and approved by the Board 5-0.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: MAY 13, 2020**

2

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. Sullivan generally reviewed the bank statements and account transfers for the financial statements with the Authority Board.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were no Shut Off letters sent in the month of April.
2. Baghurst Alley – Mr. Sullivan provided an update to the Board.
3. PSA – Select Properties, Inc. - Mr. Whitko made a motion to approve the Professional Service Agreement between Select Properties, Inc. (Tax Parcel #38-00-01120-06-6) and the Authority, seconded by Mr. Slater and approved by the Board 5-0.

Water Department:

- A. Management reported 303,073 gallons per day water usage for the month of April. Authority wells produced 218,413 gallons per day and 86,269 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on March 2020 flows of a daily average flow of 0.2562 MGD and a total flow of 7.9414 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – April

1. Empty trash in Pavilion and at Trailhead
2. Pressure tested water @ Annex at request of Contractor
3. Reinstalled Annex water meter
4. Filled potholes on Summit, Centennial, Cedar, Boyer, Forest, 2nd & 4th
5. Covered sunken pothole on Summit with plate using backhoe
6. Cleaned debris from culvert on Centennial St

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

1. H2O PA Water & Sewer and PA Small Water & Sewer Grant Application- Mr. Ebert provided an update to the Board and noted that the award will be announced on July 17, 2020.
2. Tapping Fee – Mr. Ebert will provide an update to the Board at the next meeting.
3. Well #7 – The Engineer met with the Hydrogeologist and provided an update

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: MAY 13, 2020**

3

to the Board. More information will be provided at the June 2020 meeting.

SOLICITOR'S REPORT:

Peter Nelson of Grim Biehn & Thatcher, provided a brief update to the Board.

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 7:55 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
JUNE 10, 2020– 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 13, 2020**
- V. VISITORS:**
- VI. Confirmed Appointments – Peter Place, Lopez, Teodosio & Larkin, LLC**
 - A. From the Floor:**

VII. FINANCIAL REPORT:

- A. Bill's list 6/2020 in the amount of \$116,954.89**
 - 1. Checks - \$77,896.25**
 - 2. Payroll and Pension Transfers – \$30,614.43**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$3,708.21**
 - 4. Checks Signed Prior to Meeting - \$4736.00**
- B. Income Statement and Summary**
- C. Bank Statements**
- D. Inter Account Transfers**

MANAGEMENT REPORT

- A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: Report of Delinquent Accounts:**
No Shut Off letters were sent in the month of May. There were Sixty-Four (64) Past Due letters sent totaling \$16,995.24. The total amount collected was \$7,173.33. Twenty-Four (24) customers (37.5%) paid in full, Eight (8) customers (12.5%) made partial payments and Thirty-Two (32) customers (50%) did not make a payment at all.
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update Schedule**

VIII. WATER DEPARTMENT

- A. Water production – May**
 - 1. 317,251 GPD**
 - 2. 217,247 Wells**
 - 3. 100,004 Interconnection**
- B. Operations Update**

SEWER DEPARTMENT

- A. Discharge monitoring report**
 - 1. April – Daily Average Flow 0.2718MGD**
 - 2. April – Total Monthly Flow 8.1527 MG**
- B. Operations Update**

IX. BOROUGH OPERATIONS**A. Borough Operations – May**

1. Emptied trash at Trailhead, Annex and Pavilion Twice a week
2. Relocated & Tested speed limit display sign on Forest Ave

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

1. See Written Report
2. H2O Pa. Water & Sewer and Pa. Small Water & Sewer Grant Application – Update
3. Tapping Fee – Update

B. Water

1. See Written Report

C. Sewer

1. I & I – Sewer Repairs - Update

D. Developments

1. See Written Report

XVI. SOLICITOR'S REPORT:**A. Authority****B. Developments****XVII. CHAIRMAN'S MINUTE:****A. Announcements****XVIII. ADJOURN:**

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JUNE 10, 2020**

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. The meeting was held via virtual meeting.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice Chairman Donald Whitko, Treasurer Brian Pippert, Secretary Tom Slater and Asst. Secretary Treasurer Darren Rash. Also, attending at the invitation of the Board were, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Peter Nelson, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

Mr. Sullivan announced that the Authority is conducting the virtual meeting in response to the Covid-19 situation and that the Authority took steps to advertise the meeting to allow for public participation.

MINUTES:

Chairman Markley then presented the minutes of May 13, 2020, asked for approval when, Mr. Whitko moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of May 13, 2020 by a 5-0 vote.

VISITORS:

There were no visitors or other attendees logged in to the meeting.

FINANCIAL REPORT:

The Board then reviewed Bill List 6/2020 in the amount of \$116,954.89. The Board reviewed checks to be signed in the amount of \$77,896.25. In addition, payroll and pension transfers in the amount of \$30,614.43, automatic withdrawals in the amount of \$3,708.21 and checks signed prior to the meeting in the amount of \$4,736.00. Total Financial transaction of \$116,954.89 which summary is as follows:

Checks at meeting	\$ 77,896.25
Payroll, Pension & Other Transfers	\$ 30,614.43
<u>Automatic Transfers</u>	<u>\$ 3,708.21</u>
	\$ 112,218.89
Checks prior to meeting	<u>\$ 4,736.00</u>
Total Transfers and Checks	<u>\$ 116,954.89</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 6/2020 in the amount of \$112,218.89 seconded by Mr. Pippert and approved by the Board 5-0.

Accordingly, Mr. Whitko made a motion to approve the checks signed prior to the meeting, in the amount of \$4,736.00, seconded by Mr. Pippert and approved by the Board 5-0.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JUNE 10, 2020**

2

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. Sullivan generally reviewed the bank statements and account transfers for the financial statements with the Authority Board.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were no Shut Off letters sent in the month of May.
2. Baghurst Alley – Mr. Sullivan provided an update to the Board.
3. Office Security Door - Mr. Pippert made a motion to approve the installation of an interior security door with plexiglass at the office, in the amount of \$4,520.00, seconded by Mr. Whitko and approved by the Board 5-0.

Water Department:

- A. Management reported 317,251 gallons per day water usage for the month of May. Authority wells produced 217,247 gallons per day and 100,004 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on April 2020 flows of a daily average flow of 0.2718 MGD and a total flow of 8.1527 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – May

1. Empty trash at Trailhead, Annex and Pavilion twice a week
2. Relocated & tested speed limit display sign on Forest Ave

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

1. H2O PA Water & Sewer and PA Small Water & Sewer Grant Application- Mr. Ebert provided an update to the Board and noted that the award will be announced on July 17, 2020. The Authority application is under review.
2. Tapping Fee – Mr. Ebert will provide an update to the Board at the next meeting.
3. Well #7 – Mr. Ebert presented two proposals for the removal of the iron in Well #7. Mr. Whitko made a motion to approve piping proposal in the amount of \$4,007.92 and the chemicals and labor proposal in the amount of \$7,225.00, seconded by Mr. Slater and approved by the Board 5-0.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JUNE 10, 2020**

3

SOLICITOR'S REPORT:

Peter Nelson of Grim Biehn & Thatcher, provided a brief update to the Board.

ADJOURNMENT:

There being no further business brought before the Board, Mr. Whitko made a motion to adjourn, seconded by Mr. Rash and approved by the Board, 5-0, adjourned at 8:00 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
JULY 8, 2020– 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 June 10, 2020**
- V. VISITORS:**
 - A. Confirmed Appointments – None**
 - B From the Floor:**

- VI. FINANCIAL REPORT:**
 - A. Bill's list 7/2020 in the amount of \$125,579.63**
 - 1. Checks \$85,261.03**
 - 2. Payroll and Pension Transfers – \$30,999.86**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$3,846.74**
 - 4. Checks Signed Prior to Meeting - \$5,472.**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**

MANAGEMENT REPORT

- A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: No Shut Off letters were sent in the month of June.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update Schedule**

VII. WATER DEPARTMENT

- A. Water production – June**
 - 1. 322,886 GPD**
 - 2. 168,556 Wells**
 - 3. 154,330 Interconnection**
- B. Operations Update**

SEWER DEPARTMENT

- A. Discharge monitoring report**
 - 1. May – Daily Average Flow 0.1603 MGD**
 - 2. May – Total Monthly Flow 4.9694 MG**
- B. Operations Update**

VIII. BOROUGH OPERATIONS

- A. Borough Operations – June**
 - 1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week,**
 - 2. Cleaned up paint ball mess on Forest & Centennial**
 - 3. Cleared debris on Centennial, 2nd, 3rd & 4th with dump truck**
 - 4. Placed stop signs out on Perkiomen Ave & Main due to power outage**

5. **Cleaned up debris on Miller St due to storm**
6. **Replaced batteries in all flashing beacons**

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

1. **See Written Report**
2. **H2O Pa. Water & Sewer and Pa. Small Water & Sewer Grant Application – Update**
3. **Tapping Fee – Update**

B. Water

1. **See Written Report**

C. Sewer

1. **I & I – Sewer Repairs - Update**

D. Developments

1. **See Written Report**

X. SOLICITOR’S REPORT:

A. Authority

B. Developments

XI. CHAIRMAN’S MINUTE:

A. Announcements

XII. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JULY 8, 2020**

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. The meeting was held via virtual meeting.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice Chairman Donald Whitko, Treasurer Brian Pippert, Secretary Tom Slater and Asst. Secretary Treasurer Darren Rash. Also, attending at the invitation of the Board were, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Peter Nelson, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

Mr. Sullivan announced that the Authority is conducting the virtual meeting in response to the Covid-19 situation and that the Authority took steps to advertise the meeting to allow for public participation.

MINUTES:

Chairman Markley then presented the minutes of June 10, 2020, asked for approval when, Mr. Whitko moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of June 10, 2020 by a 5-0 vote.

VISITORS:

There were no visitors or other attendees logged in to the meeting.

FINANCIAL REPORT:

The Board then reviewed Bill List 7/2020 in the amount of \$125,579.63. The Board reviewed checks to be signed in the amount of \$85,261.03. In addition, payroll and pension transfers in the amount of \$30,999.86, automatic withdrawals in the amount of \$3,846.74 and checks signed prior to the meeting in the amount of \$5,472.00. Total Financial transaction of \$125,579.63 which summary is as follows:

Checks at meeting	\$ 85,261.03
Payroll, Pension & Other Transfers	\$ 30,999.86
<u>Automatic Transfers</u>	<u>\$ 3,846.74</u>
	\$ 120,107.63
Checks prior to meeting	<u>\$ 5,472.00</u>
Total Transfers and Checks	<u>\$ 125,579.63</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 7/2020 in the amount of \$120,107.63 seconded by Mr. Pippert and approved by the Board 5-0.

Accordingly, Mr. Whitko made a motion to approve the checks signed prior to the meeting, in the amount of \$5,472.00, seconded by Mr. Pippert and approved by the Board 5-0.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JULY 8, 2020**

2

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. Sullivan generally reviewed the bank statements and account transfers for the financial statements with the Authority Board.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were no Shut Off letters sent in the month of June.
2. Baghurst Alley – Mr. Sullivan provided an update to the Board. The EPA has retained a new engineering firm which has set the timeline back substantially.
3. Office Security Door – The security doors have been installed at the Authority building. Final touches are being made to the door.
4. Late Fees - Mr. Sullivan discussed with the Board continuing to waive late fees for homeowners in light of COVID-19. The Board agreed to waive fees until further notice.

Water Department:

- A. Management reported 322,886 gallons per day water usage for the month of June. Authority wells produced 168,556 gallons per day and 154,330 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on May 2020 flows of a daily average flow of 0.1603 MGD and a total flow of 4.9694 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – June

1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week,
2. Cleaned up paint ball mess on Forest & Centennial
3. Cleared debris on Centennial, 2nd, 3rd & 4th with dump truck
4. Placed stop signs out on Perkiomen Ave & Main due to power outage
5. Cleaned up debris on Miller St due to storm
6. Replaced batteries in all flashing beacons

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

1. H2O PA Water & Sewer and PA Small Water & Sewer Grant Application-
Mr. Ebert provided an update to the Board and noted that the award was postponed to September 15, 2020. The Authority application is under review.
2. Tapping Fee – There was no update at this meeting.
3. Well #7 – Mr. Ebert provided an update to the Board and noted they are awaiting the contractor to perform the work.

SOLICITOR’S REPORT:

Peter Nelson of Grim Biehn & Thatcher, provided a brief update to the Board.

ADJOURNMENT:

The Board noted that the August meeting will be a virtual meeting. There being no further business brought before the Board, Mr. Whitko made a motion to adjourn, seconded by Mr. Rash and approved by the Board, 5-0, adjourned at 7:28 p.m.

Respectfully submitted:

Board Member

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
August 12, 2020– 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 July 8, 2020**
- V. VISITORS:**
 - A. Confirmed Appointments – None**
 - B From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill’s list 8/2020 in the amount of \$105,188.26**
 - 1. Checks - \$63,257.50**
 - 2. Payroll and Pension Transfers – \$38,010.76**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$3,920.00**
 - B. Bills List 8/2020 B in the amount of \$3,131.25**
 - 1. Robert Slater, Inc. - \$3,131.25**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**

MANAGEMENT REPORT

- A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: No Shut Off letters were sent in the month of July.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update Schedule**

VII. WATER DEPARTMENT

- A. Water production – July**
 - 1. 356,018 GPD**
 - 2. 240,561 Wells**
 - 3. 115,458 Interconnection**
- B. Operations Update**

SEWER DEPARTMENT

- A. Discharge monitoring report**
 - 1. June – Daily Average Flow 0.1293**
 - 2. June – Total Monthly Flow 3.849 MG**
- B. Operations Update**

VIII. BOROUGH OPERATIONS

- A. Borough Operations – July**
 - 1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week,**
 - 2. Moved & stored storm grates @ TP using backhoe**
 - 3. Cleaned graffiti off pavilion pole**

4. Installed “Pet Waste” signs
5. Installed flashing light & light bracket

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

1. See Written Report
2. H2O Pa. Water & Sewer and Pa. Small Water & Sewer Grant Application – Update
3. Tapping Fee – Update

B. Water

1. See Written Report

C. Sewer

1. I & I – Sewer Repairs - Update

D. Developments

1. See Written Report

X. SOLICITOR’S REPORT:

A. Authority

B. Developments

XI. CHAIRMAN’S MINUTE:

A. Announcements

XII. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: AUGUST 12, 2020**

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. The meeting was held via virtual meeting.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice Chairman Donald Whitko, Treasurer Brian Pippert, Secretary Tom Slater and Asst. Secretary Treasurer Darren Rash. Also, attending at the invitation of the Board were, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Peter Nelson, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

Mr. Sullivan announced that the Authority is conducting the virtual meeting in response to the Covid-19 situation and that the Authority took steps to advertise the meeting to allow for public participation.

MINUTES:

Chairman Markley then presented the minutes of July 8, 2020, asked for approval when, Mr. Whitko moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of July 8, 2020 by a 5-0 vote.

VISITORS:

There were no visitors or other attendees logged in to the meeting.

FINANCIAL REPORT:

The Board then reviewed Bill List 8/2020 in the amount of \$105,188.26 The Board reviewed checks to be signed in the amount of \$63,257.50. In addition, payroll and pension transfers in the amount of \$38,010.76, automatic withdrawals in the amount of \$3,920.00. Total Financial transaction of \$105,188.26 which summary is as follows:

Checks at meeting	\$ 63,257.50
Payroll, Pension & Other Transfers	\$ 38,010.76
<u>Automatic Transfers</u>	<u>\$ 3,920.00</u>
Total Transfers and Checks	<u>\$ 105,188.26</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 8/2020 in the amount of \$105,188.26 seconded by Mr. Rash and approved by the Board 5-0.

The Board then reviewed Bill List 8/2020B in the amount of \$3,131.25 The Board reviewed checks to be signed in the amount of \$3,131.25

Accordingly, Mr. Whitko made a motion to approve Bill List 8/2020B, in the amount of \$3,131.25, seconded by Mr. Pippert and approved by the Board 4-0-1. Mr. Slater abstained from the vote.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: AUGUST 12, 2020**

2

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan generally reviewed the bank statements and account transfers for the financial statements with the Authority Board.

MANAGEMENT REPORT:

Tropical Storm Isaias - Mr. Sullivan provided a detailed overview of the catastrophic loss at the treatment plant, operations building and administrative office due to hurricane Isaias 2020. Mr. Sullivan and staff are working with the insurance company to determine the extent of the loss. He noted that staff had the treatment process back on-line in less than 24 hours. Pa. DEP was notified of the event and followed up with an on-site inspection.

The Board then entered into a lengthy discussion related to a Borough Planning Commission recommendation to perform a management study of the Authority. Mr. Rash provided answers to several questions by the Board members. The recommendation will be discussed at a future Borough Council meeting.

A. Administration:

1. Report of Delinquent Accounts - There were no Shut Off letters sent in the month of July.
2. Baghurst Alley – Mr. Sullivan provided an update to the Board.
3. Late Fees - Mr. Sullivan discussed with the Board continuing to waive late fees for homeowners in light of COVID-19. The Board agreed to waive fees until further notice.
4. 63 Main Street – Mr. Sullivan provided an update to the Board.

Water Department:

- A. Management reported 356,018 gallons per day water usage for the month of July. Authority wells produced 240,561 gallons per day and 115,458 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on June 2020 flows of a daily average flow of 0.1293 MGD and a total flow of 3.849 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – July

1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week,
2. Moved & stored storm grates at TP using backhoe
3. Cleaned graffiti off pavilion pole
4. Installed “Pet Waste” signs
5. Installed flashing light & light bracket

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: AUGUST 12, 2020**

3

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

1. H2O PA Water & Sewer and PA Small Water & Sewer Grant Application- Mr. Ebert provided an update to the Board. The Authority application is under review.
2. Well #7 – Mr. Ebert provided an update to the Board. The Authority is waiting for the contractor to perform the work.
3. Tapping Fees – Mr. Ebert reported that the updated tapping fee schedule is under final review and will be presented to the Authority Board at their September meeting.

SOLICITOR'S REPORT:

Peter Nelson of Grim Biehn & Thatcher, provided a brief update to the Board.

ADJOURNMENT:

The Board noted that the August meeting will be a virtual meeting. 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, 5-0, adjourned at 8:10p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
September 9, 2020– 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 August 12, 2020**
- V. VISITORS:**
 - A. Confirmed Appointments – None**
 - B From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill’s list 9/2020 in the amount of \$130,037.58**
 - 1. Checks - \$79,822.76**
 - 2. Payroll and Pension Transfers – \$32,818.04**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$3,846.78**
 - 4. Checks Written Before Meeting - \$13,550.00**
 - B. Bills List 9/2020 B in the amount of \$10,255.00**
 - 1. Robert Slater, Inc. - \$10,255.00**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts:**
No Shut Off letters were sent in the month of August. There were Fifty-Three (53) Past Due letters sent totaling \$22,626.33. The total amount collected was \$6,425.26. Twelve (12) customers paid in full, Eight (8) customers made partial payments and Thirty-Three (33) customers did not make a payment at all.
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update Schedule**
 - 4. Update on Operations and Insurance Claims Associated with the Tropical Storm Damage.**
 - B. WATER DEPARTMENT**
 - 1. Water production – August**
 - a. 333,923 GPD**
 - b. 237,994 GPD**
 - c. 95,929 Interconnection**
 - C. SEWER DEPARTMENT**
 - 1. Discharge monitoring report**
 - a. July – Daily Average Flow 0.1535**
 - b. July – Total Monthly Flow 4.7594**
 - D. OPERATIONS UPDATE**

E. BOROUGH OPERATIONS – August

1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week,

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

1. See Written Report
2. Tapping Fee – Update

B. Water

1. See Written Report

C. Sewer

1. I & I – Sewer Repairs - Update

D. Developments

1. Centennial Apartments
2. See Written Report

IX. SOLICITOR’S REPORT:**A. Authority****B. Developments****X. CHAIRMAN’S MINUTE:****A. Announcements****XI. ADJOURN:**

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: SEPTEMBER 9, 2020**

1

The Regular meeting of the Schwenksville Borough Authority was called to order at 7:00 PM by Vice Chairman Donald Whitko. The meeting was held via virtual meeting.

ROLL CALL:

In addition to Chairman Markley, other members present were Treasurer Brian Pippert, Secretary Tom Slater and Asst. Secretary Treasurer Darren Rash. Also, attending at the invitation of the Board were, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Peter Nelson, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc. Chairman John Markley arrived at 7:05 and proceeded with the meeting.

Mr. Sullivan announced that the Authority is conducting the virtual meeting in response to the Covid-19 situation and that the Authority took steps to advertise the meeting to allow for public participation.

MINUTES:

Chairman Markley then presented the minutes of August 12, 2020, asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of August 12, 2020 by a 4-0 vote.

VISITORS:

There were no visitors or other attendees logged in to the meeting.

FINANCIAL REPORT:

The Board then reviewed Bill List 9/2020 in the amount of \$130,037.58 The Board reviewed checks to be signed in the amount of \$79,822.76. In addition, payroll and pension transfers in the amount of \$32,818.04, automatic withdrawals in the amount of \$3,846.78. Total Financial transaction of \$130,037.58 which summary is as follows:

Checks at meeting	\$ 79,822.76
Payroll, Pension & Other Transfers	\$ 32,818.04
Automatic Transfers	\$ 3,846.78
<u>Checks Signed prior to meeting</u>	<u>\$ 13,550.00</u>
Total Transfers and Checks	<u>\$ 130,037.58</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 9/2020 in the amount of \$130,037.58 seconded by Mr. Pippert and approved by the Board 5-0.

The Board then reviewed Bill List 9/2020B in the amount of \$10,255.00 The Board reviewed checks to be signed in the amount of \$10,255.00

Accordingly, Mr. Whitko made a motion to approve Bill List 9/2020B, in the amount of \$10,255.00, seconded by Mr. Pippert and approved by the Board 4-0-1. Mr. Slater abstained from the vote.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: SEPTEMBER 9, 2020**

2

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan generally reviewed the bank statements and account transfers for the financial statements with the Authority Board. The 2021 draft budget will be complete and ready to review at the October Authority meeting. Mr. Sullivan discussed with the Board personnel matters.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were no Shut Off letters sent in the month of August. There were Fifty-Three Past Due Letters sent totaling \$22,626.33. The total amount collected was \$6,425.26. Eleven (11) customers paid in full, eight (8) customers made partial payments and Thirty-Four (34) customers did not make a payment at all.
2. Baghurst Alley – Mr. Sullivan provided an update to the Board. A meeting is scheduled for September 21, 2020 to discuss the design of the project.
3. Late Fees - Mr. Sullivan generally reviewed the month to month comparison of the Accounts Receivable. Mr. Sullivan revisited the Resolution to waive late fees during the epidemic. Mr. Rash made a motion to extend the resolution to waive late fees, seconded by Mr. Whitko and approved by the Board 5-0.
4. Plant and Administrative Office Restoration – Mr. Sullivan provided an update to the Board.

B. Water Department:

Management reported 333,923 gallons per day water usage for the month of August. Authority wells produced 237,994 gallons per day and 95,929 gallons per day were taken from the interconnection.

C. Sewer Department:

Management reported on July 2020 flows of a daily average flow of 0.1535 MGD and a total flow of 4.7594 million gallons for the month.

D. Operations Update:

E. Borough Operations – August

1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week

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

1. H2O PA Water & Sewer and PA Small Water & Sewer Grant - Mr. Ebert provided an update to the Board and noted that the Authority's grant application

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: SEPTEMBER 9, 2020**

3

was unsuccessful.

2. DEP – Mr. Ebert provided an update to the Board. The CAP update is due at the end of September.
3. Tapping Fees – Mr. Ebert reported that the updated tapping fee schedule is under final review and will be presented to the Authority Board at their October meeting.

SOLICITOR’S REPORT:

Peter Nelson of Grim Biehn & Thatcher, provided a brief update to the Board.

ADJOURNMENT:

The Board noted that the September meeting will be a virtual meeting. 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 7:55 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
October 14, 2020– 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 9, 2020**
- V. VISITORS:**
 - A. Confirmed Appointments – None**
 - B From the Floor:**

- VI. FINANCIAL REPORT:**
 - A. Bill's list 10/2020 in the amount of \$104,481.70**
 - 1. Checks – \$64,061.50**
 - 2. Payroll and Pension Transfers – \$34,330.79**
 - 3. ACH Bill Pay Withdrawals/Transfers – \$3,909.41**
 - 4. Checks Written Before Meeting – \$2,180.00**
 - B. Bills List 10/2020B Flood Repair or Replacement Costs in the amount of \$83,374.39**
 - 1. Checks- \$72,574.39**
 - 2. Checks Paid Prior to Meeting- \$10,800.00**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**

- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts:**
No Shut Off letters were sent in the month of September. There were Fifty-Seven (57) Past Due letters sent totaling \$29,849.57. The total amount collected was \$11,519.73. Five (5) customers paid in full, Ten (10) customers made partial payments and Forty-Two (42) customers did not make a payment at all.
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update Schedule**
 - 4. Update on Operations and Insurance Claims Associated with the Tropical Storm Damage.**
 - 5. Presentation of the 2021 Draft Operating Budget**
 - B. WATER DEPARTMENT**
 - 1. Water production – September**
 - a. 331,315 Total GPD**
 - b. 244,974 Wells GPD**
 - c. 86,340 Interconnection**
 - C. SEWER DEPARTMENT**
 - 1. Discharge monitoring report**
 - a. August – Daily Average Flow 0.2359**
 - b. August – Total Monthly Flow 7.3136**

D. OPERATIONS UPDATE**E. BOROUGH OPERATIONS – September**

1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week
2. Secured and cleaned the Observation Platform
3. Repaired Stop sign @ Perkiomen Ave & 4th St

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

1. See Written Report
2. Tapping Fee – Update

B. Water

1. See Written Report

C. Sewer

1. I & I – Sewer Repairs - Update

D. Developments

1. Centennial Apartments
2. Melbourne Hill
3. See Written Report

IX. SOLICITOR’S REPORT:**A. Authority****B. Developments****X. CHAIRMAN’S MINUTE:****A. Announcements****XI ADJOURN:**

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: OCTOBER 14, 2020

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. The meeting was held via virtual meeting.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice Chairman Donald Whitko, Treasurer Brian Pippert and Secretary Tom Slater. Asst. Secretary Treasurer Darren Rash was excused from attendance.

Also, attending at the invitation of the Board were, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Peter Nelson, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

Mr. Sullivan announced that the Authority is conducting the virtual meeting in response to the Covid-19 situation and that the Authority took steps to advertise the meeting to allow for public participation.

MINUTES:

Chairman Markley then presented the minutes of September 9, 2020, asked for approval when, Mr. Whitko moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of September 9, 2020 by a 4-0 vote.

VISITORS:

There were no visitors or other attendees logged in to the meeting.

FINANCIAL REPORT:

The Board then reviewed Bill List 10/2020 in the amount of \$104,481.70 The Board reviewed checks to be signed in the amount of \$64,061.50. In addition, payroll and pension transfers in the amount of \$34,330.79, automatic withdrawals in the amount of \$3,909.41, and Check Paid Prior to Meeting in the amount of \$2,180.00. Total Financial transactions of \$104,481.70 which summary is as follows:

Checks at meeting	\$ 64,061.50
Payroll, Pension & Other Transfers	\$ 34,330.79
Automatic Transfers	\$ 3,909.41
<u>Checks Signed prior to meeting</u>	<u>\$ 2,180.00</u>
Total Transfers and Checks	<u>\$ 104,481.70</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 10/2020 in the amount of \$104,481.70 seconded by Mr. Pippert and approved by the Board 4-0.

The Board then reviewed Bill List 10/2020B Flood Repair or Replacement Costs in the amount of \$83,374.39 The Board reviewed checks to be signed in the amount of \$72,574.39 and Checks Paid Prior to Meeting in the amount of \$10,800.00. Total Financial transactions of

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: OCTOBER 14, 2020**

2

\$83,374.39 which summary is as follows:

Checks at meeting	\$ 72,574.39
<u>Checks Signed prior to meeting</u>	<u>\$ 10,800.00</u>
Total Transfers and Checks	<u>\$ \$83,374.39</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 10/2020B, in the amount of \$83,374.39, seconded by Mr. Pippert and approved by the Board 4-0.

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan generally reviewed the bank statements and account transfers for the financial statements with the Authority Board.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were no Shut Off letters sent in the month of September. There were Fifty-Seven (57) Past Due Letters sent totaling \$29,849.57. The total amount collected was \$11,519.73. Five (5) customers paid in full, Ten (10) customers made partial payments and Forty-Two (42) customers did not make a payment at all.
2. Late Fees - Mr. Sullivan generally reviewed the month to month comparison of the Accounts Receivable. It was the general consensus of the Board to extend the Resolution to waive late fees during the pandemic.
3. 2021 Draft Budget - Mr. Sullivan reviewed the 2021 Draft Budget with the Board. The Board generally discussed various components of the budget and presented several questions to the Authority management team. Accordingly, Mr. Whitko made a motion to approve the 2021 Operating Budget as presented noting no increase to the Authority's rate structure, seconded by Mr. Pippert and approved by the Board 4-0. A copy of the approved budget will be sent to the Borough.
4. Plant and Administrative Office Restoration – Mr. Sullivan provided an update to the Board.

B. Water Department:

Management reported 331,315 gallons per day water usage for the month of September. Authority wells produced 244,974 gallons per day and 86,340 gallons per day were taken from the interconnection.

C. Sewer Department:

Management reported on August 2020 flows of a daily average flow of 0.2359 MGD and a total flow of 7.3136 million gallons for the month.

D. Operations Update:

E. Borough Operations – September

1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week
2. Secured & cleaned the observation platform
3. Repaired stop sign @ Perkiomen Ave & 4th St

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

1. Tapping Fees – Mr. Ebert provided a review of the updated draft tapping fee schedule with the Board. The updated tapping fee schedule will be place on the November 2020 Authority meeting agenda.

B. Developments

1. Centennial Apartments – Mr. Ebert provided an update to the Board.
2. Melbourne Hill PSA – Mr. Whitko made a motion to approve the Professional Service Agreement between Prestige Properties and the Authority, seconded by Mr. Slater and approved by a 4-0 vote. The development will serve approximately 46 homes.

SOLICITOR’S REPORT:

Peter Nelson of Grim Biehn & Thatcher, provided a brief update to the Board including updates to various development projects.

ADJOURNMENT:

The Board noted that the November meeting will be a virtual meeting. 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
November 11, 2020– 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 14, 2020**
- V. VISITORS:**
 - A. Confirmed Appointments – None**
 - B From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill's list 11/2020 in the amount of \$87,212.31**
 - 1. Checks – \$52,635.64**
 - 2. Payroll and Pension Transfers – \$29,767.10**
 - 3. ACH Bill Pay Withdrawals/Transfers – \$3,810.07**
 - 4. Checks Written Before Meeting – \$999.50**
 - B. Bills List 11/2020B Flood Repair or Replacement Costs in the amount of \$36,079.10**
 - 1. Checks- \$17,478.65**
 - 2. Checks Paid Prior to Meeting- \$18,600.45**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts:**

No Shut Off letters were sent in the month of October. There were Eighty (80) Past Due letters sent totaling \$29,439.59. The total amount collected was \$9,765.14. Nineteen (19) customers paid in full, Seventeen (17) customers made partial payments and Forty-Four (44) customers did not make a payment at all.
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update, Budget, Schedule**
 - 4. Update on Operations and Insurance Claims Associated with the Tropical Storm Damage.**
 - B. WATER DEPARTMENT**
 - 1. Water production – October**
 - a. 311,707 Total GPD**
 - b. 225,573 Wells GPD**
 - c. 86,134 Interconnection**
 - C. SEWER DEPARTMENT**
 - 1. Discharge monitoring report**
 - a. September – Daily Average Flow 0.1122**
 - b. September – Total Monthly Flow 3.3668**

D. OPERATIONS UPDATE**E. BOROUGH OPERATIONS – October**

1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week
2. Installed more boards and cold patched the Observation Platform
3. Filled potholes on Mountainview, Boyer Alley, Miller, Cedar & Summit
4. Moved a tree to the Meadow using backhoe

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

1. See Written Report
2. Tapping Fee – Review and Approval of the Updated Tapping Fee Schedule

B. Water

1. See Written Report

C. Sewer

1. I & I – Sewer Repairs – Update

D. Developments

1. Centennial Apartments
2. Melbourne Hill
3. Ragusa Tract
4. See Written Report

IX. SOLICITOR’S REPORT:**A. Authority****B. Developments****X. CHAIRMAN’S MINUTE:****A. Announcements****XI ADJOURN:**

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: NOVEMBER 11, 2020**

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. The meeting was held via virtual meeting.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice Chairman Donald Whitko, Treasurer Brian Pippert, Secretary Tom Slater and Asst. Secretary Treasurer Darren Rash.

Also, attending at the invitation of the Board were, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Peter Nelson, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

Mr. Sullivan announced that the Authority is conducting the virtual meeting in response to the Covid-19 situation and that the Authority took steps to advertise the meeting to allow for public participation.

MINUTES:

Chairman Markley then presented the minutes of October 14, 2020, asked for approval when, Mr. Whitko moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of October 14, 2020 by a 5-0 vote.

VISITORS:

There were no visitors or other attendees logged in to the meeting.

FINANCIAL REPORT:

The Board then reviewed Bill List 11/2020 in the amount of \$87,212.31 The Board reviewed checks to be signed in the amount of \$52,635.64. In addition, payroll and pension transfers in the amount of \$29,767.10, automatic withdrawals in the amount of \$3,810.07, and Check Paid Prior to Meeting in the amount of \$999.50. Total Financial transactions of \$87,212.31 which summary is as follows:

Checks at meeting	\$ 52,635.64
Payroll, Pension & Other Transfers	\$ 29,767.10
Automatic Transfers	\$ 3,810.07
<u>Checks Signed prior to meeting</u>	<u>\$ 999.50</u>
Total Transfers and Checks	<u>\$ 87,212.31</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 11/2020 in the amount of \$87,212.31 seconded by Mr. Pippert and approved by the Board 5-0.

The Board then reviewed Bill List 11/2020B Flood Repair or Replacement Costs in the amount of \$36,079.10. The Board reviewed checks to be signed in the amount of \$17,478.65 and Checks Paid Prior to Meeting in the amount of \$18,600.45. Total Financial transactions of \$36,079.10 which summary is as follows:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: NOVEMBER 11, 2020**

2

Checks at meeting	\$ 17,478.65
Checks Signed prior to meeting	\$ 18,600.45
Total Transfers and Checks	<u>\$ 36,079.10</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 11/2020B, in the amount of \$36,079.10, 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 generally reviewed the bank statements and account transfers for the financial statements with the Authority Board.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were no Shut Off letters sent in the month of October. There were Eighty (80) Past Due Letters sent totaling \$29,439.59. The total amount collected was \$9,765.14. Nineteen (19) customers paid in full, Seventeen (17) customers made partial payments and Forty-Four (44) customers did not make a payment at all.
2. Late Fees - Mr. Sullivan generally reviewed the month to month comparison of the Accounts Receivable. It was the general consensus of the Board to extend the Resolution to waive late fees during the pandemic.
3. Plant and Administrative Office Restoration – Mr. Sullivan provided an update to the Board. Repairs are expected to be completed by the end of December.
4. Baghurst Alley/EPA – Proposed Water Main Extension – Mr. Sullivan provided an update to the Board and noted that the plans are under review.
5. Service Leaks – Mr. Scully provided and detailed update on the service leaks detected by the loggers as well as the repairs that have been made.
6. Well #7 Repairs – Mr. Sullivan provided an update to the Board regarding the new action plan for the Well repairs.

B. Water Department:

Management reported 311,707 gallons per day water usage for the month of October. Authority wells produced 225,573 gallons per day and 86,134 gallons per day were taken from the interconnection.

C. Sewer Department:

Management reported on September 2020 flows of a daily average flow of 0.1122 MGD and a total flow of 3.3668 million gallons for the month.

D. Operations Update:

E. Borough Operations – October

1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week
2. Installed more boards and cold patched the Observation Platform
3. Filled potholes on Mountainview, Boyer Alley, Miller, Cedar and Summit

4. Moved a tree to the Meadow using backhoe

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

1. Tapping Fees – Mr. Ebert provided a review of the updated draft tapping fee schedule with the Board. Upon a motion made by Mr. Pippert, seconded by Mr. Whitko, the Board approved the Tapping Fee Resolution as presented, by a 5-0 vote.
2. I&I – Mr. Ebert provided an update to the Board.

B. Developments

1. Centennial Apartments – Mr. Ebert provided an update to the Board.
2. Melbourne Hill – Mr. Ebert provided an update to the Board.
3. Ragusa Tract – Mr. Ebert provided an update to the Board.

SOLICITOR'S REPORT:

Peter Nelson of Grim Biehn & Thatcher, provided a brief update to the Board including updates to various development projects.

ADJOURNMENT:

The Board noted that the November meeting will be a virtual meeting. 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, 5-0, adjourned at 8:15 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
DECEMBER 9, 2020– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
- III. REVIEW AND APPROVE MINUTES of November 11, 2020**
- IV. VISITORS:**
 - A. Confirmed Appointments – None**
 - B From the Floor:**
- V. FINANCIAL REPORT:**
 - A. Bills List 12/2020 in the amount of \$247,716.50**
 - 1. Checks – \$52,028.82**
 - 2. Payroll and Pension Transfers – \$30,420.63**
 - 3. ACH Bill Pay Withdrawals/Transfers – \$3,842.79**
 - 4. Checks Written Before Meeting – \$161,424.26**
 - B. Bills List 12/2020B Flood Repair or Replacement Costs in the amount of \$2,239.25**
 - 1. Checks- \$2,239.25**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts:**
No Shut Off letters were sent in the month of November. There were Fifty-Seven (57) Past Due letters sent totaling \$28,902.49. The total amount collected was \$9,829.14. Twelve (12) customers paid in full, Nine (9) customers made partial payments and Thirty Six (36) customers did not make a payment at all.
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update, Budget, Schedule**
 - 4. Update on Operations and Insurance Claims Associated with the Tropical Storm Damage.**
 - 5. Approval of the 2021 Authority Meeting Dates**
 - 6. Approval of the 2021 Authority Fee Schedule**
 - 7. Borough Labor Agreement Renewal**
 - B. WATER DEPARTMENT**
 - 1. Water production – November**
 - a. 292,829 Total GPD**
 - b. 206,541 Wells GPD**
 - c. 86,288 Interconnection**
 - C. SEWER DEPARTMENT**
 - 1. Discharge monitoring report- October**
 - a. Daily Average Flow 0.1408**
 - b. Total Monthly Flow 4.3653**

D. OPERATIONS UPDATE

E. BOROUGH OPERATIONS – November

1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week
2. Moved a safe from 140 Main to 300 Main using backhoe
3. Moved picnic table from Meadow to SBA yard using backhoe
4. Removed and disposed of old, broken picnic bench using backhoe

VIII ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

1. See Written Report
2. Tapping Fee – Review and Approval of the Updated Tapping Fee Schedule

B. Water

1. See Written Report

C. Sewer

1. I & I – Sewer Repairs – Update

D. Developments

1. Centennial Apartments
2. Melbourne Hill
3. Ragusa Tract
4. See Written Report

IX. SOLICITOR’S REPORT:

A. Authority

B. Developments

X. CHAIRMAN’S MINUTE:

A. Announcements

XI ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: DECEMBER 9, 2020**

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. The meeting was held via virtual meeting.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice Chairman Donald Whitko, Treasurer Brian Pippert, Secretary Tom Slater and Asst. Secretary Treasurer Darren Rash.

Also, attending at the invitation of the Board were, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Peter Nelson, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

Mr. Sullivan announced that the Authority is conducting the virtual meeting in response to the Covid-19 situation and that the Authority took steps to advertise the meeting to allow for public participation.

MINUTES:

Chairman Markley then presented the minutes of November 11, 2020, asked for approval when, Mr. Whitko moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of November 11, 2020 by a 4-0-1 vote. Mr. Rash abstained from the vote.

VISITORS:

There were no visitors or other attendees logged in to the meeting.

FINANCIAL REPORT:

The Board then reviewed Bill List 12/2020 in the amount of \$247,716.50 The Board reviewed checks to be signed in the amount of \$52,028.82. In addition, payroll and pension transfers in the amount of \$30,420.63, automatic withdrawals in the amount of \$3,842.79, and Check Paid Prior to Meeting in the amount of \$161,424.26. Total Financial transactions of \$247,716.50 which summary is as follows:

Checks at meeting	\$ 52,028.82
Payroll, Pension & Other Transfers	\$ 30,420.63
Automatic Transfers	\$ 3,842.79
<u>Checks Signed prior to meeting</u>	<u>\$ 161,424.26</u>
Total Transfers and Checks	<u>\$ 247,716.50</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 12/2020 in the amount of \$247,716.50 seconded by Mr. Slater and approved by the Board 5-0.

The Board then reviewed Bill List 12/2020B in the amount of \$2,239.25. The Board reviewed checks to be signed in the amount of \$2,239.25.

Accordingly, Mr. Whitko made a motion to approve Bill List 12/2020B, in the amount of \$2,239.25, seconded by Mr. Slater and approved by the Board 5-0.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: DECEMBER 9, 2020**

2

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan generally reviewed the bank statements and account transfers for the financial statements with the Authority Board.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were no Shut Off letters sent in the month of December. There were Fifty-Seven (57) Past Due Letters sent totaling \$28,902.49. The total amount collected was \$9,829.14. Twelve (12) customers paid in full, Nine (9) customers made partial payments and Thirty-Six (36) customers did not make a payment at all.
2. Late Fees - Mr. Sullivan generally reviewed the month to month comparison of the Accounts Receivable. It was the general consensus of the Board to extend the Resolution to waive late fees during the pandemic.
3. Storm Damage Update – Mr. Sullivan provided an update to the Board on the ongoing restoration to the plant and the administrative office. The Administrative office should be completed by the end of December.
4. Wastewater Plant Odor Control – The Board and Professional Staff discussed in detail potential methods to control Odor and Flood control at the plant to address several public comments that had been received. Staff will provide a report to the Board outlining items that have been done previously and items that are under consideration.
5. Baghurst Alley/EPA – Proposed Water Main Extension – Mr. Sullivan provided an update to the Board and noted that the plans are under review. Staff is preparing the inter-municipal agreement for Upper Salford Township.
6. Service Leaks – Mr. Scully provided and detailed update on the service leaks detected by the loggers as well as the repairs that have been made.
7. Well #7 Repairs – Mr. Sullivan provided an update to the Board regarding the new action plan for the well repairs.
8. 2021 SBA Meeting Schedule – Mr. Whitko made a motion to approve the 2021 Authority Board meeting dates, seconded by Mr. Pippert and approved by the Board 5-0.
9. 2021 SBA Fee Schedule – Mr. Whitko made a motion to approve the 2021 Fee Schedule, seconded by Mr. Pippert and approved by the Board 5-0.
10. Borough Labor Agreement Renewal – Mr. Sullivan presented a draft agreement to the Board with a proposed rate increase as directed previously by the Board. After a brief discussion by the Board, Mr. Slater made a motion to approve the Borough Labor Agreement Renewal reflecting no rate increase, seconded by Mr. Rash and approved by the Board 5-0.

The Board then directed the Manager to present a draft agreement with the proposed rate increases by September 2021 for the Authority Board and Borough Councils consideration.

B. Water Department:

Management reported 292,829 gallons per day water usage for the month of November. Authority wells produced 206,541 gallons per day and 86,288 gallons per day were taken from the interconnection.

C. Sewer Department:

Management reported on October 2020 flows of a daily average flow of 0.1408 MGD and a total flow of 4.3653 million gallons for the month.

D. Operations Update:

Mr. Sully referred the Board to the written reports in their meeting packet

E. Borough Operations – December

1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week
2. Removed and disposed of old, broken picnic bench using backhoe
3. Moved a picnic table from Meadow to SBA yard using backhoe
4. Moved a safe from 140 Main to 300 Main using backhoe

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. Developments

- a. Centennial Apartments – Mr. Ebert provided an update to the Board. He reported that the Developer has recently re-established correspondence and has requested further review of the project.
- b. Melbourne Hill – Mr. Ebert provided an update to the Board.
- c. Ragusa Tract – Mr. Ebert provided an update to the Board. He noted that the development is nearing its completion.

SOLICITOR'S REPORT:

Peter Nelson of Grim Biehn & Thatcher, provided a brief update to the Board including updates to various development projects.

ADJOURNMENT:

The Board noted that the November meeting will be a virtual meeting. 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, 5-0, adjourned at 8:30 p.m.

Respectfully submitted:

Board Member