

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
JANUARY 13, 2021– 7:00 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 9, 2020**
- VIII. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**
- IX. FINANCIAL REPORT:**
 - A. Bill’s list 1/2021A in the amount of \$111,343.04**
 - 1. Checks - \$58,462.56**
 - 2. Checks Prior to Meeting - \$8,581.35**
 - 3. Payroll and Pension Transfers - \$40,377.73**
 - 4. ACH Bill Pay Withdrawals - \$3,921.40**
 - B. Bills List 12/2020B Flood Repair or Replacement Costs in the amount of \$15,429.77**
 - 1. Checks- \$15,429.77**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**
- X. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: No Shut Off letters were sent in the month of December. There were Eighty-Seven (87) Past Due letters sent totaling \$54,059.95. The total amount collected was \$33,278.28. Twenty-Two (22) customers paid in full, Sixteen (16) customers made partial payments and Forty-Nine (49) customers did not make a payment at all.**
 - 2. Proposed Development Updates**

3. Baghurst Alley/EPA- Proposed Water Main Extension – Update
4. Resolution #2021-01: Corporate Pension Plan Authorization Form
5. Update on Community Outreach Program

B. WATER DEPARTMENT

1. Water production - December
 - a. 282,753 GPD
 - b. 196,818 Wells
 - c. 85,935 Interconnection
2. Operations Update

C. SEWER DEPARTMENT

1. Discharge monitoring Report
 - a. November – Daily Average Flow 0.2118
 - b. November – Total Monthly Flow 6.3538 MG
2. Operations Update

X. BOROUGH OPERATIONS

- A. Borough Operations – December
 1. Emptied trash at Trailhead and Pavilion twice in December
 2. Salted & plowed Borough roads
 3. Cold Patched behind 140 Main St
 4. Removed cameras @ 140 Main St & returned them to Anne Klepfer
 5. Placed temporary Stop Signs out & retrieved them due to power outage
 6. Placed salt barrels out throughout the Borough
 7. Unloaded truck of Light poles and fixtures

XII. ENGINEERING REPORT: Refer to enclosed written report.

- A. Authority
 1. Report on On-Going Odor Control and Flood Control Evaluations
- B. Water
 1. See Written Report
- C. Sewer
 1. I & I – Sewer Repairs - Update
- D. Developments
 1. Update on Ongoing and Proposed Developments

XIII. SOLICITOR'S REPORT:

A. Authority

B. Developments

XIV. CHAIRMAN'S MINUTE:

A. Announcements

XV. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JANUARY 13, 2021**

1

ROLL CALL:

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.

Board Member Appointment – There were no Board Member appointments. Mr. Whitko will continue to serve the Board until replaced or Re-appointed.

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 2021 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. Slater 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. Whitko, seconded by Mr. Slater 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. Whitko, seconded by Mr. Slater and passed with a 5-0 vote

At this time, Chairman Markley proceeded with the presentation and approval of the professional staff for 2021

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JANUARY 13, 2021**

2

APPOINTMENTS of PROFESSIONAL STAFF:

Chairman Markley then presented the following firms and requested a motion for approval: Management Consultant – Private Utility Enterprises, Inc., motion by Mr. Whitko, seconded by Mr. Slater and passed with a 5-0 vote.

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

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

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

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

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

MINUTES:

Chairman Markley then presented the minutes of December 9, 2020 and asked for approval when, Mr. Whitko moved and Mr. Slater seconded, accepting the Board of Director’s meeting minutes of December 9, 2020, by a 5-0 vote.

VISITORS:

Chris Melville, Borough Board Member requested an update regarding the plant generator delivery. Mr. Sullivan indicated that there is currently a working generator onsite. The new generator is scheduled for delivery January 20, 2021. Once delivered, the generator will need to be wired and installed.

FINANCIAL REPORT:

The Board then reviewed Bill List 1/2021 in the amount of \$111,343.04. The Board reviewed checks to be signed in the amount of \$58,462.56 and checks mailed prior to the meeting in the amount of \$8,581.35 for a total amount of \$67,043.91. In addition, payroll and pension transfers in the amount of \$40,377.73 and automatic withdrawals in the amount of \$3,921.40 for the sub-total \$33,205.20. Total Financial transaction of \$ which summary is as follows:

Checks at meeting	\$ 58,462.56
Checks prior to meeting	\$ 8,581.35
	<u>\$ 67,043.91</u>
Payroll, Pension & Other Transfers	\$ 40,377.73
Automatic Transfers	\$ 3,921.40
	<u>\$ 44,299.13</u>
Total Transfers and Checks	<u>\$ 111,343.04</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 1/2021 in the amount of \$111,343.04, seconded by Mr. Pippert and approved by the Board 5-0.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JANUARY 13, 2021**

3

The Board then reviewed Bill List 1/2021B in the amount of \$15,429.77. Accordingly, Mr. Whitko made a motion to approve Bill List 1/2021B, in the amount of \$15,429.77, seconded by Mr. Slater 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. Mr. Pippert 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 no Shut Off letters sent in the month of December. There were Eighty-Seven (87) Past Due letters sent totaling \$54,059.95. The total amount collected was \$33,278.28. Twenty-Two (22) customers paid in full. Sixteen (16) customers made partial payments and Forty-Nine (49) customers did not make a payment at all.
2. Ragusa Tract - The final permit was issued for the last home in the project. Mr. Ebert will work to provide a final punch list to the Developer.
3. Resolution #2021-01: Corporate Pension Plan Authorization Form - Mr. Whitko made a motion to approve Resolution 2021-01, to update the Corporate Pension Plan Authorization Form, seconded by Mr. Slater and approved by the Board 5-0.
4. Update on Community Outreach Program - Mr. Sullivan provided an update to the Board. Staff is working to have an ongoing social media presence that would provide up to date information to residents. Staff will continue to update the website with beneficial Authority updates and information as well as establish a Twitter and Facebook account.
5. Administrative Office Restoration – Mr. Sullivan provided an update to the Board and noted that the work has been completed.

Water Department:

- A. Management reported 282,753 gallons per day water usage for the month of December 2020. Authority wells produced 196,818 gallons per day and 85,935 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on November 2020 flows of a daily average flow of 0.2118 MGD and a total flow of 6.3538 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – December

1. Empty trash in Pavilion and at Trailhead twice in December.
2. Removed cameras @ 140 Main St & returned them to Anne Klepfer
3. Salted and plowed Borough roads
4. Cold Patched behind 140 Main St
5. Placed temporary Stop Signs out & retrieved them due to power outage
6. Placed salt barrels out throughout the Borough

7. Unloaded truck of light poles and fixtures

ENGINEER'S REPORT:

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

1. Plant Odor Control and Flood Control Evaluation – Mr. Ebert provided a detailed overview and report of the on-going measure taken for odor control. In addition, Mr. Ebert provided additional potential odor control options to the Board. Professional Staff provided detailed measures that have been taken for Flood Control as well as potential added measures to safeguard the plant.
2. Corrective Action Plan – Mr. Ebert provided an update to the Board.
3. Chapter 94 Report – Ebert Engineering is in the process of reviewing the Draft report to be presented at the March meeting.

SOLICITOR'S REPORT:

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

1. Baghurst Alley/EPA – Proposed Water Main Extension – Mr. Nelson provided an update to the Board. A Draft Inter-Municipal Agreement is complete. Professional staff is working to finalize the draft which will be transmitted to the Upper Salford Board for review.
2. Centennial Apartments – Mr. Nelson has prepared the necessary agreements and forwarded to Mr. Sullivan and Mr. Ebert for review.

CHAIRMAN'S MINUTE:

ADJOURNMENT:

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

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
FEBRUARY 10, 2021– 7:00 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. REVIEW AND APPROVE MINUTES of January 13, 2021**
- V. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills list 2/2021A in the amount of 114,821.08**
 - 1. Checks - \$71,873.80**
 - 2. Checks Prior to Meeting - \$8,618.46**
 - 3. Payroll and Pension Transfers - \$30,416.25**
 - 4. ACH Bill Pay Withdrawals - \$3,912.57**
 - B. Bills List 2/2020B Flood Repair or Replacement Costs in the amount of \$55,263.86**
 - 1. Checks- \$33,663.86**
 - 2. Checks Prior to Meeting- \$21,600.00**
 - 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 December. There were Forty-Eight (48) Past Due letters sent totaling \$22,877.22. The total amount collected was \$9,490.59. Seventeen (17) customers paid in full, Twelve (12) customers made partial payments and Nineteen (19) customers did not make a payment at all.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA- Proposed Water Main Extension – Update**
 - 4. Flood Insurance Claim - Update**
 - B. WATER DEPARTMENT**
 - 1. Water production – January**
 - a. 273,388 GPD**
 - b. 188,230 Wells**
 - c. 85,158 Interconnection**
 - 2. Operations Update**
 - C. SEWER DEPARTMENT**
 - 1. Discharge monitoring Report**
 - a. December – Daily Average Flow 0.3074**
 - b. December – Total Monthly Flow 9.5294 MG**

2. Operations Update

VIII. BOROUGH OPERATIONS

A. Borough Operations – January

- 1. Emptied trash at Trailhead and Pavilion twice in December**
- 2. Salted & plowed Borough roads**
- 3. Unloaded delivery of planters using backhoe**
- 4. Replaced batteries in Stop Signs**
- 5. Cleaned culverts using backhoe**

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

- 1. Update on On-Going Odor Control and Flood Control Evaluations**

B. Water

- 1. See Written Report**

C. Sewer

- 1. I & I – Sewer Repairs – Update**
- 2. Chapter 94 Wasteload Management Report - Update**

D. Developments

- 1. Update on Ongoing and Proposed Developments**

X. SOLICITOR’S REPORT:

A. Authority

B. Developments

XI. CHAIRMAN’S MINUTE:

A. Announcements

XII. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: FEBRUARY 10, 2021**

1

ROLL CALL:

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 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, Colby Grim, 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. Markley welcomed the newly appointed Board member, Mr. Joe Giunta.

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 January 13, 2021, asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of January 13, 2021 by a 4-0-1 vote with Mr. Giunta abstaining.

VISITORS:

There were no visitors

CONFIRMED APPOINTMENTS:

Vice Chairman – Thomas Slater, motion by Mr. Pippert, seconded by Mr. Rash and passed with a 5-0 vote

Secretary – Darren Rash, motion by Mr. Slater, seconded by Mr. Pippert and passed with a 5-0 vote

Assistant Secretary – Joseph Giunta, motion by Mr. Rash, seconded by Mr. Slater and passed with a 5-0 vote

FINANCIAL REPORT:

The Board then reviewed Bill List 2/2021 in the amount of \$114,821.08. The Board reviewed checks to be signed in the amount of \$71,873.80 and checks mailed prior to the meeting in the amount of \$8,618.46 for a total amount of \$80,492.26. In addition, payroll and pension transfers in the amount of \$30,416.25 and automatic withdrawals in the amount of \$3,912.57 for the sub-total \$34,328.82. Total Financial transaction of \$114,821.08 which summary is as follows:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: FEBRUARY 10, 2021**

2

Checks at meeting	\$ 71,873.80
Checks prior to meeting	\$ 8,618.46
	\$ 80,492.26
Payroll, Pension & Other Transfers	\$ 30,416.25
Automatic Transfers	\$ 3,912.57
	\$ 34,328.82
Total Transfers and Checks	\$ 114,821.08

Accordingly, Mr. Slater made a motion to approve Bill List 2/2021 in the amount of \$114,821.08, seconded by Mr. Pippert and approved by the Board 5-0.

The Board then reviewed Bill List 2/2021B for bills pertaining to the insurance claim in the amount of \$55,263.86. Accordingly, Mr. Slater made a motion to approve Bill List 2/2021B, in the amount of \$55,263.86, 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. Mr. Pippert 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 no Shut Off letters sent in the month of January. There were Forty-Eight (48) Past Due letters sent totaling \$22,877.22. The total amount collected was \$9,490.59. Seventeen (17) customers paid in full. Twelve (12) customers made partial payments and Nineteen (19) customers did not make a payment at all. Mr. Sullivan provided a detailed review of the delinquent accounts and discussed the continuation of waiving late fees. **The Authority will continue collection efforts on past due accounts.**
2. Proposed Development Update – Mr. Sullivan provided an update to the Board.
3. Flood Insurance Claim – Mr. Sullivan provided an update to the Board and noted that all work including the new generator is complete.
4. Primary Clarifier Influent Pump – Mr. Sullivan reviewed the proposal to rebuild the primary clarifier mechanical equipment. Mr. Slater made a motion to approve the proposal for the upgrade of the clarifiers, in the amount of \$62,429.50, seconded by Mr. Pippert and approved by the Board 5-0.
5. Anaerobic Digester Diamond Plate – Access Plate – Mr. Sullivan provided an overview of the proposal to install a diamond plate access panel on the openings of the digester to help reduce the tank odors. A motion was made by Mr. Pippert, seconded by Mr. Rash to approve the proposal in the amount of \$6,200 and approved by the Board 5-0.

Water Department:

- A. Management reported 273,388 gallons per day water usage for the month of January 2021. Authority wells produced 188,230 gallons per day and 85,158 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on December 2020 flows of a daily average flow of 0.3074 MGD and a total flow of 9.5294 million gallons for the month.

BOROUGH OPERATIONS:

- A. Borough Operations – January
1. Empty trash in Pavilion and at Trailhead every Monday & Friday.
 2. Salted and plowed Borough roads
 3. Unloaded delivery of planters using backhoe
 4. Replaced batteries in Stop Signs
 5. Cleaned culverts 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.

1. Plant Odor Control and Flood Control Evaluation – Mr. Ebert provided an update to the Board and briefly reviewed the progress to date.
2. I&I Sewer Repairs – Mr. Ebert provided an update to the Board.
3. Chapter 94 Report – Mr. Ebert provided an update to the Board and provided several draft documents for the Board to review

SOLICITOR’S REPORT:

Colby Grim of Grim Biehn & Thatcher, provided a brief report to the Board.

CHAIRMAN’S MINUTE:

The Board had a general discussion regarding the long-term plans of the Borough for the Authority. There was no action taken by the Authority Board.

ADJOURNMENT:

There being no further business brought before the Board, Mr. Pippert made a motion to adjourn, seconded by Mr. Slater and approved by the Board, 5-0, adjourned at 9:18 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
MARCH 10, 2021– 6:00 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 10, 2021**
- V. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills list 3/2021A in the amount of \$97,739.02**
 - 1. Checks - \$58,038.49**
 - 2. Payroll and Pension Transfers - \$34,949.07**
 - 3. ACH Bill Pay Withdrawals - \$4,751.46**
 - B. Bills List 3/2021B Flood Repair or Replacement Costs in the amount of \$13,428.74**
 - 1. Checks- \$13,428.74**
 - 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 February. There were Sixty-Three (63) Past Due letters sent totaling \$57,466.86. The total amount collected was \$36,228.31. Twenty-Eight (28) customers paid in full, Twenty (20) customers made partial payments and Fifteen (15) customers did not make a payment at all.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA- Proposed Water Main Extension – Update**
 - 4. Flood Insurance Claim – Update**
 - 5. Whistleblower Policy**
 - 6. Consideration of Rescinding the Covid Relief Policy – Resolution 2021-02**
 - 7. Discussion on Collection Policy**
 - B. WATER DEPARTMENT**
 - 1. Water production – February**
 - a. 283,642 GPD**
 - b. 198,405 Wells**
 - c. 85,237 Interconnection**
 - 2. Operations Update**
 - a. Well #7 Evaluation and Potential Capital Projects**
 - C. SEWER DEPARTMENT**
 - 1. Discharge monitoring Report**
 - a. January – Daily Average Flow 0.1872**

- b. January – Total Monthly Flow 5.8047 MG**
 - 2. Operations Update**

VIII. BOROUGH OPERATIONS

A. Borough Operations – February

- 1. Emptied trash at Trailhead and Pavilion twice in December**
- 2. Salted & plowed Borough roads**
- 3. Filled Salt barrels**

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

- 1. Update on On-Going Odor Control and Flood Control Evaluations**

B. Water

- 1. See Written Report**

C. Sewer

- 1. I & I – Sewer Repairs – Update**
- 2. Chapter 94 Wasteload Management Report - Update**

D. Developments

- 1. Update on Ongoing and Proposed Developments**

X. SOLICITOR'S REPORT:

A. Authority

B. Developments

XI. CHAIRMAN'S MINUTE:

A. Announcements

XII. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
APRIL 14, 2021– 6:00 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 10, 2021**
- V. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 4/2021A in the amount of \$119,400.74**
 - 1. Checks – \$83,942.52**
 - 2. Checks Before Meeting – \$961.67**
 - 3. Payroll and Pension Transfers - \$30,639.05**
 - 4. ACH Bill Pay Withdrawals - \$3,857.50**
 - B. Bills List 4/2021B Flood Repair or Replacement Costs in the amount of \$7,991.00**
 - 1. Checks- \$7,991.00**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**
 - F. Q1 2021 Pension Statement**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: No Shut Off letters were sent in the month of February. There were Seventy-Nine (79) Past Due letters sent totaling \$46,018.28. The total amount collected was \$24,083.17. Forty-Six (46) customers paid in full, Seventeen (17) customers made partial payments and Sixteen (16) customers did not make a payment at all.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA- Proposed Water Main Extension – Update**
 - 4. Flood Insurance Claim – Update**
 - 5. Rate Comparison/Rate Analysis - Howard J. Woods, Jr. & Associates, L.L.C.**
 - B. WATER DEPARTMENT**
 - 1. Water production – March**
 - a. 277,699 GPD**
 - b. 193,870 Wells**
 - c. 83,828 Interconnection**
 - 2. Operations Update**
 - a. Well #7 Evaluation**
 - b. Report on Hydrant Flushing Activities**

C. SEWER DEPARTMENT

- 1. Discharge monitoring Report**
 - a. February – Daily Average Flow 0.2949**
 - b. February – Total Monthly Flow 8.2583 MG**
- 2. Operations Update**

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

- 1. Emptied trash at Trailhead and Pavilion twice in December**
- 2. Salted Borough sidewalks & Borough Hall**
- 3. Reset traffic light @ Main & Game Farm**
- 4. Moved picnic table to the meadow**
- 5. Moved river rock back to the river bed**

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

- 1. Update on On-Going Odor Control and Flood Control Evaluations**

B. Water

- 1. See Written Report**

C. Sewer

- 1. I & I – Sewer Repairs – Update**
- 2. Update on Sewer Capacity Request**

D. Developments

- 1. Update on Ongoing and Proposed Developments**

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

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: APRIL 14, 2021**

1

ROLL CALL:

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 Tom Slater, Assistant Secretary Joe Giunta, Treasurer Brian Pippert and 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 March 10, 2021, asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of March 10, 2021 by a 5-0 vote.

VISITORS:

There were no visitors

FINANCIAL REPORT:

The Board then reviewed Bill List 4/2021 in the amount of \$119,400.74. The Board reviewed checks to be signed in the amount of \$83,942.52 and checks mailed prior to the meeting in the amount of \$961.67 for a total amount of \$84,904.19. In addition, payroll and pension transfers in the amount of \$30,639.05 and automatic withdrawals in the amount of \$3,857.50 for the sub-total \$34,328.82. Total Financial transaction of \$119,400.74 which summary is as follows:

Checks at meeting	\$ 83,942.52
Checks prior to meeting	\$ 961.67
	<u>\$ 84,904.19</u>
Payroll, Pension & Other Transfers	\$ 30,639.05
Automatic Transfers	\$ 3,857.50
	<u>\$ 34,496.55</u>
Total Transfers and Checks	\$ 119,400.74

Accordingly, Mr. Pippert made a motion to approve Bill List 4/2021 in the amount of \$119,400.74, seconded by Mr. Rash and approved by the Board 5-0.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: APRIL 14, 2021**

2

The Board then reviewed Bill List 4/2021B for bills pertaining to the insurance claim in the amount of \$7,991.00. Accordingly, Mr. Slater made a motion to approve Bill List 4/2021B, in the amount of \$7,991.00, seconded by Mr. Giunta 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. Mr. Pippert has reviewed the bank statements and account transfers for the financial statements with the Authority Board.

Mr. Sullivan provided an update to the Board on the Audit progress. The DCED report is due June 30, 2021.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were no Shut Off letters sent in the month of March. There were Seventy-Nine (79) Past Due letters sent totaling \$46,018.28. The total amount collected was \$24,083.17. Forty-Six (46) customers paid in full. Seventeen (17) customers made partial payments and Sixteen (16) customers did not make a payment at all. Mr. Sullivan provided a detailed review of the delinquent accounts and discussed the continuation of waiving late fees. The Authority will continue collection efforts on past due accounts.
2. Proposed Development Update – Mr. Sullivan provided an update to the Board.
3. Flood Insurance Claim – Mr. Sullivan provided an update to the Board.
4. Rate Comparison/Rate Analysis – A motion was made by Mr. Pippert, seconded by Mr. Slater to engage Howard J. Woods, Jr. & Associates LLC to perform a rate comparison and rate analysis on the Authority, by a 5-0 vote.
5. Potential Sale of the Authority – The Board discussed at length the potential sale of the Authority and the proposal from Public Financial Management (PFM).

Water Department:

- A. Management reported 277,699 gallons per day water usage for the month of March 2021. Authority wells produced 193,870 gallons per day and 83,828 gallons per day were taken from the interconnection.
- B. Well #7 Evaluation and Potential Capital Projects- Mr. Sullivan provided an update to the Board.

Sewer Department:

- A. Management reported on February 2021 flows of a daily average flow of 0.2949 MGD and a total flow of 8,2583 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – March

1. Empty trash in Pavilion and at Trailhead every Monday & Friday.
2. Salted and plowed Borough roads
3. Reset traffic light @ Main & Game Farm Rd
4. Moved picnic tables to Meadow
5. Moved river rock back to the river bed

ENGINEER’S REPORT:

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

1. Plant Odor Control and Flood Control Evaluation – Mr. Ebert provided an update to the Board and briefly reviewed the progress to date. The Surveyor will be confirming the berm elevation.
2. I&I Sewer Repairs – Mr. Ebert provided an update to the Board and detailed measures the Authority is taking to reduce I&I. The Board gave direction to have the Centennial Street sewer main televised to determine the repairs needed on the line.
3. Baghurst Alley – The Authority has received revised design plans and specs that are currently under review.

SOLICITOR’S REPORT:

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

A motion was made by Mr. Slater, seconded by Mr. Pippert to engage Peter Nelson for legal counsel related to the potential sale of the Authority, by a 3-0-2 vote. Mr. Giunta and Mr. Rash abstained from the vote.

CHAIRMAN’S MINUTE:

The Board had a general discussion regarding the long-term plans of the Borough for the Authority. There was no action taken by the Authority Board.

The Board generally discussed the ability to return to in person public meetings.

ADJOURNMENT:

There being no further business brought before the Board, Mr. Pippert 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

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
MAY 12, 2021– 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 14, 2021**
- V. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 5/2021A in the amount of \$98,231.14**
 - 1. Checks – \$54,089.87**
 - 2. Payroll and Pension Transfers - \$40,270.77**
 - 3. ACH Bill Pay Withdrawals - \$3,870.50**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: No Shut Off letters were sent in the month of April. There were Thirty-Eight (38) Past Due letters sent totaling \$33,684.60. The total amount collected was \$22,037.68. Fifteen (15) customers paid in full, Nine (9) customers made partial payments and Fourteen (14) customers did not make a payment at all.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA- Proposed Water Main Extension – Update, Draft Intermunicipal Agreement**
 - 4. Flood Insurance Claim – Update**
 - 5. Rate Comparison Analysis - Howard J. Woods, Jr. & Associates, L.L.C.**
 - B. WATER DEPARTMENT**
 - 1. Water production – April**
 - a. 290,464 GPD**
 - b. 184,649 Wells**
 - c. 105,815 Interconnections**
 - 2. Operations Update**
 - a. Well #7 Evaluation**
 - C. SEWER DEPARTMENT**
 - 1. Discharge Monitoring Report**
 - a. March – Daily Average Flow 0.2845**
 - b. March – Total Monthly Flow 8.8202 MG**
 - 2. Operations Update**

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

1. Emptied trash at Trailhead and Pavilion twice in December
2. Gathered personal items left in Meadow & brought to Borough Hall
3. Cleaned boat ramp using backhoe
4. Collected all salt bins & stored them @ TP
5. Checked storm culverts for debris blockage

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

1. Update on On-Going Odor Control and Flood Control Evaluations

B. Water

1. See Written Report

C. Sewer

1. I & I – Sewer Repairs – Update

D. Developments

1. Update on Ongoing and Proposed Developments

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

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: May 12, 2021**

1

ROLL CALL:

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 Tom Slater, Assistant Secretary Joe Giunta, Treasurer Brian Pippert and 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, Colby Grim, 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 14, 2021, asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of April 14, 2021 by a 5-0 vote.

VISITORS:

There were no visitors

FINANCIAL REPORT:

The Board then reviewed Bill List 5/2021 in the amount of \$98,231.14. The Board reviewed checks to be signed in the amount of \$54,089.87. In addition, payroll and pension transfers in the amount of \$40,270.77 and automatic withdrawals in the amount of \$3,870.50 for the sub-total \$44,141.27. Total Financial transaction of \$98,231.14 which summary is as follows:

<u>Checks at meeting</u>	<u>\$ 83,942.52</u>
Payroll, Pension & Other Transfers	\$ 40,270.77
Automatic Transfers	<u>\$ 3,870.50</u>
	<u>\$ 44,141.27</u>
Total Transfers and Checks	\$ 98,231.14

Accordingly, Mr. Slater made a motion to approve Bill List 5/2021 in the amount of \$98,231.14, 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. Mr. Pippert has reviewed the bank statements and account transfers for the financial statements with the Authority Board.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: May 12, 2021**

2

Mr. Sullivan provided an update to the Board on the Audit progress. The DCED report is due June 30, 2021.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were no Shut Off letters sent in the month of April. There were Thirty-Eight (38) Past Due letters sent totaling \$33,684.60. The total amount collected was \$22,037.68. Fifteen (15) customers paid in full. Nine (9) customers made partial payments and Fourteen (14) customers did not make a payment at all. Mr. Sullivan provided a detailed review of the delinquent accounts. The Authority will continue collection efforts on past due accounts.
2. Proposed Development Update – Mr. Sullivan provided an update to the Board.
3. Baghurst Alley/EPA – Intermunicipal Agreement – Mr. Sullivan provided an update to the Board. The revised agreement is expected by the June Authority meeting for Board review.
4. Flood Insurance Claim – Mr. Sullivan provided an update to the Board.
5. Rate Comparison/Rate Analysis – Mr. Sullivan presented the Howard Woods LLC rate Analysis to the Board. The Board generally reviewed the rate comparison and noted that the SBA rates are near the median level of those water and sewer systems in the study and are well below the privately held water and sewer companies.
6. Odor Logs – – Mr. Sullivan updated the Board on the recent downloads of the monitoring devices and progress being made on the odor issues at the Treatment Plant. He noted that the stainless-steel covers have been installed on the anaerobic digesters.
7. Well #7 – Mr. Sullivan provided an update to the Board. The Authority is waiting for additional input from the Hydrogeologist.
8. Lower Fredrick Paving – The Authority received an inquiry from Lower Fredrick regarding their paving schedule. The Authority is considering the replacement of an existing water lines on Second and Third Avenue prior to the start of paving. Mr. Ebert will prepare a cost estimate for Board consideration at the June meeting.
9. Office Permit – The Authority submitted a revised permit to the Borough on April 26, 2021. The Board confirmed the receipt of the revised permit on April 27, 2021. To date, there has been no response to the information submitted.

Water Department:

- A. Management reported 390,464 gallons per day water usage for the month of April 2021. Authority wells produced 184,649 gallons per day and 105,815 gallons per day were taken from the interconnection.
- B. Well #7 Evaluation and Potential Capital Projects- Mr. Sullivan provided an update to the Board.

Sewer Department:

- A. Management reported on March 2021 flows of a daily average flow of 0.2845 MGD and a total flow of 8.8202 million gallons for the month.

BOROUGH OPERATIONS:

- A. Borough Operations – April
1. Empty trash in Pavilion and at Trailhead every Monday & Friday.
 2. Gathered personal items left in Meadow & brought to Borough Hall
 3. Cleaned boat ramp using backhoe
 4. Collected all salt bins & stored them @ TP
 5. Checked storm culverts for debris blockage

ENGINEER’S REPORT:

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

1. Plant Odor Control and Flood Control Evaluation – Mr. Ebert provided an update to the Board and briefly reviewed the progress to date.
2. I&I Sewer Repairs – Mr. Ebert provided an update to the Board and detailed measures the Authority is taking to reduce I&I including additional lining of sewer mains.

SOLICITOR’S REPORT:

Colby Grim of Grim, Biehn & Thatcher, provided a brief report to the Board.

CHAIRMAN’S MINUTE:

The Board had a general discussion regarding the long-term plans of the Borough for the Authority. There was no action taken by the Authority Board.

ADJOURNMENT:

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

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
JUNE 9, 2021– 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 12, 2021**
- V. VISITORS:**
 - A. Confirmed Appointments**
 - 1. Peter Place, Lopez, Teodosio & Larkin LLC – Presentation of the 2020 Audited Financial Statement**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 6/2021A in the amount of \$160,039.39**
 - 1. Checks – \$96,949.14**
 - 2. Checks Prior To Meeting – \$26,773.83**
 - 3. Payroll and Pension Transfers – \$29,958.94**
 - 4. Escrow Release – \$2,500.**
 - 5. ACH Bill Pay Withdrawals – \$3,857.48**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Sixty-Six (66) Shut Off letters sent in the month of May totaling \$23,314.07. The total amount collected was \$17,211.83. Forty-Nine (49) customers paid in full, Twelve (12) customers made a partial payment and Five (5) sent a Certified shut off letter and a lien was filed with the Montgomery County Prothonotary’s Office.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA- Proposed Water Main Extension – Update, Consideration of the Draft Intermunicipal Agreement**
 - 4. Flood Insurance Claim – Update**
 - 5. SBA Rate Analysis - Howard J. Woods, Jr. & Associates, L.L.C. - Update**
 - 6. 566 Main St, Moran – Request to Reduce EDU Allocation - 2 EDU’s, 1 water meter**
 - B. WATER DEPARTMENT**
 - 1. Water production – May**
 - a. 301,289 GPD**
 - b. 214,631 Wells**
 - c. 86,659 Interconnections**
 - 2. Operations Update**

C. SEWER DEPARTMENT

- 1. Discharge Monitoring Report**
 - a. April– Daily Average Flow 0.125**
 - b. April– Total Monthly Flow 3.7514 MG**
- 2. Operations Update**

VIII. BOROUGH OPERATIONS

A. Borough Operations – May

- 1. Emptied trash at Trailhead and Pavilion**
- 2. Removed broken “Snow Emergency” sign & reinstalled new one**
- 3. Removed speed display sign & brought it to Borough Hall**

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

- 1. Update on On-Going Odor Control and Flood Control Evaluations**

B. Water

- 1. Consideration of Water Main Replacement Projects for 2nd and 3rd Avenues in Lower Frederick Township.**
- 2. See Written Report**

C. Sewer

- 1. I & I – Sewer Repairs – Update**

D. Developments

- 1. Update on Ongoing and Proposed Developments**
- 2. Lumberyard - Update**

X. SOLICITOR’S REPORT:

A. Authority

B. Developments

XI. CHAIRMAN’S MINUTE:

A. Announcements

XII. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: June 9, 2021**

1

ROLL CALL:

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 Tom Slater, Assistant Secretary Joe Giunta and Treasurer Brian Pippert. 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, Colby Grim, 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 12, 2021, asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of May 12, 2021 by a 4-0 vote.

VISITORS:

- A. Confirmed Appointments – Peter Place, CPA – Lopez, Teodosio & Larkin, LLC – 2020 Financial Audit Presentation

Mr. Peter Place, CPA – Lopez, Teodosio & Larkin, LLC presented the 2020 Audited Financial Statements. The Board then entered into a review and discussion of the 2020 Audited Financial Statements. Mr. Slater moved to adopt the 2020 Audited Financial Statements as presented. Mr. Giunta seconded the motion which was approved unanimously 4-0.

FINANCIAL REPORT:

The Board then reviewed Bill List 6/2021 in the amount of \$160,039.39. The Board reviewed checks to be signed in the amount of \$96,949.14. The Board reviewed checks mailed prior to the meeting in the amount of \$26,773.83 for a total amount of \$123,722.97. In addition, payroll and pension transfers in the amount of \$29,958.94 and automatic withdrawals in the amount of \$3,857.48 for the sub-total \$33,816.42. Pearson Escrow Release \$2500. Total Financial transaction of \$160,039.39 which summary is as follows:

Checks at meeting	\$ 96,949.14
Checks prior to the meeting	<u>\$ 26,773.83</u>
	<u>\$ 123,722.97</u>
Payroll, Pension & Other Transfers	\$ 29,958.94

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: June 9, 2021**

2

Automatic Transfers	\$ 3,857.48
	<u>\$ 33,816.42</u>
Escrow Release- Pearson	\$ 2,500.00
Total Transfers and Checks	\$160,039.39

Accordingly, Mr. Slater made a motion to approve Bill List 6/2021 in the amount of \$160,039.39, 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 noted that he answered several questions related to the bill payment list. Mr. Pippert has reviewed the bank statements and account transfers for the financial statements with the Authority Board.

Mr. Sullivan provided an update to the Board on the Audit progress. The DCED report will be filed by the June 30, 2021 due date.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Sixty-Six (66) Shut Off letters sent in the month of May totaling \$23,314.07. The total amount collected was \$17,211.83. Forty-Nine (49) customers paid in full. Twelve (12) customers made partial payments and Five (5) were sent Certified shut off letter and a lien were filed with the Montgomery County Prothonotary's Office. Mr. Sullivan provided a detailed review of the delinquent accounts. The Authority will continue collection efforts on past due accounts.
2. Upper Salford Twp. – Intermunicipal Agreement – Mr. Grimm provided an update to the Board. Mr. Pippert made a motion to approve the Intermunicipal Agreement as presented, seconded by Mr. Slater and approved by the Board, 4-0.
3. Authority Building – Mr. Sullivan provided an update to the Board on the new signage, mail box, lockbox and occupancy permit for the Authority Building.
4. Rate Comparison/Rate Analysis –Howard Woods LLC submitted the water/sewer rate comparison for review by the Authority. The Draft rate analysis is expected at the July meeting.
5. Insurance Claim – Mr. Sullivan provided an update to the Board.
6. 566 Main Street – Mr. Sullivan updated the Board. Ms. Moran submitted a request to reduce the EDU allocation on her commercial building from 2 EDUs to 1 EDU. The Board directed Mr. Sullivan to contact the property owner to go to the Borough to have the property rezoned.
7. Well #7 – Mr. Sullivan provided an update to the Board. The Authority is waiting for additional input from the Hydrogeologist.

Water Department:

- A. Management reported 301,289 gallons per day water usage for the month of May 2021. Authority wells produced 214,631 gallons per day and 86,659 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on April 2021 flows of a daily average flow of 0.125 MGD and a total flow of 3.7514 million gallons for the month.

BOROUGH OPERATIONS:

- A. Borough Operations – May
1. Empty trash in Pavilion and at Trailhead
 2. Removed broken “Snow Emergency” sign & installed new one
 3. Removed speed display sign & brought it to Borough Hall

ENGINEER’S REPORT:

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

1. Plant Odor Control and Flood Control Evaluation – Mr. Ebert provided an update to the Board and briefly reviewed the progress to date.
2. I&I Sewer Repairs – Mr. Ebert provided an update to the Board and detailed measures the Authority is taking to reduce I&I including additional lining of sewer mains.
3. Baghurst Alley – Mr. Ebert provided an update to the Board.
4. Lower Fredrick Water Main Project – Mr. Ebert provided detail of the project and project costs. The project is being coordinated with the Lower Fredrick paving schedule and needs to be expedited in order for Lower Fredrick to use their Liquid Fuels funds. Mr. Pippert made a motion to approve expediting the Water Main Project and to approve the public bid process, seconded by Mr. Slater and approved by the Board, 4-0.
5. Lumberyard – Mr. Ebert provided an update to the Board and noted that staff has met with the developer to review the latest engineers review letter and to suggest revisions to the plans.

SOLICITOR’S REPORT:

Colby Grim of Grim, Biehn & Thatcher, provided a brief report to the Board.

CHAIRMAN’S MINUTE:

The Board had a general discussion regarding the long-term plans of the Borough for the Authority. There was no action taken by the Authority Board.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: June 9, 2021**

4

ADJOURNMENT:

There being no further business brought before the Board, Mr. Pippert made a motion to adjourn, seconded by Mr. Slater and approved by the Board, 4-0, adjourned at 8:35 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
JULY 14, 2021– 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 9, 2021**
- V. VISITORS:**
 - A. Confirmed Appointments - None**
 - B. From the Floor:**

- VI. FINANCIAL REPORT:**
 - A. Bills List 7/2021A in the amount of \$100,011.87**
 - 1. Checks – \$61,881.41**
 - 2. Checks Prior To Meeting – \$7,738.50**
 - 3. Payroll and Pension Transfers – \$30,133.68**
 - 4. ACH Bill Pay Withdrawals – \$258.28**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**

- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Forty-Four (44) Shut Off letters sent in the month of May totaling \$14,004.93. The total amount collected was \$9,730.85. Thirty-Two (32) customers paid in full. Eight (8) customers made a partial payment and Four (4) customers were sent a Certified shut off letter and a lien was filed with the Montgomery County Prothonotary’s Office.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA- Proposed Water Main Extension – Update**
 - 4. SBA Rate Analysis - Howard J. Woods, Jr. & Associates, L.L.C. – Update**
 - 5. SBA Building Permit – Update**
 - 6. Consideration of the Purchase of a New Utility Vehicle**
 - 7. Personnel Update**
 - 8. Resolution 2021-02 Records Disposal**

 - B. WATER DEPARTMENT**
 - 1. Water production – June**
 - a. 302,706 GPD**
 - b. 216,675 Wells**
 - c. 86,031 Interconnections**
 - 2. Operations Update**

C. SEWER DEPARTMENT

- 1. Discharge Monitoring Report**
 - a. May – Daily Average Flow 0.1329**
 - b. May– Total Monthly Flow 4.1212 MG**
- 2. Operations Update**
 - a. Odor Loggers report**

VIII. BOROUGH OPERATIONS

A. Borough Operations – June

- 1. Emptied trash at Trailhead and Pavilion**
- 2. Removed a broken bench from Borough property**
- 3. Cleaned up ripped tarp on Old Post Office on Borough property**
- 4. Prepared for & cleaned up after Concert in the Meadow**

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

- 1. Update on On-Going Odor Control and Flood Control Evaluations**

B. Water

- 1. Water Main Replacement Projects for 2nd and 3rd Avenues in Lower Frederick Township. - Update**
- 2. See Written Report**

C. Sewer

- 1. I & I – Sewer Repairs – Update**

D. Developments

- 1. Update on Ongoing and Proposed Developments**
- 2. Lumberyard - Update**

X. SOLICITOR’S REPORT:

A. Authority

B. Developments

XI. CHAIRMAN’S MINUTE:

A. Announcements

- 1. Special Meeting to Review and Consideration of Award for the Water Main Replacement Projects for 2nd and 3rd Avenues in Lower Frederick Township. – July 21, 2021**

XII. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: July 14, 2021**

1

ROLL CALL:

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 Tom Slater, Assistant Secretary Joe Giunta, Treasurer Brian Pippert and 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, Frank D'Amore, 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 9, 2021, asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of June 9, 2021 by a 4-0-1 vote. Mr. Rash abstained from the vote.

VISITORS:

There were no visitors

FINANCIAL REPORT:

The Board then reviewed Bill List 7/2021 in the amount of \$100,011.87. The Board reviewed checks to be signed in the amount of \$61,881.41. The Board reviewed checks mailed prior to the meeting in the amount of \$7,738.50 for a total amount of \$69,619.91. In addition, payroll and pension transfers in the amount of \$30,133.68 and automatic withdrawals in the amount of \$258.28 for the sub-total \$330,391.96. Total Financial transaction of \$100,011.87 which summary is as follows:

Checks at meeting	\$ 61,881.41
Checks prior to the meeting	\$ 7,738.50
	<u>\$ 69,619.91</u>
Payroll, Pension & Other Transfers	\$ 30,133.68
Automatic Transfers	\$ 258.28
	<u>\$ 30,391.96</u>
Total Transfers and Checks	\$100,011.87

Accordingly, Mr. Pippert made a motion to approve Bill List 7/2021 in the amount of \$100,011.87, seconded by Mr. Giunta and approved by the Board 5-0.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: July 14, 2021**

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. Mr. Pippert 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-Four (44) Shut Off letters sent in the month of June totaling \$14,004.93. The total amount collected was \$9,730.85. Thirty-Two (32) customers paid in full. Eight (8) customers made partial payments and Four (4) were sent Certified shut off letter and a lien were filed with the Montgomery County Prothonotary's Office. Mr. Sullivan provided a detailed review of the delinquent accounts. The Authority will continue collection efforts on past due accounts.
2. Upper Salford Twp. – Intermunicipal Agreement – Mr. Sullivan provided an update to the Board.
3. Authority Building – Mr. Sullivan met with Borough Code Enforcement and provided an update on the building permit for the Authority Building. Due to ADA requirements, the Authority will not be able to hold public meetings at the Authority building. The Board generally discussed various options for meeting locations and the consensus was to meet at Borough Hall for future meetings. The Board also discussed the potential sale of the Authority with Mr. Giunta stating that the sale was off the table at this time. The Board asked various questions of Mr. Rash and Mr. Giunta regarding the sale and the PFM proposal.
4. Rate Comparison/Rate Analysis –Howard Woods LLC submitted the water/sewer rate comparison for review by the Authority. Mr. Woods will present the Rate Analysis at the August 2021 Meeting.
5. Well #7 – Mr. Sullivan provided an update to the Board. The Hydrogeologist provided a preliminary cost estimate to the Authority. Additional inspections and research will need to be done to provide staff with more information on the extent of the project. Mr. Ebert and Mr. Sullivan will meet with the Hydrogeologist and report back to the Board.
6. 2021 Truck – Mr. Pippert made a motion to authorize the purchase of a new 2021 Truck, with same specification as the previously purchased 2020 Truck, seconded by Mr. Giunta and approved by the Board 5-0.

Water Department:

- A. Management reported 302,706 gallons per day water usage for the month of June 2021. Authority wells produced 216,675 gallons per day and 86,031 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on May 2021 flows of a daily average flow of 0.1329 MGD and a total flow of 4.1212 million gallons for the month.
1. Odor Logger – Mr. Sullivan and Mr. Ebert provided a review of the Odor Logger results to the Board.

BOROUGH OPERATIONS:

- A. Borough Operations – June
1. Empty trash in Pavilion and at Trailhead
 2. Removed broken bench from Borough Property
 3. Cleaned up ripped tarp on old Post Office on Borough property
 4. Prepared for & cleaned up after Concert in the Meadow

ENGINEER'S REPORT:

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

1. Plant Odor Control and Flood Control Evaluation – Mr. Ebert provided an update to the Board and briefly reviewed the progress to date.
2. I&I Sewer Repairs – Mr. Ebert provided an update to the Board and detailed measures the Authority is taking to reduce I&I including additional lining of sewer mains.
3. Lower Fredrick Water Main Project – Mr. Ebert provided an update to the Board. Due to the shortage in construction materials, all supplies necessary for the project have been purchased through COSTARS to ensure the project can be completed in the specified timeframe. A special meeting will be scheduled for July 21, 2021 to Review and Consider the Award for the Water Main Replacement Project for 2nd and 3rd Avenue in Lower Frederick Township.
4. Lumberyard – Mr. Ebert provided an update to the Board.

SOLICITOR'S REPORT:

Frank D'Amore of Grim, Biehn & Thatcher, provided a brief report to the Board.

CHAIRMAN'S MINUTE:

The Chairmen called for a Special Meeting to Review and Consideration of Award for the Water Main Replacement Projects for 2nd and 3rd Avenues in Lower Frederick Township. July 21, 2021 7:00 virtual meeting.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: July 14, 2021**

4

ADJOURNMENT:

There being no further business brought before the Board, Mr. Pippert made a motion to adjourn, seconded by Mr. Slater 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 21, 2021– 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. VISITORS:**
 - A. Confirmed Appointments - None**
 - B. From the Floor**

- V. Review of Bid Results for the Water Main Replacement Projects for 2nd and 3rd Avenues in Lower Frederick Township And Consideration of Award**

- VI. CHAIRMAN'S MINUTE:**
 - A. Announcements**

- XII. ADJOURN:**

**SCHWENKSVILLE BOROUGH AUTHORITY
SPECIAL MEETING BOARD OF DIRECTORS
July 21, 2021**

1

A Special Meeting of the Schwenksville Borough Authority's Board of Directors was called to order at 7:00 PM by Chairman John Markley. The meeting is being held virtually as advertised.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice-Chairman Tom Slater, Assistant Secretary Joe Giunta, Treasurer Brian Pippert. Secretary Treasurer Darren Rash was absent from the meeting.

Also, attending at the invitation of the Board were, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Frank D'Amore, 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.

There was no public in attendance.

The chairman announced that this was a duly advertised Public Meeting of the Authority as evidenced by the advertisement in the Pottstown Mercury. Chairman Markley directed that a copy of the advertisement be attached to these minutes for future reference. Additionally, a copy of the meeting agenda and purposes was posted at the main entrance door of the Authority and on its web site.

The Chairman reviewed the purposes of this Special Meeting which was to review the public bid tabulations and Consideration of Award for the Water Main Replacement Projects for 2nd and 3rd Avenues in Lower Frederick Township, Contact 21-1.

Water Main Replacement Projects for 2nd and 3rd Avenues in Lower Frederick Township – Contact 21-1

Mr. Ebert presented the bid tabulation along with his Letter of Recommendation for the apparent low bidder. He noted that he contacted the references for the contractor which were all positive. He also noted that the bid submission provided by the low bidder has been reviewed by the Authority Solicitor and all of the documents appear to be in order. After a brief discussion by the Board, Mr. Slater moved that the Schwenksville Borough Authority Board award the public bid for Contract 21-1 to Shainline Excavating Inc. in the amount of \$286,155.00 and that the Board authorize the Authority Manager to execute all contract documents related to the project. The motion was seconded by Mr. Pippert and approved by the Board, 4-0.

**SCHWENKSVILLE BOROUGH AUTHORITY
SPECIAL MEETING BOARD OF DIRECTORS
July 21, 2021**

2

ADJOURNMENT:

There being no further business, a motion by Mr. Pippert to adjourn the meeting was seconded by Mr. Slater and approved by the Board 4-0.

Respectfully submitted:

Thomas Slater, Jr, Secretary

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
AUGUST 11, 2021– 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 14, 2021 and July 21, 2021**
- V. VISITORS:**
 - 1. Confirmed Appointments**
 - 2. SBA Rate Analysis - Howard J. Woods, Jr. & Associates, L.L.C. – Presentation of the Draft Rate Analysis**
 - 3. From the Floor:**
- VI. FINANCIAL REPORT:**
 - 1. Bills List 8/2021 in the amount of \$115,190.02**
 - 1. Checks – \$78,760.52**
 - 2. Checks Prior To Meeting – \$114.50**
 - 3. Payroll and Pension Transfers – \$35,979.90**
 - 4. ACH Bill Pay Withdrawals – \$335.10**
 - 2. Income Statement and Summary**
 - 3. Bank Statements**
 - 4. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Forty-Four (44) Shut Off letters sent in the month of July totaling \$26,254.07. The total amount collected was \$22,246.08. Thirty-Three (33) customers paid in full. Eight (8) customers made a partial payment and Three (3) customers were sent a Certified shut off letter and a lien was filed with the Montgomery County Prothonotary’s Office.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA- Proposed Water Main Extension – Update**
 - 4. SBA Building Permit – Update**
 - 5. Resolution 2021-02 Records Disposal**
 - 6. Lower Frederick Professional Service Agreement**
 - 7. 2nd Quarter Pension Statements**
 - 8. 2022 & 2023 Pension Minimum Municipal Obligation (MMO)**
 - B. WATER DEPARTMENT**
 - 1. Water production – July**
 - a. 296,886 GPD**
 - b. 210,022 Wells**
 - c. 86,864 Interconnections**

2. Operations Update
 - a. Arsenic Treatment Systems Update

C. SEWER DEPARTMENT

1. Discharge Monitoring Report
 - a. June – Daily Average Flow 0.1357
 - b. June – Total Monthly Flow 4.071 MG
2. Operations Update
 - a. Odor Loggers report

VIII. BOROUGH OPERATIONS

- A. Borough Operations – July
 1. Emptied trash at trailhead and pavilion
 2. Unloaded fountain
 3. Filled & tamped sink hole @ 93 Woodland
 4. Prepared for & cleaned up after Concert in the Meadow
 5. Removed chair from pavilion
 6. Removed broken pallet from Borough parking lot
 7. Cold patched in front of Woodland Ave using backhoe
 8. Unloaded Borough parking lot signs

IX. ENGINEERING REPORT: Refer to enclosed written report.

- A. Authority
 1. Update on On-Going Odor Control and Flood Control Evaluations
- B. Water
 1. Water Main Replacement Projects for 2nd and 3rd Avenues in Lower Frederick Township. - Update
 2. See Written Report
- C. Sewer
 1. I & I – Sewer Repairs – Update
- D. Developments
 1. Update on Ongoing and Proposed Developments
 2. Lumberyard - Update

X. SOLICITOR'S REPORT:

A. Authority

B. Developments

XI. CHAIRMAN'S MINUTE:

A. Announcements

XII. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
DECEMBER 8, 2021– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
- III. PLEDGE TO THE FLAG**
- IV. REVIEW AND APPROVE MINUTES of November 10, 2021**
- V. VISITORS:**
 - A. Confirmed Appointments:**
 - 1. Joe Phillips, Phillips and Donovan Architects, LLC – Proposal for Architectural work for the Proposed and Existing Administrative Buildings**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 12/2021 in the amount of \$302,259.74**
 - 1. Checks – \$114,468.33**
 - 2. Payroll and Pension Transfers – \$30,287.81**
 - 3. Checks Signed Prior to Meeting - \$157,503.60**
 - B. Bills List 12/2021 B Water Main Replacement Project in the amount of \$117,798.46**
 - 1. Checks - \$117,798.46**
 - C. Bills List 12/2021 C Flood Damage Repair \$18,465.63**
 - 1. Checks – \$18,465.63**
 - D. Income Statement and Summary**
 - E. Bank Statements**
 - F. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Fifty-Three (52) Shut Off letters sent in the month of November totaling \$34,552.14. The total amount collected was \$20,738.66. Thirty-Seven (37) customers paid in full. Fourteen (14) customers made a partial payment and agreed to make monthly payments moving forward until the account is paid in full. Water service was terminated to one customer’s vacant property and a lien was filed with the Montgomery County Prothonotary’s Office.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA- Proposed Water Main Extension – Update**
 - 4. SBA Administration Building, Lower Frederick – Update on Land Development**
 - 5. Update on Ongoing Flood Restoration Efforts**
 - 6. 103 Meng Road Professional Service Agreement**
 - 7. Approval of the 2022 Authority Fee Schedule**
 - 8. Approval of the 2022 Authority Meeting Dates**

B. WATER DEPARTMENT

1. Water production – November
 - a. 274,607 GPD
 - b. 187,248 Wells
 - c. 87,359 Interconnections
2. Operations Update
 - a. Arsenic Treatment Systems Update

C. SEWER DEPARTMENT

1. Discharge Monitoring Report
 - a. October – Daily Average Flow 0.1661
 - b. October – Total Monthly Flow 4.8175MG
2. Operations Update

VIII. BOROUGH OPERATIONS

- A. Borough Operations – November
 1. Emptied trash at trailhead and pavilion
 2. Removed picnic tables from pavilion & stored them for the winter
 3. Filled portable lights with fuel
 4. Placed “Stop” signs out @ signalized intersections due to power outage and removed them when power was restored
 5. Set out & filled all salt bins in the Borough using the backhoe
 6. Set out Plow markers

IX. ENGINEERING REPORT: Refer to enclosed written report.

- A. Authority
 1. Update on On-Going Odor Control and Flood Control Evaluations
- B. Water
 1. Water Main Replacement Projects for 2nd and 3rd Avenues in Lower Frederick Township. – Update
 2. See Written Report
- C. Sewer
 1. I & I – Sewer Repairs – Update
- D. Developments
 1. Update on Ongoing and Proposed Developments
 2. Lumberyard – Update

X. SOLICITOR’S REPORT:

- A. Authority
- B. Developments

XI. CHAIRMAN’S MINUTE:

- A. Announcements

XII. ADJOURN:

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: August 11, 2021

1

ROLL CALL:

The Regular meeting of the Schwenksville Borough Authority was called to order at the offices of Schwenksville Borough, 300 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 Tom Slater, Assistant Secretary Joe Giunta, Treasurer Brian Pippert and 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, Colby Grim, 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 also conducting the meeting virtually 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 14, 2021 asked for approval when, Mr. Pippert moved and Mr. Rash seconded, accepting the Board of Director's meeting minutes of July 14, 2021 by a 5-0 vote.

Chairman Markley then presented the minutes of the July 21, 2021 Special Meeting, asked for approval when Mr. Giunta moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of the July 21, 2021 Special Meeting by a 4-0-1 vote. Mr. Rash abstained from the vote.

VISITORS:

SBA Rate Analysis – Howard J. Woods, Jr. & Associates, LLC – Mr. Woods presented a detailed review of his rate analysis including a discussion on the Authorities existing debt. The Board engaged in a detailed discussion with several questions and comments to Mr. Woods. The Board directed staff to engage Chris Gibbons of Concord Public Financial Advisors, Inc. to provide options for the Authority debt restructuring and additional borrowing for the Authority's capital improvement plan as detailed in Mr. Woods report.

FINANCIAL REPORT:

The Board then reviewed Bill List 8/2021 in the amount of \$115,190.02. The Board reviewed checks to be signed in the amount of \$78,760.52. The Board reviewed checks mailed prior to the meeting in the amount of \$114.50 for a total amount of \$78,875.02. In addition, payroll and pension transfers in the amount of \$35,979.90 and automatic withdrawals in the amount of \$335.10 for the sub-total \$36,315.00. Total Financial transaction of \$115,190.02 which summary is as follows:

Checks at meeting	\$ 78,760.52
Checks prior to the meeting	\$ 114.50
	<u>\$ 78,875.02</u>
Payroll, Pension & Other Transfers	\$ 35,979.90

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: August 11, 2021

2

Automatic Transfers	\$ 335.10
	<u>\$ 36,315.00</u>
Total Transfers and Checks	\$115,190.02

Accordingly, Mr. Pippert made a motion to approve Bill List 8/2021 in the amount of \$115,190.02, seconded by Mr. Slater 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. Mr. Pippert has reviewed the bank statements and account transfers for the financial statements with the Authority Board. The 2022 Budget is in process. Mr. Sullivan generally reviewed the Budget process with the Board.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Forty-Four (44) Shut Off letters sent in the month of July totaling \$26,254.07. The total amount collected was \$22,246.08. Thirty-Three (33) customers paid in full. Eight (8) customers made partial payments and Three (3) were sent Certified shut off letter and liens were filed with the Montgomery County Prothonotary's Office. Mr. Sullivan provided a detailed review of the delinquent accounts. The Authority will continue collection efforts on past due accounts.
2. Well #5 Media - New media will be installed at no cost to the Authority. The Authority Engineer evaluated the new type of media and it meets the design criteria of the existing media installed on the Well. The DEP reviewed the media and determined that the media meets the same specifications and requirements.
3. Treatment Plant Exhaust Fan - Staff moved the existing Exhaust Fan from the front of the Treatment Plant building to the back further helping reduce odors on main street.
4. Baghurst Alley/EPA - Mr. Sullivan provided an update to the Board.
5. SBA Building Permit - Mr. Sullivan provided an update to the Board.
6. Resolution 2021-02 Records Disposal - Mr. Pippert made a motion to approve Resolution 2021-02, Records Disposal, seconded by Mr. Slater and approved by the Board 5-0.
7. Truck Purchase - After receiving the estimated repair cost on the existing truck the Board decided to repair the existing truck and defer the purchase of a new truck for one year. Mr. Rash made a motion to rescind the prior vote to purchase a new operations truck, seconded by Mr. Slater and approved by the Board 5-0.
8. Lower Frederick Professional Service Agreement - Mr. Rash made a motion to approve the Lower Frederick Professional Services Agreement seconded by Mr. Guinta and approved by the Board 5-0.
9. 2nd Quarter Pension Statements - Mr. Sullivan provided a brief review to the Board.

10. 2022 & 2023 Pension Minimum Municipal Obligation (MMO)- Mr. Sullivan provided an update to the Board.

Water Department:

A. Management reported 296,886 gallons per day water usage for the month of July 2021. Authority wells produced 210,022 gallons per day and 86,864 gallons per day were taken from the interconnection.

Sewer Department:

A. Management reported on June 2021 flows of a daily average flow of 0.1357 MGD and a total flow of 4.071 million gallons for the month.

1. Odor Logger – Mr. Sullivan and Mr. Ebert provided a review of the Odor Logger results to the Board.

BOROUGH OPERATIONS:

A. Borough Operations – July

1. Empty trash in Pavilion and at Trailhead
2. Unloaded fountain
3. Filled & tamped sink hole @ 93 Woodland
4. Prepared for & cleaned up after Concert in the Meadow
5. Removed chair from pavilion
6. Removed broken pallet from Borough parking lot
7. Cold patched in front of Woodland Ave using backhoe
8. Unloaded Borough parking lot signs

ENGINEER'S REPORT:

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

1. Plant Odor Control and Flood Control Evaluation – Mr. Ebert provided an update to the Board.
2. I&I Sewer Repairs – Mr. Ebert provided an update to the Board.
3. Lower Fredrick Water Main Project – Mr. Ebert provided an update to the Board. The pipe has been delivered. Construction is expected to begin September 6, 2021 and ending October 15, 2021, weather depending.
4. Lumberyard – Mr. Ebert provided an update to the Board and noted that he is still awaiting revised water and sewer plans as well as the landscaping plan from the developer
5. Well #7 – Mr. Ebert provided an update to the Board regarding staff's meeting with the Hydro-geologist. The Hydrogeologist recommended that water quality test be performed on the existing test well and the possible installation of a new test well on the well #7 property to determine water quality, quality and iron levels.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: August 11, 2021**

4

SOLICITOR'S REPORT:

Colby Grim of Grim, Biehn & Thatcher, provided a brief report to the Board.

CHAIRMAN'S MINUTE:

The Board had a general discussion regarding the long-term plans of the Borough for the Authority. There was no action taken by the Authority Board.

ADJOURNMENT:

There being no further business brought before the Board, Mr. Guinta made a motion to adjourn, seconded by Mr. Pippert and approved by the Board, 5-0, adjourned at 9:20 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
SEPTEMBER 8, 2021– 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. VISITORS:**
 - 1. Confirmed Appointments - None**
 - 2. From the Floor:**
- V. FINANCIAL REPORT:**
 - 1. Bills List**
- VI. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Review of the recent flood event and discussion on future operations**
 - B. WATER DEPARTMENT**
 - 1. Update on general operations and flood operations**
 - 2. Arsenic Treatment Systems Update**
 - C. SEWER DEPARTMENT**
 - 1. Update on general operations and flood operations**
- VII. ENGINEERING REPORT: Refer to enclosed written report.**
 - A. Authority**
 - 1. Update on On-Going Odor Control and Flood Control Evaluations**
 - B. Water**
 - 1. Water Main Replacement Projects for 2nd and 3rd Avenues in Lower Frederick Township. - Update**
 - 2. See Written Report**
 - C. Sewer**
 - 1. I & I – Sewer Repairs – Update**
- XI. CHAIRMAN’S MINUTE:**
 - A. Announcements**
- XII. ADJOURN:**

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: September 8, 2021

1

ROLL CALL:

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 Tom Slater, Assistant Secretary Joe Giunta, Treasurer Brian Pippert. 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, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

VISITORS:

There were no visitors

FINANCIAL REPORT:

The Board was presented with a partial bill payment list to review. Mr. Sullivan noted that the Authority's accounting system and computers were still being restored from the storm. The Board authorized payment of the bill payment list as presented and will ratify the bill payment list at their October Board meeting.

MANAGEMENT REPORT:

Administration:

Mr. Sullivan reviewed the recent flood event damage and the Board discussed various items regarding future operations. The Board discussed several alternative locations for the administrative offices of the Authority. After a lengthy discussion the Board directed the Manager to proceed with an evaluation to move the Authority administrative offices to their well #7 site in Lower Frederick Township. The site consist of approximately 27 acres. After continued updates and discussion about the flood events and recovery efforts, the Board toured the treatment facility and administrative building.

VII. ENGINEERING 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 including updates related developments, to the flood event and flood mitigation efforts.

Water:

Mr. Ebert provided an update to the water main replacement project for 2nd and 3rd Avenues in Lower Frederick Township.

CHAIRMAN'S MINUTE:

The Chairmen thanked the operation and management staff for the efforts during the storm and to restore the treatment plant operation in a short amount of time.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: September 8, 2021**

2

ADJOURNMENT:

There being no further business brought before the Board, Mr. Pippert made a motion to adjourn, seconded by Mr. Slater and approved by the Board, 4-0, adjourned at 8:30 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
OCTOBER 13, 2021– 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 11, 2021 and September 8, 2021**
- V. VISITORS:**
 - 1. Confirmed Appointments - None
 - 2. From the Floor:
- VI. FINANCIAL REPORT:**
 - 1. Bills List 10/2021 in the amount of \$137,938.71
 - A. Checks – \$101,579.64
 - B. Payroll and Pension Transfers – \$36,098.85
 - C. ACH Bill Pay Withdrawals – \$258.22
 - 2. Bills List 10/2021 B Water Main Replacement Project in the amount of \$155,814.15
 - A. Checks - \$8,251.13
 - B. Payment Request- \$147,563.02
 - 3. Bills List 10/2021 C Flood Damage Repair
 - A. Checks – \$112,407.12
 - 4. Income Statement and Summary
 - 5. Bank Statements
 - 6. Inter Account Transfers
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were no shut off letters sent in the month of September due to flood damage.
 - 2. Proposed Development Updates
 - 3. Baghurst Alley/EPA- Proposed Water Main Extension – Update
 - 4. SBA Building Permit – Update
 - 5. Presentation of the 2022 SBA Draft Operating Budget
 - 6. Update on Ongoing Flood Restoration Efforts
 - 7. Presentation / Consideration of the Restructuring of the Authority’s Existing Debt and the borrowing Additional Funds
 - 8. Woodrow & Associates-Land Development Proposal
 - B. WATER DEPARTMENT**
 - 1. Water production – September
 - a. 166,097 GPD
 - b. 104,992 Wells
 - c. 61,104 Interconnections

2. **Operations Update**
 - a. **Arsenic Treatment Systems Update**

C. SEWER DEPARTMENT

1. **Discharge Monitoring Report**
 - a. **Reports to be included at a later date**
2. **Operations Update**

VIII. BOROUGH OPERATIONS

- A. **Borough Operations – September**
 1. **Emptied trash at trailhead and pavilion**
 2. **Picked up signs from Weygand**

IX. ENGINEERING REPORT: Refer to enclosed written report.

- A. **Authority**
 1. **Update on On-Going Odor Control and Flood Control Evaluations**
- B. **Water**
 1. **Water Main Replacement Projects for 2nd and 3rd Avenues in Lower Frederick Township. – Update**
 2. **2nd and 3rd Ave. Water Main Replacement Project – Payment Request #1 - \$147,563.02**
 3. **See Written Report**
- C. **Sewer**
 1. **I & I – Sewer Repairs – Update**
- D. **Developments**
 1. **Update on Ongoing and Proposed Developments**
 2. **Lumberyard - Update**

X. SOLICITOR’S REPORT:

A. Authority

B. Developments

XI. CHAIRMAN’S MINUTE:

A. Announcements

XII. ADJOURN:

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: October 13 2021

1

The Regular meeting of the Schwenksville Borough Authority was called to order at the offices of the Lower Frederick Township, 53 Spring Mount Rd, at 7:00 PM by Vice-Chairman Tom Slater.

ROLL CALL:

In addition to Vice-Chairman Slater, other members present were, Assistant Secretary Joe Giunta and Treasurer Brian Pippert. Chairman John Markley and Secretary Treasurer Darren Rash were excused from attendance.

Also, attending at the invitation of the Board were, Blake Romanowski, P.E., of Ebert Engineering, Inc., Consulting Engineer to the Authority, Colby Grimm, 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.

The Pledge of Allegiance was recited.

MINUTES:

Vice-Chairman Slater then presented the minutes of August 11, 2021 meeting asked for approval when, Mr. Pippert moved and Mr. Giunta seconded, accepting the Board of Director's meeting minutes of August 11, 2021 by a 3-0 vote.

Vice-Chairman Slater then presented the minutes of September 8, 2021 meeting asked for approval when, Mr. Pippert moved and Mr. Giunta seconded, accepting the Board of Director's meeting minutes of September 8, 2021 by a 3-0 vote.

VISITORS:

Sherry Schweikert, Lower Frederick Township – Ms. Schweikert addressed the Board concerning negative comments that were expressed by a Board member regarding Lower Frederick customers from a previous meeting that was conducted in person and virtually. The Board assured Ms. Schweikert that the comments made by the Board member were not the position of the remaining members of the Board. Ms. Schweikert also inquired about the ability to have representation on the Authority Board. It was suggested that the request should be presented to Schwenksville Borough Council since they make the appointment to the Authority.

Marla Hexter, Lower Frederick Township – Ms. Hexter also addressed the comments made by the Board member as well as providing several comments and questions related to Lower Frederick representation on the Board. Ms. Hexter also discussed several items related to public sewer service with the Authority Manager.

John Carrow – Mr. Carrow also addressed the Authority Board concerning the aforementioned comments.

FINANCIAL REPORT:

Mr. Giunta made a motion to ratify the August 2021 Bill Payment List 08/2021 in the amount of \$69,028.69, seconded by Mr. Pippert and approved by the Board 3-0. These bills were authorized for payment at the September meeting.

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: October 13 2021

The Board then reviewed Bill List 10/2021 in the amount of \$137,936.71. The Board reviewed checks to be signed in the amount of \$101,579.64. In addition, payroll and pension transfers in the amount of \$36,098.85 and automatic withdrawals in the amount of \$258.22 for the sub-total \$36,357.07. Total Financial transaction of \$137,936.71 which summary is as follows:

Checks at meeting	<u>\$ 101,579.64</u>
Payroll, Pension & Other Transfers	\$ 36,098.85
Automatic Transfers	<u>\$ 258.22</u>
	\$ 36,357.07
<hr/> Total Transfers and Checks	\$ 137,936.71

Accordingly, Mr. Pippert made a motion to approve Bill List 10/2021 in the amount of \$137,936.71, seconded by Mr. Giunta and approved by the Board 3-0.

The Board then reviewed Bill List 10/2021A in the amount of \$155,814.15. The Board reviewed checks to be signed in the amount of \$8,251.13 and the 2nd and 3rd Ave Water Main Replacement payment request #1 in the amount of \$147,563.02. Total Financial transaction of \$155,814.15 which summary is as follows:

Checks at meeting	\$ 8,251.13
Payment Request-2 nd &3 rd Ave Water Main #1	<u>\$ 147,563.02</u>
Total Transfers and Checks	\$ 155,814.15

Accordingly, Mr. Pippert made a motion to approve Bill List 10/2021A in the amount of \$155,814.15, seconded by Mr. Giunta and approved by the Board 3-0.

The Board then reviewed Bill List 10/2021B in the amount of \$112,407.12. The Board reviewed checks to be signed in the amount of \$112,407.12 for the flood damage repair costs. Total Financial transaction of \$112,407.12 which summary is as follows:

Checks at meeting – Flood Repair Costs	<u>\$ 112,407.12</u>
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Accordingly, Mr. Giunta made a motion to approve Bill List 10/2021B in the amount of \$112,407.12, seconded by Mr. Pippert and approved by the Board 3-0.

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. Mr. Pippert 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 no shut off letters sent in the month of September.
2. Baghurst Alley/EPA-Proposed Water Main Extension- – Mr. Sullivan provided an

update to the Board. Staff is waiting for information from the EPA.

3. 2022 SBA Draft Budget – Mr. Sullivan provided an update to the Board. The final draft will be presented at the November meeting.
4. Presentation/Consideration of Restructuring of the Authority Existing Debt and Borrowing of Additional Funds - Mr. Pippert made a motion to authorize Concord Financial to prepare and advertise the RFP to refinance the existing debt including the borrowing of additional capital funds as proposed by the Howard Woods Rate Analysis, seconded by Mr. Giunta and approved by the Board 3-0
5. SBA Building and Flood Restoration Update– Mr. Sullivan provided an update to the Board and noted that he is awaiting information related to the structural integrity of the building before moving forward with the restoration.
6. Woodrow & Associates – Mr. Pippert made a motion to authorize hiring Woodrow & Associates, Special Project Engineer for Land Development, in accordance with the rate structure provided, to survey the Authority land to determine the feasibility of building an Authority administration building at an alternate site owned by the Authority, seconded by Mr. Giunta and approved by the Board 3-0

BOROUGH OPERATIONS:

A. Borough Operations – September

1. Empty trash in Pavilion and at Trailhead every Monday & Friday
2. Picked up signs from Weygand

ENGINEERING 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.

- A. 2nd and 3rd Avenues in Lower Frederick Township – Mr. Romanowski provided an update to the Board. Mr. Giunta made a motion to authorize Payment Request #1 in the amount of \$147,563.02, seconded by Mr. Pippert and approved by the Board 3-0.

SOLICITOR’S REPORT:

Colby Grim of Grim, Biehn & Thatcher, provided a brief report to the Board.

CHAIRMAN’S MINUTE:

The Board had a general discussion regarding the long-term plans of the Borough for the Authority. There was no action taken by the Authority Board.

ADJOURNMENT:

There being no further business brought before the Board, 3-0, adjourned at 8:00 p.m.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: October 13 2021**

4

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
NOVEMBER 10, 2021– 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 13, 2021**
- V. VISITORS:**
 - A. Confirmed Appointments**
 - 1. Christopher Gibbons – Presentation of the Bank Proposals for the Restructuring of the Authority’s Existing Debt and the Borrowing Additional Funds for Capital Improvements**
 - 2. Joe Phillips, Phillips and Donovan Architects, LLC – Proposal for Architectural Work for the Proposed Administrative Building**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 11/2021 in the amount of \$100,738.97**
 - 1. Checks – \$69,556.90**
 - 2. Payroll and Pension Transfers – \$30,062.07**
 - 3. Checks Signed Prior to Meeting - \$1,120.00**
 - B. Bills List 11/2021 B Water Main Replacement Project in the amount of \$14,244.75**
 - 1. Checks - \$14,244.75**
 - C. Bills List 11/2021 C Flood Damage Repair \$109,551.99**
 - 1. Checks – \$104,272.99**
 - 2. Checks Signed Prior to Meeting - \$5,279.00**
 - D. Income Statement and Summary**
 - E. Bank Statements**
 - F. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Sixty-Nine (69) Shut Off letters sent in the month of October totaling \$22,253.89. The total amount collected was \$17,550.56. Fifty-Six (56) customers paid in full. Eight (8) customers made a partial payment and Five (5) customers were sent a Certified shut off letter and a lien was filed with the Montgomery County Prothonotary’s Office**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA- Proposed Water Main Extension – Update**
 - 4. SBA Administration Building, Lower Frederick – Update on Land Development**
 - 5. Update on Ongoing Flood Restoration Efforts**
 - 6. Intermunicipal Agreement with Schwenksville Borough**
 - 7. Presentation of the 2022 SBA Operating Budget**
 - 8. 131 4th St Professional Service Agreement**

B. WATER DEPARTMENT

1. Water production – October
 - a. 227,303 GPD
 - b. 133,347 Wells
 - c. 91,956 Interconnections
2. Operations Update
 - a. Arsenic Treatment Systems Update

C. SEWER DEPARTMENT

1. Discharge Monitoring Report
 - a. September – Daily Average Flow 0.162
 - b. September – Total Monthly Flow 4.539 MG
2. Operations Update

VIII. BOROUGH OPERATIONS

- A. Borough Operations – October
 1. Emptied trash at trailhead and pavilion
 2. Replaced “No Parking” signs on Centennial St

IX. ENGINEERING REPORT: Refer to enclosed written report.

- A. Authority
 1. Update on On-Going Odor Control and Flood Control Evaluations
- B. Water
 1. Water Main Replacement Projects for 2nd and 3rd Avenues in Lower Frederick Township. – Update
 2. Change Orders #2, #3 & #4 for the Water Main Replacement Projects for 2nd and 3rd Avenues in Lower Frederick Township.
 3. See Written Report
- C. Sewer
 1. I & I – Sewer Repairs – Update
- D. Developments
 1. Update on Ongoing and Proposed Developments
 2. Lumberyard – Update

X. SOLICITOR’S REPORT:

- A. Authority
- B. Developments

XI. CHAIRMAN’S MINUTE:

- A. Announcements

XII. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: November 10, 2021**

1

The Regular meeting of the Schwenksville Borough Authority was called to order at Jerusalem Lutheran Church, 311 2nd St, Schwenksville, at 7:00 PM by Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were, Vice-Chairman Tom Slater Assistant Secretary Joe Giunta and Treasurer Brian Pippert and 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, Colby Grimm, 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 October 13, 2021 meeting asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of October 13, 2021 by a 3-0-2 vote. Mr. Markley and Mr. Rash abstained from the vote.

VISITORS:

Marla Hexter
Diane Jurin

CONFIRMED APPOINTMENTS:

Christopher Gibbons – Presentation of the Bank Proposals for Restructuring of the Authority's Existing Debt and the Borrowing Additional Funds for Capital Improvements. Mr. Gibbons reviewed the proposals that were submitted and recommended the The First Bank of Newtown proposal.

Ernest (Bucky) Closser - Curtin & Heefner, LLP – Bond Council. Mr. Closser detailed to the Board the next steps in refinancing the existing debt and borrowing additional funds as well as the acceptable use of additional funds. Mr. Closser prepared Resolution 2021-03, authorizing; the refinance of the existing authority debt, projects consistent with the Howard Woods report, borrowing money for the capital projects and accept the 10-year The First Bank of Newtown Proposal as presented. Settlement is scheduled for December 14, 2020. Mr. Giunta made a motion to approve Resolution 2021-03 as presented in the Authority meeting packet, seconded by Mr. Pippert and approved by the Board 5-0.

Joe Phillips, Phillips and Donovan Architects, LLC – Proposal for Architectural Work for the Proposed Administrative Building. The Land Development engineer engaged by the Authority suggested the Authority contract with an Architect as part of the Land Development process. Accordingly, Mr. Pippert authorized Phillips and Donovan Architects, LLC to prepare building proposals for the Boards consideration at the December meeting, seconded by Mr. Slater and approved by the Board 5-0.

FINANCIAL REPORT:

The Board then reviewed Bill List 11/2021 in the amount of \$100,738.97. The Board reviewed checks to be signed in the amount of \$69,556.90. In addition, payroll and pension transfers in the amount of \$30,062.07 and automatic withdrawals in the amount of \$1,120.00 for the sub-total \$31,182.07. Total Financial transaction of \$100,738.97 which summary is as follows:

Checks at meeting	<u>\$ 69,556.90</u>
Payroll, Pension & Other Transfers	\$ 30,062.07
Checks signed prior to meeting	<u>\$ 1,120.00</u>

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: November 10, 2021**

	<u>\$ 31,182.07</u>
Total Transfers and Checks	<u>\$ 100,738.97</u>

Accordingly, Mr. Giunta made a motion to approve Bill List 11/2021 in the amount of \$100,738.97, seconded by Mr. Pippert and approved by the Board 5-0.

The Board then reviewed Bill List 11/2021B in the amount of \$14,244.75. The Board reviewed the 2nd and 3rd Ave Water Main Replacement payment request in the amount of \$14,244.75. Accordingly, Mr. Slater made a motion to approve Bill List 11/2021B in the amount of \$14,244.75, seconded by Mr. Pippert and approved by the Board 5-0.

The Board then reviewed Bill List 11/2021C in the amount of \$109,551.99. The Board reviewed checks to be signed in the amount of \$104,272.99 and checks paid prior to the meeting in the amount of \$5,279.00 for the flood damage repair costs. Accordingly, Mr. Slater made a motion to approve Bill List 11/2021C in the amount of \$109,551.99, 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. Mr. Pippert 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 Sixty-Nine (69) Shut Off letters sent in the month of October totaling \$22,253.89. The total amount collected was \$17,550.56. Fifty-Six (56) customers paid in full. Eight (8) customers made partial payments and Five (5) were sent Certified shut off letter and liens were filed with the Montgomery County Prothonotary’s Office. Mr. Sullivan provided a detailed review of the delinquent accounts. The Authority will continue collection efforts on past due accounts.
2. 2022 Draft Budget - Mr. Sullivan reviewed the 2022 Draft Budget with the Board. Accordingly, Mr. Slater made a motion to approve the 2022 Operating Budget as presented noting a 5% increase in water and sewer rates effective January 1, 2022, seconded by Mr. Giunta and approved by the Board 5-0. A copy of the approved budget will be sent to the Borough.
3. SBA Building and Flood Restoration Update– Mr. Sullivan provided an update to the Board.
4. Intermunicipal Agreement with Schwenksville Borough - Mr. Pippert made a motion to approve the Intermunicipal Agreement with Schwenksville Borough as presented, noting no increase in fees for 2022, seconded by Mr. Slater and approved by the Board 4-0-1. Mr. Rash abstained from the vote.
5. 131 4th Street Professional Service Agreement- Mr. Rash made a motion to approve the Professional Service Agreement for 131 4th Street, seconded by Mr. Pippert and approved by the Board 5-0.

WATER DEPARTMENT:

- A. Management reported 227,303 gallons per day water usage for the month of

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: November 10, 2021**

3

October 2021. Authority wells produced 133,347 gallons per day and 91,956 gallons per day were taken from the interconnection.

B. Operations Update

SEWER DEPARTMENT:

- A.** Management reported on September 2021 flows of a daily average flow of 0.162 MGD and a total flow of 4.539 million gallons for the month.

BOROUGH OPERATIONS:

- A.** Borough Operations – October
1. Empty trash in Pavilion and at Trailhead every Monday & Friday
 2. Replaced “No Parking” signs on Centennial St

ENGINEERING 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.

A. 2nd and 3rd Avenues in Lower Frederick Township – Mr. Ebert provided an update to the Board.

- B.** 2nd and 3rd Avenues in Lower Frederick Township – Water Main Replacement Project
- a. Change Order #2 - Mr. Slater made a motion to authorize Change Order #2 in the amount of a credit to the contract of \$20,500 for the removal of paving in the trench on 3rd Avenue, seconded by Mr. Pippert and approved by the Board 5-0.
 - b. Change Order #3 - Mr. Pippert made a motion to authorize Change Order #3 in the amount of \$9,900 to change the thickness of the paving on 2nd Avenue, seconded by Mr. Slater and approved by the Board 5-0.
 - c. Change Order #4 - Mr. Giunta made a motion to authorize Change Order #4 in the amount of \$8,250 installation of five additional water services, seconded by Mr. Pippert and approved by the Board 5-0.

C. Baghurst Alley/EPA-Proposed Water Main Extension- – Mr. Sullivan provided an update to the Board. Construction is expected to begin mid December 2021.

SOLICITOR’S REPORT:

Colby Grim of Grim, Biehn & Thatcher, provided a brief report to the Board.

ADJOURNMENT:

There being no further business brought before the Board, Mr. Pippert made a motion to adjourn, seconded by Mr. Slater and approved by the Board, 5-0, adjourned at 8:45 p.m.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
DECEMBER 8, 2021– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
- III. PLEDGE TO THE FLAG**
- IV. REVIEW AND APPROVE MINUTES of November 10, 2021**
- V. VISITORS:**
 - A. Confirmed Appointments:**
 - 1. Joe Phillips, Phillips and Donovan Architects, LLC – Proposal for Architectural work for the Proposed and Existing Administrative Buildings**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 12/2021 in the amount of \$302,259.74**
 - 1. Checks – \$114,468.33**
 - 2. Payroll and Pension Transfers – \$30,287.81**
 - 3. Checks Signed Prior to Meeting - \$157,503.60**
 - B. Bills List 12/2021 B Water Main Replacement Project in the amount of \$117,798.46**
 - 1. Checks - \$117,798.46**
 - C. Bills List 12/2021 C Flood Damage Repair \$18,465.63**
 - 1. Checks – \$18,465.63**
 - D. Income Statement and Summary**
 - E. Bank Statements**
 - F. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Fifty-Three (52) Shut Off letters sent in the month of November totaling \$34,552.14. The total amount collected was \$20,738.66. Thirty-Seven (37) customers paid in full. Fourteen (14) customers made a partial payment and agreed to make monthly payments moving forward until the account is paid in full. Water service was terminated to one customer’s vacant property and a lien was filed with the Montgomery County Prothonotary’s Office.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA- Proposed Water Main Extension – Update**
 - 4. SBA Administration Building, Lower Frederick – Update on Land Development**
 - 5. Update on Ongoing Flood Restoration Efforts**
 - 6. 103 Meng Road Professional Service Agreement**
 - 7. Approval of the 2022 Authority Fee Schedule**
 - 8. Approval of the 2022 Authority Meeting Dates**

B. WATER DEPARTMENT

1. Water production – November
 - a. 274,607 GPD
 - b. 187,248 Wells
 - c. 87,359 Interconnections
2. Operations Update
 - a. Arsenic Treatment Systems Update

C. SEWER DEPARTMENT

1. Discharge Monitoring Report
 - a. October – Daily Average Flow 0.1661
 - b. October – Total Monthly Flow 4.8175MG
2. Operations Update

VIII. BOROUGH OPERATIONS

- A. Borough Operations – November
 1. Emptied trash at trailhead and pavilion
 2. Removed picnic tables from pavilion & stored them for the winter
 3. Filled portable lights with fuel
 4. Placed “Stop” signs out @ signalized intersections due to power outage and removed them when power was restored
 5. Set out & filled all salt bins in the Borough using the backhoe
 6. Set out Plow markers

IX. ENGINEERING REPORT: Refer to enclosed written report.

- A. Authority
 1. Update on On-Going Odor Control and Flood Control Evaluations
- B. Water
 1. Water Main Replacement Projects for 2nd and 3rd Avenues in Lower Frederick Township. – Update
 2. See Written Report
- C. Sewer
 1. I & I – Sewer Repairs – Update
- D. Developments
 1. Update on Ongoing and Proposed Developments
 2. Lumberyard – Update

X. SOLICITOR’S REPORT:

- A. Authority
- B. Developments

XI. CHAIRMAN’S MINUTE:

- A. Announcements

XII. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: December 8, 2021**

1

The Regular meeting of the Schwenksville Borough Authority was called to order at Jerusalem Lutheran Church, 311 2nd St, Schwenksville, at 7:00 PM by Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were, Vice-Chairman Tom Slater, Treasurer Brian Pippert and Secretary Treasurer Darren Rash. Assistant Secretary Joe Giunta 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, Will Oetinger, 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 November 10, 2021 meeting asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of November 10, 2021 by a 4-0 vote.

VISITORS:

Ed Graf addressed the Board related to the impending retirement of Mike Sullivan
Chris Melville provided updates and comments related to the FEMA applications and funding.

CONFIRMED APPOINTMENTS:

Joe Phillips, Phillips and Donovan Architects, LLC.

Mr. Pippert made a motion to accept the proposal for the Architectural study for the renovation of the existing Authority building, seconded by Mr. Slater and approved by the Board 4-0.

Mr. Slater made a motion to accept the feasibility study as presented by Phillips and Donovan Architects, LLC for proposed Authority administrative building located on Zieglerville Road, seconded by Mr. Rash and approved by the Board 4-0.

Mr. Slater made a motion to form a Property Committee, nominating, Mr. Pippert and Mr. Rash, to help facilitate the renovation and construction process, seconded by Mr. Pippert and approved by the Board by a 4-0 vote.

FINANCIAL REPORT:

The Board then reviewed Bill List 12/2021 in the amount of \$302,259.74. The Board reviewed checks to be signed in the amount of \$114,468.33. In addition, payroll and pension transfers in the amount of \$30,287.81 and checks signed prior to meeting date totaled \$157,503.60. Total Financial transaction of \$302,259.74 which summary is as follows:

Checks at meeting	<u>\$ 114,468.33</u>
Payroll, Pension & Other Transfers	\$ 30,287.81
Checks signed prior to meeting (Ambler Loan)	<u>\$ 157,503.60</u>

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: December 8, 2021**

2

	<u>\$ 187,791.41</u>
Total Transfers and Checks	\$ 302,259.74

Accordingly, Mr. Pippert made a motion to approve Bill List 12/2021 in the amount of \$302,259.74, seconded by Mr. Slater and approved by the Board 4-0.

The Board then reviewed Bill List 12/2021B in the amount of \$117,798.46. The Board reviewed the 2nd and 3rd Ave Water Main Replacement payment request in the amount of \$117,798.46. Accordingly, Mr. Slater made a motion to approve Bill List 12/2021B in the amount of \$117,798.46, seconded by Mr. Pippert and approved by the Board 4-0.

The Board then reviewed Bill List 12/2021C in the amount of \$18,465.63. The Board reviewed checks to be signed in the amount of \$18,465.63 for the flood damage repair costs. Accordingly, Mr. Slater made a motion to approve Bill List 12/2021C in the amount of \$18,465.63, 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 noted that he answered several questions related to the bill payment list.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts – There were Fifty-Two (52) Shut Off letters sent in the month of November totaling \$34,552.14. The total amount collected was \$20,738.66. Thirty-Seven (37) customers paid in full. Fourteen (14) customers made partial payments and agreed to make monthly payments moving forward until the account is paid in full. Water service was terminated to one customer’s vacant property and a lien was filed with the Montgomery County Prothonotary’s Office. Mr. Sullivan provided a review of the delinquent accounts. The Authority will continue collection efforts on past due accounts.
2. SBA Building and Flood Restoration Update– Mr. Sullivan provided an update to the Board and noted the application for hazard mitigation and flood damage reimbursement have been submitted to FEMA/PEMA
3. 103 Meng Road Professional Service Agreement- Mr. Pippert made a motion to approve the Professional Service Agreement for 103 Meng Road, seconded by Mr. Slater and approved by the Board 4-0.
4. 2022 SBA Meeting Schedule – Mr. Slater made a motion to approve the 2022 Authority Board meeting dates, seconded by Mr. Pippert and approved by the Board 4-0.
5. 2022 SBA Fee Schedule –Mr. Slater made a motion to approve the 2022 Fee Schedule, seconded by Mr. Rash and approved by the Board 4-0.
6. 2022 Truck Purchase - Mr. Slater made a motion to approve purchase of a new truck, not to exceed \$75,000, seconded by Mr. Pippert and approved by the Board 4-0.

WATER DEPARTMENT:

- A. Management reported 274,607 gallons per day water usage for the month of November 2021. Authority wells produced 187,248 gallons per day and 87,359 gallons per day were taken from the interconnection.

B. Operations Update

SEWER DEPARTMENT:

- A.** Management reported on October 2021 flows of a daily average flow of 0.1661 MGD and a total flow of 4.8175 million gallons for the month.

BOROUGH OPERATIONS:

- A.** Borough Operations – November
1. Empty trash in Pavilion and at Trailhead every Monday & Friday
 2. Removed picnic tables from pavilion to store for winter
 3. Filled portable lights with fuel
 4. Placed “Stop” signs out @signalized intersections due to power outage and removed them when power was restored
 5. Set out and filled all salt bins in the Borough using the backhoe
 6. Set out plow markers

ENGINEERING 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.

A. 2nd and 3rd Avenues in Lower Frederick Township – Mr. Ebert provided an update to the Board. He noted only small punch list and administrative issues are need to close out the project.

B. Baghurst Alley/EPA-Proposed Water Main Extension- Mr. Ebert provided an update to the Board.

SOLICITOR’S REPORT:

Will Oetinger of Grim, Biehn & Thatcher, provided a brief report to the Board.

ADJOURNMENT:

There being no further business brought before the Board, Mr. Rash made a motion to adjourn, seconded by Mr. Pippert and approved by the Board, 4-0, adjourned at 8:35 p.m.

Respectfully submitted:

Board Member