

**T SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
JANUARY 11, 2023– 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 & Trust**
- VII. REVIEW AND APPROVE MINUTES of December 14, 2022**
 - 1. Revised November 9, 2022 Meeting Minutes**
- VIII. VISITORS:**
 - A. Confirmed Appointments:**
 - B. From the Floor:**
- IX. FINANCIAL REPORT:**
 - A. Bills List 1/2023 in the amount of \$118,500.14**
 - 1. Checks – \$87,200.74**
 - 2. Payroll and Pension Transfers – \$30,005.65**
 - 3. Checks Signed Prior to Meeting - \$1,293.75**
 - B. Bills List 1/2023A Flood Damage Repair \$5,285.00**
 - 1. Checks – \$4,290.00**
 - 2. Checks Signed Prior to Meeting – \$995.00**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**
- X. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were One Hundred Sixty-One (161) Past Due letters sent in the month of December totaling \$32,988.33. The total amount collected was \$22,733.32. One Hundred Three (103) customers paid in full. Sixteen (16) customers made a partial payment and Forty-Two (42) customers did not pay. A Shut Off letter will be sent in January.**

2. SBA Administration Building – Update
3. Update on Ongoing Flood Restoration Efforts
4. Tire Damage Reimbursement
5. Sick Day Reimbursement
6. Execute Water Agreement- 106 2nd Avenue, Lower Frederick

B. WATER DEPARTMENT

1. Water production – December
 - a. 277,536 GPD
 - b. 188,145 Wells
 - c. 99,385 Interconnections

2. Operations Update

C. SEWER DEPARTMENT

1. Discharge Monitoring Report
 - a. November – Daily Average Flow 0.1512
 - b. November – Total Monthly Flow 4.5347
2. Operations Update

XI. BOROUGH OPERATIONS

A. Borough Operations – December

1. Emptied trash at trailhead and pavilion
2. Cold patched Summit Ave
3. Cut & removed fallen tree from Summit Ave
4. Placed Stop Sign out @ Perkiomen & Main due to power outage
5. Salted & Plowed Borough roads

XII. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

1. See Written Report
2. Water Grant
3. Payment Request #2 – Mobile Dredging
4. Execution of WWTP Fence Contract

XII. SOLICITOR’S REPORT:

A. Authority

B. Developments

XIV. CHAIRMAN’S MINUTE:

A. Announcements

XV. ADJOURN:

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ROLL CALL:

The Regular meeting of the Schwenksville Borough Authority was called to order at Schwenksville Borough Hall, 300 Main St, Schwenksville at 7:00 PM by Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice Chairman Thomas Slater, and Secretary Brian Corbin. Treasurer Brian Pippert and Secretary Treasurer Darren Rash were 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; John Scully, President of Private Utility Enterprises, Inc., Management Consultant to the Authority.

REORGANIZATION:

Open for Nominations

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

The 2023 Elected Officers for the Schwenksville Borough Authority Board of Directors officers are the following:

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

At this time, Chairman Markley proceeded with the presentation and approval of the professional staff for 2023.

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. Slater, seconded by Mr. Corbin and passed with a 3-0 vote.

Engineer - Ebert Engineering, Inc. - Frederick Ebert, P.E., President, motion by Mr. Slater, seconded by Mr. Corbin and passed with a 3-0 vote.

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Solicitor - Grim, Biehn & Thatcher – Colby Grim, Esq. motion by Mr. Slater, seconded by Mr. Corbin and passed with a 3-0 vote.

Auditor – Lopez, Teodosio & Larkin, LLC - motion by Mr. Slater, seconded by Mr. Corbin and passed with a 3-0 vote.

Pension Trustee- Univest Bank and Trust Co., motion by Mr. Slater, seconded by Mr. Corbin and passed with a 3-0 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. Slater motioned, seconded by Mr. Corbin and passed with a 3-0 vote.

MINUTES:

Chairman Markley then presented the minutes of December 14, 2022 and asked for approval when, Mr. Corbin moved and Mr. Slater seconded, accepting the Board of Director’s meeting minutes of December 14, 2022 by a 3-0 vote.

Chairman Markley then presented the revised minutes of November 9, 2022 and asked for approval when, Mr. Corbin moved and Mr. Slater seconded, accepting the Board of Director’s meeting minutes of November 9, 2022 by a 3-0 vote.

VISITORS:

Confirmed Appointments - none

Karen Slater
Adam Slater
Chris Melville

FINANCIAL REPORT:

The Board then reviewed Bill List 1/2023 in the amount of 118,500.14. The Board reviewed checks to be signed in the amount of \$87,200.44. In addition, payroll, and pension transfers in the amount of \$30,005.65. Total Financial transaction of \$118,500.14 which summary is as follows:

Checks at meeting	\$ 87,200.74
Payroll, Pension & Other Transfers	\$ 30,005.65
Checks Paid Before Meeting	\$ 1,293.75
Total Transfers and Checks	<u>\$ 118,500.14</u>

Accordingly, Mr. Slater made a motion to approve Bill List 1/2023 in the amount of \$118,500.14, seconded by Mr. Corbin and approved by the Board 3-0.

The Board then reviewed Bill List 1/2023A in the amount of \$5,285.00. The Board reviewed checks to be signed in the amount of \$5,285.00. Accordingly, Mr. Slater made a motion to approve Bill List 1/2023A, in the amount of \$5,285.00, seconded by Mr. Corbin and approved by the Board 3-0.

The Board generally reviewed the financial reports as well as the income statement and summary.

MANAGEMENT REPORT:

Administration:

1. Report of Delinquent Accounts - There were One Hundred Sixty-One (161) Past Due letters sent in the month of December totaling \$32,988.33. The total amount collected was \$22,733.32. One Hundred-Three (103) customers paid in full, sixteen (16) customers made partial payments and Forty-Two (42) customers did not pay. A Shut Off letter will be sent in January.
 2. SBA Administration Building - Mr. Scully provided an update to the Board
 3. Ongoing Flood Restorations - Mr. Scully provided an update to the Board.
 4. Tire Damage Reimbursement - Mr. Scully provided an update to the Board. There was a water main break repair on Christmas Eve. Stone instead of Cold Patch was used to temporarily repair the road due to the low temperatures outside. A driver called stating that he hit the pot hole causing damage to his tire. Mr. Slater made a motion to approve the payment for the tire repair, seconded by Mr. Corbin and approved by the Board 3-0.
 5. Sick Day Reimbursement - The current personnel policy allows employees to carryover, up to 25 days of sick days. Over 25 days can be cashed out at half time. Mr. Slater made a motion to approve the payment for the Ed Graff, for ten days at half pay, seconded by Mr. Corbin and approved by the Board 3-0.
 6. Execute Water Service Agreement - 106 2nd Ave - Lower Fredrick - Mr. Slater made a motion to approve the Water Service Agreement for 106 2nd Avenue, seconded by Mr. Corbin and approved by the Board 3-0.
- A. Management reported 277,536 gallons per day water usage for the month of December 2022. Authority wells produced 188,145 gallons per day and 99,385 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on November 2022 flows of a daily average flow of 0.1512 MGD and a total flow of 4.5347 million gallons for the month.

BOROUGH OPERATIONS:

- A. Borough Operations - December
1. Empty trash in Pavilion and at Trailhead.
 2. Cold Patched Summit Ave
 3. Cut & removed fallen tree from Summit Ave
 4. Placed Stop Sign out @ Perkiomen & Main due to power outage
 5. Salted & Plowed Borough Roads

ENGINEER'S REPORT:

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

- A. Authority
1. Water Grant - Mr. Ebert provided an update to the Board. The grant application was submitted on December 20, 2022.
 2. Payment Request #2 - Payment request #2 in the amount of \$5,261.81 for Mobile Dredging was included in the bill list this month.
 3. Execution of WWTP Fence Contract - Mr. Ebert provided an update to the Board.

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SOLICITOR'S REPORT:

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

CHAIRMAN'S MINUTE:

A. Announcements

ADJOURNMENT:

There being no further business brought before the Board, Mr. Corbin made a motion to adjourn, seconded by Mr. Slater and approved by the Board, 3-0, adjourned at 7:40 pm.

Respectfully submitted:

Board Member