

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

- I. CALL TO ORDER - Chairman**
  - II. CALL OF THE ROLL**
    - A. Announcement of Board Member Appointment**
  - III. PLEDGE TO THE FLAG**
  - IV. DULY ADVERTISED MEETING – Chairman**
  - V. REORGANIZATION – Chairman – Pro-Tem**
    - A. Election of Officers**
      - 1. Chairman**
      - 2. Vice-Chairman**
      - 3. Secretary**
      - 4. Treasurer**
      - 5. Asst. Secretary/Treasurer**
    - CLOSE ELECTION**
  - VI. APPOINTMENT OF PROFESSIONAL STAFF - Chairman**
    - 1. MANAGEMENT CONSULTANT – Private Utility Enterprises, Inc.**
    - 2. SOLICITOR – Grim, Biehn & Thatcher**
    - 3. ENGINEER – Ebert Engineering, Inc**
    - 4. AUDITOR – Lopez, Teodosio & Larkin, LLC**
    - 5. PENSION TRUSTEE – Uninvest Bank and Trust**
  - VII. REVIEW AND APPROVE MINUTES of December 11, 2019**
  - VIII. VISITORS:**
    - A. Confirmed Appointments-None**
    - B. From the Floor:**
  - IX. FINANCIAL REPORT:**
    - A. Bill's list 1/2020A in the amount of \$79,428.05**
      - 1. Checks - \$44,702.85**
      - 2. Checks Prior to Meeting - \$1,520.00**
      - 3. Payroll and Pension Transfers - \$29,496.99**
      - 4. ACH Bill Pay Withdrawals - \$3,708.21**
    - B. Income Statement and Summary**
    - C. Bank Statements**
    - D. Inter Account Transfers**
- MANAGEMENT REPORT**
- A. ADMINISTRATION**
    - 1. Report of Delinquent Accounts: There were Fourteen (14) Shut Off letters sent in the month of December totaling \$4,389.32. The total amount collected was \$4,398.11. Fourteen (14) customers paid in full. There were also 59 Past Due letters sent.**
    - 2. Proposed Development Updates**
    - 3. Baghurst Alley/EPA- Proposed Water Main Extension – Update**

**X. WATER DEPARTMENT**

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

**SEWER DEPARTMENT**

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

**XI. BOROUGH OPERATIONS**

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

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

- A. Authority**
  - 1. H2O Pa. water & Sewer and Pa. Small Water & Sewer Grant Application - Update
- B. Water**
  - 1. See Written Report
- C. Sewer**
  - 1. I & I – Sewer Repairs - Update
- D. Developments**
  - 1. Lumberyard – Update
  - 2. Centennial Apartments – Update

**XVI. SOLICITOR'S REPORT:**

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

**XVII. CHAIRMAN'S MINUTE:**

- A. Announcements**

**XVIII. ADJOURN:**

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

**ROLL CALL:**

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

The Pledge of Allegiance was recited.

Mr. Sullivan announced that this was a publicly advertised meeting along with the 2020 meeting schedule of the Authority as proof of publication in the Pottstown Mercury indicated.

Schwenksville Borough Council approved John B. Markley's Five (5) year reappointment to the Board of Directors of the SBA

**REORGANIZATION:**

**Open for Nominations**

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

The 2020 Elected Officers for the Schwenksville Borough Authority Board of Directors officers are the following:

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

At this time, Chairman Markley proceeded with the presentation and approval of the professional staff for 2020

**APPOINTMENTS of PROFESSIONAL STAFF:**

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

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

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

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

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

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

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

**MINUTES:**

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

**VISITORS:**

There were no visitors.

**FINANCIAL REPORT:**

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

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

Accordingly, Mr. Whitko made a motion to approve Bill List 1/2020 in the amount of \$79,428.05, seconded by Mr. Pippert and approved by the Board 5-0.

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

**MANAGEMENT REPORT:**

A. Administration:

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

**Water Department:**

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

**Sewer Department:**

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

**BOROUGH OPERATIONS:**

A. Borough Operations – December

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

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

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

**ENGINEER'S REPORT:**

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

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**A. Authority**

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

**B. Water**

**C. Sewer**

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

**D. Developments**

1. Lumberyard –Mr. Ebert referred the Board to his written report.
2. Centennial Apartments – Mr. Ebert provided an update to the Board.
3. Baghurst Alley – Mr. Ebert and Mr. Sullivan provided and update to the Board. Progress is being made on identifying easements and the design of the water main and booster station.

**SOLICITOR’S REPORT:**

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

**CHAIRMAN’S MINUTE:**

**ADJOURNMENT:**

There being no further business brought before the Board, Mr. Whitko made a motion to adjourn, seconded by Mr. Pippert and approved by the Board, 5-0, adjourned at 5:30 p.m.

**Respectfully submitted:**

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**Board Member**