

**SCHWENKSVILLE BOROUGH AUTHORITY**  
**BOARD OF DIRECTORS MEETING: October 10, 2018**

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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 7:00 PM by Chairman John Markley.

**ROLL CALL:**

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

The Pledge of Allegiance was recited.

**MINUTES:**

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

The Board entered and executive session during the September 12, 2018 Meeting to discuss potential litigation.

**VISITORS:**

A. Confirmed Appointments – None

**FINANCIAL REPORT:**

The Board then reviewed Bill List 10/2018A in the amount of \$316,041.97 there were no checks mailed prior to the meeting for a total amount of \$316,041.97. In addition, payroll, pension checks, and other transfers are in the amount of \$25,852.61 and automatic withdrawals in the amount of \$3,605.32 for the sub-total \$29,457.93. An Additional transfer was made in order to release the Ragusa Construction Escrow in the amount of \$262,916.15. Total Financial transaction of \$345,499.90 which summary is as follows:

Checks at meeting	\$ 316,041.97
Payroll, Pension & Other Transfers	\$ 25,852.61
<u>Automatic Transfers</u>	<u>\$ 3,605.32</u>
	\$ 29,457.93
<u>Additional Transfer</u>	<u>\$ 262,916.15</u>
Total Transfers and Checks	<u>\$ 345,499.90</u>

The Board the reviewed Bill List 10/2018B, Church Road/Main Street Water extension payment requests in the amount of \$18,069.84. Total Financial transaction of \$18,069.84 which summary is as follows:

Rudolph Clarke LLC - #68258 -	\$ 4,560.00
<u>Ebert Engineering Inc - #09-18-006</u>	<u>\$13,509.84</u>
Total Transfers and Checks	<u>\$18,069.84</u>

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Accordingly, Mr. Whitko made a motion to approve Bill List 10/2018A in the amount of \$345,499.90 seconded by Mr. Slater and approved by the Board 5-0.

The Board then reviewed Bill List 10/2018B in the amount of \$18,069.84. Accordingly, Mr. Pippert made a motion to approve Bill List 10/2018B in the amount of \$18,069.84, seconded by Mr. Whitko and approved by the Board 5-0.

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

Mr. Sullivan presented the first draft of the 2019 operating budget. He noted that he has met with the finance committee to finalize the draft budget prior to presenting it to the entire board. The Board generally reviewed and discussed the draft operating budget and will consider it for adoption at their November 14, 2018 meeting.

**MANAGEMENT REPORT:**

A. Administration:

1. Report of Delinquent Accounts - There were no shut off letters sent in the month of September
2. Proposed Development Updates - Mr. Sullivan provided an update to the Board.
3. Baghurst Alley/EPA — Mr. Sullivan provided an update to the Board regarding the discussions with the EPA for the possible water main extension to Upper Salford Township. He reported that the EPA representative was receptive to the conditions for service that were presented in order to further evaluate the potential service of this area.
4. PSA 104 Meng Rd- On motion Mr. Pippert, seconded by Mr. Whitko, the Board approved the Professional Service Agreement for 104 Meng Road by a vote of 5-0.
5. 2019 Draft Budget – Mr. Sullivan provided a detailed overview of the draft budget to the Board. The finance committee met to discuss the draft budget prior to Authority meeting. The draft was submitted to the Board for review.
6. F-350 Truck – The Authority is in need of replacing a Utility Truck. On motion Mr. Pocius, seconded by Mr. Pippert, the Board authorized staff to purchase a new F-350 Utility Truck, not to exceed \$60,000 by a vote of 5-0.
7. Parking Lot – Mr. Sullivan will obtain pricing for striping the parking lot to be done prior to the first week in May, 2019.

**Water Department:**

- A. Management reported 310,391 gallons per day water usage for the month of September 2018. Authority wells produced 223,373 gallons per day and 87,018 gallons per day were taken from the interconnection.

**Sewer Department:**

- A. Management reported on August 2018 flows of a daily average flow of 0.3106 MGD

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and a total flow of 9.6299 million gallons for the month.

**BOROUGH OPERATIONS:**

A. Borough Operations – September

1. Empty trash in Pavilion, Municipal Annex and at the Trailhead.

**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. Water -

B. Church and Main Street Water Main Replacement – Mr. Ebert and Mr. Sullivan updated the Board on the project.

C. Sewer -

1. I & I – Sewer Repairs – The three year I&I contract is expiring. Mr. Slater made a motion to authorize the bid of the I&I project contingent on the Solicitor and Authority staff review, seconded by Mr. Pippert and approved by the Board 5-0.

D. Developments

1. Lumberyard – Mr. Ebert provided an update to the Board. The Authority has negotiated additional paving of the parking lot that will be paid by the Authority.
2. Ragusa Tract – Mr. Ebert provided an update to the Board. Construction has started.
3. 817 Limerick Road Development – The project is under plan review. The project is expected to consist of four new homes.

**SOLICITOR'S REPORT:**

Melissa Fiala of Rudolph Clarke LLC the Authority Solicitor's office provided a brief report related to ongoing Authority projects and developments.

**CHAIRMAN'S MINUTE:**

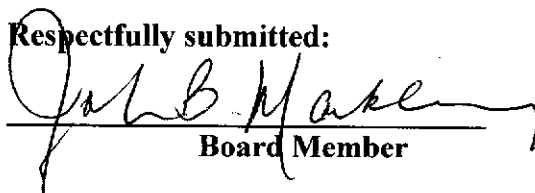
Mr. Markley expressed his desire to make lighting and building upgrades to the Well #5 facility. The Authority manager will determine what work can be completed by staff and will discuss the remaining items with the finance committee during the budget process.

The Board entered an executive session at 8:40 p.m. to discuss potential litigation, resuming the meeting at 9:20 p.m. No action was taken.

**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 9:20 p.m.

Respectfully submitted:

  
Board Member