

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: OCTOBER 9, 2019**

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, Secretary Tom Slater and Treasurer Brian Pippert. Also attending at the invitation of the Board were Fredrick Ebert P.E., 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.

Then Mr. Whitko was awarded the Extended Service Award from the PMAA for his decades of service to the Authority.

MINUTES:

Chairman Markley then presented the minutes of September 11, 2019 and asked for approval when, Mr. Slater moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of September 11, 2019, by a 4-0 vote.

VISITORS:

Confirmed Appointments – None

FINANCIAL REPORT:

The Board then reviewed Bill List 10/2019A in the amount of \$106,955.92 The Board reviewed checks to be signed in the amount of \$74,416.65. In addition, payroll and pension transfers are in the amount of \$28,834.34; automatic withdrawals in the amount of \$3,704.93. Total Financial transactions of \$84,993.06 which summary is as follows:

Checks at meeting	\$ 74,416.65
Payroll & Pension Transfers	\$ 28,834.34
Automatic Transfers	\$ 3,704.93
Total	<u>\$ 106,955.92</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 10/2019A in the amount of \$106,955.92 seconded by Mr. Pippert and approved by the Board 4-0.

The Board then reviewed Bill List 9/2019B in the amount of \$45,617.40 which summary is as follows:

Professional Costs	\$ 6,408.88
Material Costs	\$ 574.21
Construction Costs	\$ 38,634.31
Total	<u>\$ 45,617.40</u>

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Accordingly, Mr. Whitko made a motion to approve Bill List 10/2019B in the amount of \$45,617.40, seconded by Mr. Pippert and approved by the Board 4-0.

The Board then reviewed Bill List 10/2019C in the amount of \$390.22 which summary is as follows:

Reimbursement to Thomas Slater, Sr. **\$390.22**

Accordingly, Mr. Whitko made a motion to approve Bill List 10/2019C in the amount of \$390.22, seconded by Mr. Pippert, and approved by the Board 3-0-1 with Mr. Slater abstaining.

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan presented the Draft Budget to the Board for the second time. The Board generally reviewed and discussed the budget and various line items. Mr. Slater moved to approve the budget as presented and without a rate increase. The motion was seconded by Mr. Pippert and the motion passed unanimously 4-0.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Thirty-Seven (37) Shut-off Letters sent in the month of September totaling \$9,872.29. The total amount collected was \$9,153.54. Thirty-Four (34) customers paid in full, Two (2) customers made a partial payment and agreed to a payment plan and One (1) customer was sent a Certified Shut Off/Intent to File a Lien letter with a termination date of October 16, 2019.
2. Proposed Development Updates – Mr. Sullivan noted that there was nothing new to report.
3. Main Street/Church Road Upgrades - Updates
4. Baghurst Alley/EPA – Mr. Sullivan provided a detailed update to the Board and noted that he and the Authority engineer met with the EPA and Salford Township to discuss the project. Mr. Sullivan and Mr. Ebert will work on a memorandum detailing items needed in the agreement for the Authority Solicitor to draft an agreement for the project.
5. H2O Pa water & Sewer and PA Small Water & Sewer Grant Applications -. The Authority Manager and engineer discussed several projects for their consideration in applying for the grant. Mr. Ebert suggested that the Authority continue with the I & I remediation plan and to focus the grant application to the areas on his flow study that are still being impacted during wet weather events. After a discussion by the Board, Mr. Slater Moved to authorize the Authority engineer to submit a grant application to continue the with the Authority's I & I program and sewer main lining projects. The motion was seconded by Mr Whitko and passed 4-0.

Water Department:

- A. Management reported 33,118 gallons per day water usage for the month of September 2019. Authority wells produced 235,364 gallons per day and 95,754 gallons per day were taken from the interconnection.
- B. Operations Update – Mr. Sullivan reported that the Authority’s distribution system was flushed and the hydrant exercised by the staff and the flushing event went well. There were no malfunctions in the distribution system and little to no customer complaints.

Sewer Department:

- A. Management reported on August 2019 flows of a daily average flow of 0.1154 MGD and a total flow of 3.5782 million gallons for the month.

BOROUGH OPERATIONS:

- A. Borough Operations – September
 - 1. Emptied trash in Pavilion and at Trailhead on multiple occasions throughout the month
 - 2. Picked up pallet of pavers with back hoe & took to SBA lot
 - 3. Installed Two (2) “Do Not Enter” signs in Meadow Park

ENGINEER’S REPORT:

Fred Ebert, 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 – Mr. Ebert referred the Board to the written report
 - 1. Penn Vest Loan Update – Mr. Ebert provided an update to the Board. Payment request 4 was submitted and received from Pennvest in the amount of \$723,582.03.
- B. Water
 - 1. Main Street Reconstruction Project – Mr. Ebert provided an update to the Board related to the project status and schedule. He noted that all work is complete with the exception of a few punch list items.
 - 2. Release of Retainage for Eagle Contracting – Mr. Ebert reported that the Mainstreet project is complete outside of a couple of minor punch list items and he is recommending the release of the contractor’s retainage. Upon Motion of Mr. Pippert and seconded by Mr. Whitko, the authority approved the release of the construction retainage in the amount of \$30,743.31 by a 4-0 vote.
- C. Sewer
 - 1. I&I Repairs – A motion was made by Mr. Slater and second by Mr. Pippert to submit the Corrective Action Plan prior to September 30, 2019, contingent on final review of the Authority Manager, by a 3-0 vote.
- D. Developments
 - 1. Lumberyard –Mr. Ebert referred the Board to his written report.
 - 2. Centennial Apartments – Mr. Ebert referred the Board to his written report.

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SOLICITOR'S REPORT:

Peter Nelson of Grim Biehn & Thatcher, the Authority Solicitor's provided a brief update for ongoing projects.

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, 4-0, adjourned at 8:10 p.m.

Respectfully submitted:

Board Member