

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
November 11, 2020– 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 14, 2020**
- V. VISITORS:**
 - A. Confirmed Appointments – None**
 - B From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill’s list 11/2020 in the amount of \$87,212.31**
 - 1. Checks – \$52,635.64**
 - 2. Payroll and Pension Transfers – \$29,767.10**
 - 3. ACH Bill Pay Withdrawals/Transfers – \$3,810.07**
 - 4. Checks Written Before Meeting – \$999.50**
 - B. Bills List 11/2020B Flood Repair or Replacement Costs in the amount of \$36,079.10**
 - 1. Checks- \$17,478.65**
 - 2. Checks Paid Prior to Meeting- \$18,600.45**
 - 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 October. There were Eighty (80) Past Due letters sent totaling \$29,439.59. The total amount collected was \$9,765.14. Nineteen (19) customers paid in full, Seventeen (17) customers made partial payments and Forty-Four (44) customers did not make a payment at all.
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update, Budget, Schedule**
 - 4. Update on Operations and Insurance Claims Associated with the Tropical Storm Damage.**
 - B. WATER DEPARTMENT**
 - 1. Water production – October**
 - a. 311,707 Total GPD**
 - b. 225,573 Wells GPD**
 - c. 86,134 Interconnection**
 - C. SEWER DEPARTMENT**
 - 1. Discharge monitoring report**
 - a. September – Daily Average Flow 0.1122**
 - b. September – Total Monthly Flow 3.3668**

D. OPERATIONS UPDATE**E. BOROUGH OPERATIONS – October**

1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week
2. Installed more boards and cold patched the Observation Platform
3. Filled potholes on Mountainview, Boyer Alley, Miller, Cedar & Summit
4. Moved a tree to the Meadow using backhoe

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

1. See Written Report
2. Tapping Fee – Review and Approval of the Updated Tapping Fee Schedule

B. Water

1. See Written Report

C. Sewer

1. I & I – Sewer Repairs – Update

D. Developments

1. Centennial Apartments
2. Melbourne Hill
3. Ragusa Tract
4. See Written Report

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

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: NOVEMBER 11, 2020**

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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. 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.

MINUTES:

Chairman Markley then presented the minutes of October 14, 2020, asked for approval when, Mr. Whitko moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of October 14, 2020 by a 5-0 vote.

VISITORS:

There were no visitors or other attendees logged in to the meeting.

FINANCIAL REPORT:

The Board then reviewed Bill List 11/2020 in the amount of \$87,212.31 The Board reviewed checks to be signed in the amount of \$52,635.64. In addition, payroll and pension transfers in the amount of \$29,767.10, automatic withdrawals in the amount of \$3,810.07, and Check Paid Prior to Meeting in the amount of \$999.50. Total Financial transactions of \$87,212.31 which summary is as follows:

Checks at meeting	\$ 52,635.64
Payroll, Pension & Other Transfers	\$ 29,767.10
Automatic Transfers	\$ 3,810.07
<u>Checks Signed prior to meeting</u>	<u>\$ 999.50</u>
Total Transfers and Checks	<u>\$ 87,212.31</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 11/2020 in the amount of \$87,212.31 seconded by Mr. Pippert and approved by the Board 5-0.

The Board then reviewed Bill List 11/2020B Flood Repair or Replacement Costs in the amount of \$36,079.10. The Board reviewed checks to be signed in the amount of \$17,478.65 and Checks Paid Prior to Meeting in the amount of \$18,600.45. Total Financial transactions of \$36,079.10 which summary is as follows:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: NOVEMBER 11, 2020**

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Checks at meeting	\$ 17,478.65
Checks Signed prior to meeting	\$ 18,600.45
Total Transfers and Checks	<u>\$ 36,079.10</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 11/2020B, in the amount of \$36,079.10, 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 generally 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 October. There were Eighty (80) Past Due Letters sent totaling \$29,439.59. The total amount collected was \$9,765.14. Nineteen (19) customers paid in full, Seventeen (17) customers made partial payments and Forty-Four (44) customers did not make a payment at all.
2. Late Fees - Mr. Sullivan generally reviewed the month to month comparison of the Accounts Receivable. It was the general consensus of the Board to extend the Resolution to waive late fees during the pandemic.
3. Plant and Administrative Office Restoration – Mr. Sullivan provided an update to the Board. Repairs are expected to be completed by the end of December.
4. Baghurst Alley/EPA – Proposed Water Main Extension – Mr. Sullivan provided an update to the Board and noted that the plans are under review.
5. Service Leaks – Mr. Scully provided and detailed update on the service leaks detected by the loggers as well as the repairs that have been made.
6. Well #7 Repairs – Mr. Sullivan provided an update to the Board regarding the new action plan for the Well repairs.

B. Water Department:

Management reported 311,707 gallons per day water usage for the month of October. Authority wells produced 225,573 gallons per day and 86,134 gallons per day were taken from the interconnection.

C. Sewer Department:

Management reported on September 2020 flows of a daily average flow of 0.1122 MGD and a total flow of 3.3668 million gallons for the month.

D. Operations Update:

E. Borough Operations – October

1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week
2. Installed more boards and cold patched the Observation Platform
3. Filled potholes on Mountainview, Boyer Alley, Miller, Cedar and Summit

4. Moved a tree to the Meadow 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.

A. Authority

1. Tapping Fees – Mr. Ebert provided a review of the updated draft tapping fee schedule with the Board. Upon a motion made by Mr. Pippert, seconded by Mr. Whitko, the Board approved the Tapping Fee Resolution as presented, by a 5-0 vote.
2. I&I – Mr. Ebert provided an update to the Board.

B. Developments

1. Centennial Apartments – Mr. Ebert provided an update to the Board.
2. Melbourne Hill – Mr. Ebert provided an update to the Board.
3. Ragusa Tract – Mr. Ebert provided an update to the Board.

SOLICITOR'S REPORT:

Peter Nelson of Grim Biehn & Thatcher, provided a brief update to the Board including updates to various development projects.

ADJOURNMENT:

The Board noted that the November meeting will be a virtual meeting. There being no further business brought before the Board, Mr. Whitko made a motion to adjourn, seconded by Mr. Slater and approved by the Board, 5-0, adjourned at 8:15 p.m.

Respectfully submitted:

Board Member