

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
November 9, 2022– 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 12, 2022**
- V. VISITORS:**
 - A. Confirmed Appointments: 106 2nd Ave, Lower Frederick**
 - B. From the Floor:**

- VI. FINANCIAL REPORT:**
 - A. Bills List 11/2022 in the amount of \$144,500.26**
 - 1. Checks – \$113,834.08**
 - 2. Payroll and Pension Transfers – \$30,666.18**
 - 3. Checks Paid Before Meeting – \$426.74**
 - B. Bills List 11/2022A Flood Damage Repair– \$12,423.95**
 - 1. Checks – \$12,423.95**
 - C. Income Statement and Summary**

- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Fifty-Eight (58) Shut Off letters sent in the month of October totaling \$12,940.68. The total amount collected was \$11,394.36. Forty-Eight (48) customers paid in full, Four (4) customers made a partial payment and Six (6) customers did not pay and liens were filed.**
 - 2. Baghurst Alley/EPA**
 - 3. SBA Administration Building**
 - 4. Ongoing Flood Restoration Efforts**
 - 5. Paperless Billing**
 - 6. 2023 Budget**
 - 7. Borough 2023 Labor & Equipment Fee Schedule**
 - 8. Q3 Pension Statement**
 - 9. Water Agreement – 26 Second Ave, Lower Frederick**

 - B. WATER DEPARTMENT**
 - 1. Water production – October**
 - a. 271,537 GPD**
 - b. 182,912 Wells**
 - c. 88,625 Interconnection**

 - C. SEWER DEPARTMENT**
 - 1. Discharge monitoring Report**
 - a. September – Daily Average Flow 0.134**
 - b. September – Total Monthly Flow 4.0193**
 - 2. Operations Update**

VIII. BOROUGH OPERATIONS**A. Borough Operations – October**

1. Emptied trash at Trailhead and Pavilion
2. Winterized Meadow water supply & tightened bib on spigot.
3. Patched potholes on 2nd St, Woodland Ave & Hillcrest Ave.

IX. ENGINEERING REPORT: Refer to enclosed written report.**A. Authority****B. Water**

1. See Written Report

C. Sewer

1. I & I – Sewer Repairs – Update
2. Sanitary Sewer lining Project

D. Developments**X. SOLICITOR'S REPORT:****A. Authority****B. Developments****XI. CHAIRMAN'S MINUTE:****A. Announcements****XII. ADJOURN:**

**SCHWENKSVILLE BOROUGH AUTHORITY
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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, Treasurer Brian Pippert, Secretary Treasurer Darren Rash and Secretary Brian Corbin.

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.

MINUTES:

Chairman Markley then presented the minutes of October 12, 2022 and asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of October 12, 2022, by a 5-0 vote.

VISITORS:

Confirmed Appointments - none

Marla Hexter, Lower Frederick Township

FINANCIAL REPORT:

The Board then reviewed Bill List 11/2022 in the amount of \$144,980.26. The Board reviewed checks to be signed in the amount of \$114,314.08. In addition, payroll and pension transfers in the amount of \$30,666.18. Total Financial transaction of \$144,980.26 which summary is as follows:

Checks at meeting	\$ 114,314.08
Payroll, Pension & Other Transfers	\$ 30,666.18
Total Transfers and Checks	<u>\$ 144,980.26</u>

Accordingly, Mr. Pippert made a motion to approve Bill List 11/2022 in the amount of \$144,980.26, seconded by Mr. Slater and approved by the Board 5-0.

The Board then reviewed Bill List 11/2022A in the amount of \$12,423.95. The Board reviewed checks to be signed in the amount of \$12,423.95. Accordingly, Mr. Slater made a motion to approve Bill List 11/2022A, in the amount of \$12,423.95, seconded by Mr. Rash and approved by the Board 5-0.

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

MANAGEMENT REPORT:

Administration:

1. Report of Delinquent Accounts - There were Fifty-Eight (58) Shut Off letters sent in the month of October totaling \$12,940.68. The total amount collected was \$11,394.36. Forty-Eight (48) customers paid in full, Four (4) customers made partial payment and Six (6) customer did not pay and liens were filed.
2. Baghurst Alley/EPA – Resolution or Fees - Mr. Scully and Mr. Ebert provided an update to the Board.
3. SBA Administrative Building – Mr. Scully provided an update to the Board.
4. Ongoing Flood Restorations – Mr. Scully provided an update to the Board.
5. Paperless Billing and Automatic Payment Withdrawals – Mr. Scully provided an update to the Board.
6. 2023 Draft Budget – Mr. Sullivan reviewed the 2023 Draft Budget with the Board. Accordingly, Mr. Rash made a motion to approve the 2023 Operating Budget as presented noting a 2% increase in water and sewer rates effective January 1, 2023, seconded by Mr. Slater, and approved by the Board 5-0. A copy of the approved budget will be sent to the Borough.
7. Borough 2023 Labor & Equipment Fee Schedule – Mr. Scully reviewed the fee schedule with the Board. No changes have been made to the current fee schedule. Staff will modify the current accounting practices to accurately reflect the time and materials costs associated with work performed for the Borough. This will enable the Authority to provide an accurate cost schedule to the Borough. The vote was tabled to the July 2023 Authority meeting.
8. Water Service Agreement -26 Second Avenue, Lower Frederick – Mr. Scully reviewed the water service agreement with the Board. Accordingly, Mr. Rash made a motion to approve the water service agreement as presented, seconded by Mr. Pippert and approved by the Board 5-0.

Water Department:

- A. Management reported 271,537 gallons per day water usage for the month of October 2022. Authority wells produced 182,912 gallons per day and 88,625 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on September 2022 flows of a daily average flow of 0.134 MGD and a total flow of 4.0193 million gallons for the month.

BOROUGH OPERATIONS:

- A. Borough Operations – October
 1. Empty trash in Pavilion and at Trailhead.
 2. Winterized Meadow water supply & tightened bib on spigot.
 3. Patched potholes on 2nd St, Woodland Ave & Hillcrest Ave.

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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DRBC Public Water Docket – Mr. Ebert provided an update to the Board. Mr. Slater made a motion to approve the DRBC Public Water Docket as presented, seconded by Mr. Corbin and approved by the Board 5-0.

SOLICITOR’S REPORT:

Colby Grim 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. Pippert made a motion to adjourn, seconded by Mr. Rash and approved by the Board, 5-0, adjourned at 7:53 pm.

Respectfully submitted:

Board Member