

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
DECEMBER 9, 2020– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
- III. REVIEW AND APPROVE MINUTES of November 11, 2020**
- IV. VISITORS:**
 - A. Confirmed Appointments – None**
 - B From the Floor:**
- V. FINANCIAL REPORT:**
 - A. Bills List 12/2020 in the amount of \$247,716.50**
 - 1. Checks – \$52,028.82**
 - 2. Payroll and Pension Transfers – \$30,420.63**
 - 3. ACH Bill Pay Withdrawals/Transfers – \$3,842.79**
 - 4. Checks Written Before Meeting – \$161,424.26**
 - B. Bills List 12/2020B Flood Repair or Replacement Costs in the amount of \$2,239.25**
 - 1. Checks- \$2,239.25**
 - 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 November. There were Fifty-Seven (57) Past Due letters sent totaling \$28,902.49. The total amount collected was \$9,829.14. Twelve (12) customers paid in full, Nine (9) customers made partial payments and Thirty Six (36) 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.**
 - 5. Approval of the 2021 Authority Meeting Dates**
 - 6. Approval of the 2021 Authority Fee Schedule**
 - 7. Borough Labor Agreement Renewal**
 - B. WATER DEPARTMENT**
 - 1. Water production – November**
 - a. 292,829 Total GPD**
 - b. 206,541 Wells GPD**
 - c. 86,288 Interconnection**
 - C. SEWER DEPARTMENT**
 - 1. Discharge monitoring report- October**
 - a. Daily Average Flow 0.1408**
 - b. Total Monthly Flow 4.3653**

D. OPERATIONS UPDATE

E. BOROUGH OPERATIONS – November

1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week
2. Moved a safe from 140 Main to 300 Main using backhoe
3. Moved picnic table from Meadow to SBA yard using backhoe
4. Removed and disposed of old, broken picnic bench 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:

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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 November 11, 2020, asked for approval when, Mr. Whitko moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of November 11, 2020 by a 4-0-1 vote. Mr. Rash abstained from the vote.

VISITORS:

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

FINANCIAL REPORT:

The Board then reviewed Bill List 12/2020 in the amount of \$247,716.50 The Board reviewed checks to be signed in the amount of \$52,028.82. In addition, payroll and pension transfers in the amount of \$30,420.63, automatic withdrawals in the amount of \$3,842.79, and Check Paid Prior to Meeting in the amount of \$161,424.26. Total Financial transactions of \$247,716.50 which summary is as follows:

| | |
|---------------------------------------|-----------------------------|
| Checks at meeting | \$ 52,028.82 |
| Payroll, Pension & Other Transfers | \$ 30,420.63 |
| Automatic Transfers | \$ 3,842.79 |
| <u>Checks Signed prior to meeting</u> | <u>\$ 161,424.26</u> |
| Total Transfers and Checks | <u>\$ 247,716.50</u> |

Accordingly, Mr. Whitko made a motion to approve Bill List 12/2020 in the amount of \$247,716.50 seconded by Mr. Slater and approved by the Board 5-0.

The Board then reviewed Bill List 12/2020B in the amount of \$2,239.25. The Board reviewed checks to be signed in the amount of \$2,239.25.

Accordingly, Mr. Whitko made a motion to approve Bill List 12/2020B, in the amount of \$2,239.25, seconded by Mr. Slater and approved by the Board 5-0.

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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 December. There were Fifty-Seven (57) Past Due Letters sent totaling \$28,902.49. The total amount collected was \$9,829.14. Twelve (12) customers paid in full, Nine (9) customers made partial payments and Thirty-Six (36) 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. Storm Damage Update – Mr. Sullivan provided an update to the Board on the ongoing restoration to the plant and the administrative office. The Administrative office should be completed by the end of December.
4. Wastewater Plant Odor Control – The Board and Professional Staff discussed in detail potential methods to control Odor and Flood control at the plant to address several public comments that had been received. Staff will provide a report to the Board outlining items that have been done previously and items that are under consideration.
5. Baghurst Alley/EPA – Proposed Water Main Extension – Mr. Sullivan provided an update to the Board and noted that the plans are under review. Staff is preparing the inter-municipal agreement for Upper Salford Township.
6. 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.
7. Well #7 Repairs – Mr. Sullivan provided an update to the Board regarding the new action plan for the well repairs.
8. 2021 SBA Meeting Schedule – Mr. Whitko made a motion to approve the 2021 Authority Board meeting dates, seconded by Mr. Pippert and approved by the Board 5-0.
9. 2021 SBA Fee Schedule – Mr. Whitko made a motion to approve the 2021 Fee Schedule, seconded by Mr. Pippert and approved by the Board 5-0.
10. Borough Labor Agreement Renewal – Mr. Sullivan presented a draft agreement to the Board with a proposed rate increase as directed previously by the Board. After a brief discussion by the Board, Mr. Slater made a motion to approve the Borough Labor Agreement Renewal reflecting no rate increase, seconded by Mr. Rash and approved by the Board 5-0.

The Board then directed the Manager to present a draft agreement with the proposed rate increases by September 2021 for the Authority Board and Borough Councils consideration.

B. Water Department:

Management reported 292,829 gallons per day water usage for the month of November. Authority wells produced 206,541 gallons per day and 86,288 gallons per day were taken from the interconnection.

C. Sewer Department:

Management reported on October 2020 flows of a daily average flow of 0.1408 MGD and a total flow of 4.3653 million gallons for the month.

D. Operations Update:

Mr. Sully referred the Board to the written reports in their meeting packet

E. Borough Operations – December

1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week
2. Removed and disposed of old, broken picnic bench using backhoe
3. Moved a picnic table from Meadow to SBA yard using backhoe
4. Moved a safe from 140 Main to 300 Main 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

B. Developments

- a. Centennial Apartments – Mr. Ebert provided an update to the Board. He reported that the Developer has recently re-established correspondence and has requested further review of the project.
- b. Melbourne Hill – Mr. Ebert provided an update to the Board.
- c. Ragusa Tract – Mr. Ebert provided an update to the Board. He noted that the development is nearing its completion.

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 8:30 p.m.

Respectfully submitted:

Board Member