

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
DECEMBER 8, 2021– 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 November 10, 2021**
- V. VISITORS:**
 - A. Confirmed Appointments:**
 - 1. Joe Phillips, Phillips and Donovan Architects, LLC – Proposal for Architectural work for the Proposed and Existing Administrative Buildings**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 12/2021 in the amount of \$302,259.74**
 - 1. Checks – \$114,468.33**
 - 2. Payroll and Pension Transfers – \$30,287.81**
 - 3. Checks Signed Prior to Meeting - \$157,503.60**
 - B. Bills List 12/2021 B Water Main Replacement Project in the amount of \$117,798.46**
 - 1. Checks - \$117,798.46**
 - C. Bills List 12/2021 C Flood Damage Repair \$18,465.63**
 - 1. Checks – \$18,465.63**
 - D. Income Statement and Summary**
 - E. Bank Statements**
 - F. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Fifty-Three (52) Shut Off letters sent in the month of November totaling \$34,552.14. The total amount collected was \$20,738.66. Thirty-Seven (37) customers paid in full. Fourteen (14) customers made a partial payment and agreed to make monthly payments moving forward until the account is paid in full. Water service was terminated to one customer’s vacant property and a lien was filed with the Montgomery County Prothonotary’s Office.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA- Proposed Water Main Extension – Update**
 - 4. SBA Administration Building, Lower Frederick – Update on Land Development**
 - 5. Update on Ongoing Flood Restoration Efforts**
 - 6. 103 Meng Road Professional Service Agreement**
 - 7. Approval of the 2022 Authority Fee Schedule**
 - 8. Approval of the 2022 Authority Meeting Dates**

B. WATER DEPARTMENT

1. Water production – November
 - a. 274,607 GPD
 - b. 187,248 Wells
 - c. 87,359 Interconnections
2. Operations Update
 - a. Arsenic Treatment Systems Update

C. SEWER DEPARTMENT

1. Discharge Monitoring Report
 - a. October – Daily Average Flow 0.1661
 - b. October – Total Monthly Flow 4.8175MG
2. Operations Update

VIII. BOROUGH OPERATIONS

- A. Borough Operations – November
 1. Emptied trash at trailhead and pavilion
 2. Removed picnic tables from pavilion & stored them for the winter
 3. Filled portable lights with fuel
 4. Placed “Stop” signs out @ signalized intersections due to power outage and removed them when power was restored
 5. Set out & filled all salt bins in the Borough using the backhoe
 6. Set out Plow markers

IX. ENGINEERING REPORT: Refer to enclosed written report.

- A. Authority
 1. Update on On-Going Odor Control and Flood Control Evaluations
- B. Water
 1. Water Main Replacement Projects for 2nd and 3rd Avenues in Lower Frederick Township. – Update
 2. See Written Report
- C. Sewer
 1. I & I – Sewer Repairs – Update
- D. Developments
 1. Update on Ongoing and Proposed Developments
 2. Lumberyard – Update

X. SOLICITOR’S REPORT:

- A. Authority
- B. Developments

XI. CHAIRMAN’S MINUTE:

- A. Announcements

XII. ADJOURN:

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The Regular meeting of the Schwenksville Borough Authority was called to order at Jerusalem Lutheran Church, 311 2nd St, Schwenksville, at 7:00 PM by Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were, Vice-Chairman Tom Slater, Treasurer Brian Pippert and Secretary Treasurer Darren Rash. Assistant Secretary Joe Giunta was excused from attendance.

Also, attending at the invitation of the Board were, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority, Will Oetinger, 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.

MINUTES:

Chairman Markley then presented the minutes of November 10, 2021 meeting asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of November 10, 2021 by a 4-0 vote.

VISITORS:

Ed Graf addressed the Board related to the impending retirement of Mike Sullivan
Chris Melville provided updates and comments related to the FEMA applications and funding.

CONFIRMED APPOINTMENTS:

Joe Phillips, Phillips and Donovan Architects, LLC.

Mr. Pippert made a motion to accept the proposal for the Architectural study for the renovation of the existing Authority building, seconded by Mr. Slater and approved by the Board 4-0.

Mr. Slater made a motion to accept the feasibility study as presented by Phillips and Donovan Architects, LLC for proposed Authority administrative building located on Zieglerville Road, seconded by Mr. Rash and approved by the Board 4-0.

Mr. Slater made a motion to form a Property Committee, nominating, Mr. Pippert and Mr. Rash, to help facilitate the renovation and construction process, seconded by Mr. Pippert and approved by the Board by a 4-0 vote.

FINANCIAL REPORT:

The Board then reviewed Bill List 12/2021 in the amount of \$302,259.74. The Board reviewed checks to be signed in the amount of \$114,468.33. In addition, payroll and pension transfers in the amount of \$30,287.81 and checks signed prior to meeting date totaled \$157,503.60. Total Financial transaction of \$302,259.74 which summary is as follows:

Checks at meeting	<u>\$ 114,468.33</u>
Payroll, Pension & Other Transfers	\$ 30,287.81
Checks signed prior to meeting (Ambler Loan)	<u>\$ 157,503.60</u>

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	<u>\$ 187,791.41</u>
Total Transfers and Checks	\$ 302,259.74

Accordingly, Mr. Pippert made a motion to approve Bill List 12/2021 in the amount of \$302,259.74, seconded by Mr. Slater and approved by the Board 4-0.

The Board then reviewed Bill List 12/2021B in the amount of \$117,798.46. The Board reviewed the 2nd and 3rd Ave Water Main Replacement payment request in the amount of \$117,798.46. Accordingly, Mr. Slater made a motion to approve Bill List 12/2021B in the amount of \$117,798.46, seconded by Mr. Pippert and approved by the Board 4-0.

The Board then reviewed Bill List 12/2021C in the amount of \$18,465.63. The Board reviewed checks to be signed in the amount of \$18,465.63 for the flood damage repair costs. Accordingly, Mr. Slater made a motion to approve Bill List 12/2021C in the amount of \$18,465.63, seconded by Mr. Pippert and approved by the Board 4-0.

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.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts – There were Fifty-Two (52) Shut Off letters sent in the month of November totaling \$34,552.14. The total amount collected was \$20,738.66. Thirty-Seven (37) customers paid in full. Fourteen (14) customers made partial payments and agreed to make monthly payments moving forward until the account is paid in full. Water service was terminated to one customer’s vacant property and a lien was filed with the Montgomery County Prothonotary’s Office. Mr. Sullivan provided a review of the delinquent accounts. The Authority will continue collection efforts on past due accounts.
2. SBA Building and Flood Restoration Update– Mr. Sullivan provided an update to the Board and noted the application for hazard mitigation and flood damage reimbursement have been submitted to FEMA/PEMA
3. 103 Meng Road Professional Service Agreement- Mr. Pippert made a motion to approve the Professional Service Agreement for 103 Meng Road, seconded by Mr. Slater and approved by the Board 4-0.
4. 2022 SBA Meeting Schedule – Mr. Slater made a motion to approve the 2022 Authority Board meeting dates, seconded by Mr. Pippert and approved by the Board 4-0.
5. 2022 SBA Fee Schedule –Mr. Slater made a motion to approve the 2022 Fee Schedule, seconded by Mr. Rash and approved by the Board 4-0.
6. 2022 Truck Purchase - Mr. Slater made a motion to approve purchase of a new truck, not to exceed \$75,000, seconded by Mr. Pippert and approved by the Board 4-0.

WATER DEPARTMENT:

- A. Management reported 274,607 gallons per day water usage for the month of November 2021. Authority wells produced 187,248 gallons per day and 87,359 gallons per day were taken from the interconnection.

B. Operations Update

SEWER DEPARTMENT:

- A.** Management reported on October 2021 flows of a daily average flow of 0.1661 MGD and a total flow of 4.8175 million gallons for the month.

BOROUGH OPERATIONS:

- A.** Borough Operations – November
1. Empty trash in Pavilion and at Trailhead every Monday & Friday
 2. Removed picnic tables from pavilion to store for winter
 3. Filled portable lights with fuel
 4. Placed “Stop” signs out @signalized intersections due to power outage and removed them when power was restored
 5. Set out and filled all salt bins in the Borough using the backhoe
 6. Set out plow markers

ENGINEERING 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.

A. 2nd and 3rd Avenues in Lower Frederick Township – Mr. Ebert provided an update to the Board. He noted only small punch list and administrative issues are need to close out the project.

B. Baghurst Alley/EPA-Proposed Water Main Extension- Mr. Ebert provided an update to the Board.

SOLICITOR’S REPORT:

Will Oetinger of Grim, Biehn & Thatcher, provided a brief report to the Board.

ADJOURNMENT:

There being no further business brought before the Board, Mr. Rash made a motion to adjourn, seconded by Mr. Pippert and approved by the Board, 4-0, adjourned at 8:35 p.m.

Respectfully submitted:

Board Member