

**SCHWENKSVILLE BOROUGH AUTHORITY**  
**BOARD OF DIRECTORS MEETING: FEBRUARY 13, 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, Treasurer Greg Pocius and Secretary Tom Slater. Also attending at the invitation of the Board were Melissa Fiala, representing the Authority's Solicitor's firm of Rudolph Clarke LLC, Frederick Ebert, P.E., President of 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.

Asst. Secretary Treasurer Brian Pippert arrived at 7:15 p.m.

The Pledge of Allegiance was recited.

**MINUTES:**

Chairman Markley then presented the minutes of January 9, 2019 and asked for approval when, Mr. Whitko moved and Mr. Pocius seconded, accepting the Board of Director's meeting minutes of January 9, 2019, by a 4-0 vote.

**VISITORS:**

There were no visitors.

**FINANCIAL REPORT:**

The Board then reviewed Bill List 2/2019A in the amount of \$114,876.92. The Board reviewed checks to be signed in the amount of \$72,570.64. In addition, payroll and pension transfers are in the amount of \$38,174.81 and automatic withdrawals in the amount of \$4,131.47 for the sub-total \$75,835.13. Total Financial transaction of \$123,905.50 which summary is as follows:

Checks at meeting	\$ 72,570.64
Payroll & Pension Transfers	\$ 38,174.81
<u>Automatic Transfers</u>	<u>\$ 4,131.47</u>
Total Transfers and Checks	<u>\$ 114,876.92</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 2/2019A in the amount of \$114,876.92, seconded by Mr. Pocius and approved by the Board 4-0.

The Board then reviewed Bill List 2/2019B in the amount of \$17,217.89, which summary is as follows:

Solicitors Costs	\$ 7,288.26
Engineering Costs	\$ 4,702.29
<u>Construction Costs</u>	<u>\$ 5,227.34</u>
	<u>\$ 276,014.21</u>

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Accordingly, Mr. Whitko made a motion to approve Bill List 2/2019B in the amount of \$17,217.89, seconded by Mr. Pocius and approved by the Board 5-0.

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 from Mr. Pocius and he has reviewed the bank statements and account transfers for the financial statements prior to the Board Meeting. Mr. Sullivan discussed with the Board the DEP permit fee assessment and the effect on the budget. Mr. Sullivan provided a brief summary of the Authority held Pension plan statement.

**MANAGEMENT REPORT:**

A. Administration:

1. Report of Delinquent Accounts - There were Forty-Nine (49) Shut-off Letters sent in the month of January totaling \$11,474.17. The total amount collected was \$10,531.85. Forty-Three (43) customers paid in full Three (3) customers made partial payments and agreed to a payment plan; Three (3) customers were sent Certified Shut Off/Intent to File a Lien letter with a termination date of February 28, 2019.

**Water Department:**

- A. Management reported 322,206 gallons per day water usage for the month of January 2019. Authority wells produced 234,867 gallons per day and 87,339 gallons per day were taken from the interconnection.

**Sewer Department:**

- A. Management reported on December 2018 flows of a daily average flow of 0.3218 MGD and a total flow of 9.9744 million gallons for the month.

**BOROUGH OPERATIONS:**

A. Borough Operations – January

1. Empty trash in Pavilion and at Trailhead
2. Replace Street Sign @ Woodland and Summit
3. Filled potholes on Hillcrest & Highland using backhoe
4. Removed & disposed of trash on Main St.
5. Gathered & placed Advanced Disposal totes behind Annex for them to pick up.
6. Replaced old “Fire house” signs on Main St.
7. Moved granite blocks at the request of a Council Member
8. Salted & plowed Borough Roads

**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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- A. Authority
- B. Water
  - 1. Church Street Water Main Project - Mr. Ebert provided an update to the project. The Main Street Phase III Project contract documents have been received and reviewed by the Authority Engineer and Solicitor. The revised HOP permit has been received from PennDOT for the soft dig of the bridge for Phase III of the Main Street project.
  - 2. Main Street Reconstruction Project – Mr. Ebert provided an update to the Board on the progress of the paving. The Board authorized the release of the retainage and the paving portion of the contract, excluding \$38,343.49 held until all the paving work is found to be satisfactory by the PennDOT inspectors and SBA.
- C. Sewer
  - 1. I&I Contract –The I&I contract is under review by the Authority Engineer and Solicitor.
  - 2. Sludge Contract – The sludge contract is under review by the Authority Engineer and Solicitor.
- D. Developments
  - 1. Lumberyard –Mr. Ebert referred the Board to his written report.
  - 2. Centennial Apartments – Mr. Ebert provided an update to the Board.
  - 3. Ragusa Tract –Mr. Ebert provided an update to the Board.

**SOLICITOR’S REPORT:**

Melissa Fiala of Rudolph Clarke LLC the Authority Solicitor’s provided a brief update for ongoing projects.

Main Street Project – Bond – Ms. Fiala provided an update to the Board.

**CHAIRMAN’S MINUTE:**

**ADJOURNMENT:**

There being no further business brought before the Board, Mr. Whitko made a motion to adjourn, seconded by Mr. Pocius and approved by the Board, 5-0, adjourned at 7:58 p.m.

**Respectfully submitted:**



**Board Member**