

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
FEBRUARY 12, 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 January 8, 2020**
- V. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill's list 2/2020 in the amount of \$124,878.10**
 - 1. Checks - \$81,239.74**
 - 2. Payroll and Pension Transfers – \$39,757.48**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$3,880.88**
 - 4. Checks Prior to Meeting-**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**

MANAGEMENT REPORT

- A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: Report of Delinquent Accounts: There were Forty-Three (43) Shut Off letters sent in the month of January totaling \$10,618.94. The total amount collected was \$10,057.68. Forty (40) customers paid in full, Two (2) customers made partial payments and agreed to a payment plan and One (1) Customer was sent a Certified Shut Off/Intent to File a Lien letter with a termination date of February 13, 2020.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update**
 - 4. Resolution 2020-01 Document Shredding**

VII. WATER DEPARTMENT

- A. Water production – January**
 - 1. 318,816 GPD**
 - 2. 226,721 Wells**
 - 3. 92,096 Interconnection**
- B. Operations Update**

SEWER DEPARTMENT

- A. Discharge monitoring report**
 - 1. December – Daily Average Flow 0.318 MGD**
 - 2. December – Total Monthly Flow 9.8569 MG**
- B. Operations Update**

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

1. Emptied trash at Trailhead and Pavilion
2. Replace Street Sign on Clearfield.
3. Filled potholes on 2nd St.
4. Snaked the Annex.
5. Trimmed trees around various locations in the Borough.
6. Salted & plowed Borough roads.
7. Moved picnic table legs & boards from Annex to SBA & moved dividers to Borough Hall.

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

1. See Written Report

B. Water

1. See Written Report

C. Sewer

1. I & I – Sewer Repairs - Update

D. Developments

1. Lumberyard – Update

XVI. SOLICITOR'S REPORT - Statement**A. Authority****B. Developments****XVII. CHAIRMAN'S MINUTE:****A. Announcements****XVIII. 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.

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 Peter Nelson, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher, Blake Romanowski, 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.

The Pledge of Allegiance was recited.

MINUTES:

Chairman Markley then presented the minutes of January 8, 2020, as amended and asked for approval when, Mr. Whitko moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of January 12, 2020 by a 5-0 vote.

VISITORS:

There were no visitors.

FINANCIAL REPORT:

The Board then reviewed Bill List 2/2020 in the amount of \$124,780.08. The Board reviewed checks to be signed in the amount of \$81,231.72. In addition, payroll and pension transfers in the amount of \$39,757.48 and automatic withdrawals in the amount of \$3,880.88. Total Financial transaction of \$124,780.08 which summary is as follows:

| | |
|------------------------------------|-----------------------------|
| Checks at meeting | \$ 81,231.72 |
| Payroll, Pension & Other Transfers | \$ 39,757.48 |
| <u>Automatic Transfers</u> | <u>\$ 3,880.88</u> |
| Total Transfers and Checks | <u>\$ 124,870.08</u> |

Schwenksville Investment Properties Escrow Release #3 (final)- Mr. Slater made a motion to approve Escrow release #3, in the amount of \$7,674.30, to close out Ph1 of the Lumberyard Project, seconded by Mr. Whitko and approved by the Board 5-0.

Accordingly, Mr. Whitko made a motion to approve Bill List 2/2020 in the amount of \$124,870.08, 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 noted that he answered several questions related to the bill payment list from Mr. Pippert and he has 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 Forty-Three (43) Shut Off letters sent in the month of January totaling \$10,618.94. The total amount collected was \$10,057.68. Forty (40) customers paid in full. Two(2) made partial payments and agreed to a payment plan and One (1) Customer was sent a Certified Shut off/Intent to File Lien Letter with a termination date of February, 2020.
2. Resolution 2020-01 – Document Shredding - Mr. Pippert made a motion to approve Resolution 2020-01, seconded by Mr. Whitko and approved by the Board 5-0.
3. Baghurst Alley – Mr. Sullivan provided an update to the Board. The EPA is working on the re-design plans for the proposed Water Main Extension.
4. Joint Meeting – Mr. Sullivan discussed with the Board scheduling a joint meeting with the Borough.
5. Pension Meeting – Mr. Sullivan will work on available dates for the annual pension meeting requesting one Board member to attend.

Water Department:

- A. Management reported 318,816 gallons per day water usage for the month of January. Authority wells produced 226,721 gallons per day and 92,096 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on December 2019 flows of a daily average flow of 0.318 MGD and a total flow of 9.8569 million gallons for the month.
1. Mr. Sullivan noted that there was a DEP Inspection

BOROUGH OPERATIONS:

A. Borough Operations – January

1. Empty trash in Pavilion and at Trailhead twice in January.
2. Replaced Street Sign on Clearfield
3. Filled potholes on 2nd St
4. Snaked the Annex
5. Trimmed trees around various locations in the Borough
6. Salted and Plowed Borough roads
7. Moved picnic table legs and boards from Annex to SBA and moved dividers to Borough Hall

ENGINEER'S REPORT:

Blake Romanowski, 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. Romanowski then provided an overview of the projects that have been prioritized.

A. Authority

1. H2O PA Water & Sewer and PA Small Water & Sewer Grant Application- Mr. Romanowski provided an update to the Board and noted that the award

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should be announced in April or May of 2020.

2. Tapping Fee – Mr. Ebert will provide an update to the Board at the March Meeting.
3. Chapter 94 Report – Mr. Ebert will provide an update to the Board at the March Meeting.
4. DRBC – The DRBC audit is due March 31, Mr. Ebert will provide an update at the March meeting.

B. Sewer

1. Corrective Action Plan Update – The Corrective Action Plan Update is due March 31. Mr. Ebert will provide an update at the March meeting.

SOLICITOR’S REPORT:

Peter Nelson of Grim Biehn & Thatcher, provided a brief 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. Pippert and approved by the Board, 5-0, adjourned at 7:28 p.m.

Respectfully submitted:

Board Member