

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: MARCH 14, 2018

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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 Greg Pocius, Secretary Tom Slater and member Brian Pippert. 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.

The Pledge of Allegiance was recited.

MINUTES:

Chairman Markley then presented the minutes of February 14, 2018 and asked for approval when, Mr. Whitko moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of February 14, 2018, by a 5-0 vote.

VISITORS:

There were no visitors.

FINANCIAL REPORT:

The Board then reviewed Bill List 3/2018A in the amount of \$55,993.13. In addition, payroll, pension checks, and other transfers are in the amount of \$29,924.47 and automatic payroll withdrawals in the amount of \$3,483.23 for the sub-total 33,407.70. Total Financial transaction of \$89,400.83 which summary is as follows:

Checks at meeting	\$ <u>55,993.13</u>
Payroll, Pension & Other Transfers	\$ 29,924.47
<u>Automatic Transfers</u>	\$ 3,483.23
	\$ <u>33,407.70</u>
Total Transfers and Checks	\$ <u>89,400.83</u>

Accordingly, Mr. Pocius made a motion to approve Bill List 3/2018A in the amount of \$89,400.83, seconded by Mr. Whitko 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 Mr. Pippert and Mr. Pocius has reviewed the bank statements and account transfers for the financial statements prior to the Board Meeting.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Sixty-Nine (69) Shut-off Letters sent in the month of February totaling \$15,989.04. The total amount collected was \$16,151.04. Sixty-Six (66) customers paid in full and Three (3) customers made partial payments and agreed to a payment plan.

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2. Bill Printing – Mr. Sullivan discussed with the Board the option to outsource the utility bill printing to reduce the Authority costs and provide a more efficient process. The Board directed staff to outsource the bill printing.
3. Main Street Paving Project – Mr. Sullivan provided an update to the Board regarding the advertisement of the Paving Project. The Authority will advertise and communicate with residents regarding the timeline of the paving and related detours.
4. Professional Service Agreement, Sack & Sons - On motion of Mr. Whitko, seconded by Mr. Slater, the Professional Service Agreement between the Authority and Sack & Sons, was approved 5-0.
5. Pennvest Loan Update – Mr. Sullivan provided an update on the Pennvest loan funds, application process and timing. Ms. Fiala provided an update to the Board regarding the loan approval process.
 - a. Authorized BOD Signature Resolution 2018-02 - On motion of Mr. Whitko, seconded by Mr. Pippert, Resolution 2018-02, Authorized BOD Signature Resolution, was approved 5-0.
 - b. Reimbursement Resolution 2018-03 - On motion of Mr. Whitko, seconded by Mr. Pippert, Resolution 2018-03, Reimbursement Resolution, was approved 5-0.
 - c. Funding Recipient – Resolution to Borrow 2018-04 -On motion of Mr. Whitko, seconded by Mr. Slater, Resolution 2018-04, Funding Recipient Resolution to Borrow, was approved 5-0.

Water Department:

- A. Management reported 325,999 gallons per day water usage for the month of February 2018. Authority wells produced 231,044 gallons per day and 94,955 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on January 2018 flows of a daily average flow of 0.2032 MGD and a total flow of 6.3007 million gallons for the month.

BOROUGH OPERATIONS:

- A. Borough Operations – February
 1. Empty trash in Pavilion and at Trailhead once a week.
 2. Plowed and Salted Borough roads
 3. Filled Pothole on 2nd Street
 4. Moved picnic tables into the old Fire house

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

1. 2017 Chapter 94 Proposal – Mr. Ebert provided an update to the Board. The Board then authorized the Executive director to sign the document for submission to the PA. DEP.

B. Water

1. Well #4 & #5 Arsenic Project – Mr. Ebert provided an update to the Board. Well 4 and 5 are back on line. Final payment is expected at the April 2018 meeting.
2. Church and Main Street Water Main Replacement – Mr. Ebert provided an update to the project and Pennvest loan progress. The survey was complete on February 28, 2018 and the application was submitted March 15, 2018. The pre-bid meeting is scheduled for April 5, 2018.

C. Sewer

1. I&I Sewer Repairs – Mr. Ebert provided an update to the Board.

D. Developments

1. Centennial Apartments – Mr. Ebert provided an update. The planning module has been approved by the Borough. On motion of Mr. Pippert, seconded by Mr. Whitko, the Easement and Developer Agreement between Centennial Apartments and the Authority, was approved 5-0.
2. Ragusa Tract – Mr. Ebert provided an update to the Board noting that the developer continues to work with Lower Frederick on the approval process. The developer has the Authority's agreement and it is under review.
3. Lumberyard - Staff updated the Board with regards to the easement agreements as well as the status of the development process. To date, the developer has not addressed the review comments from the engineer. Ms. Fiala provided an update to the easement agreements and noted that there were several minor changes that needed to be made to the agreements.
Mr. Slater moved to approve and record the easement agreements in a form satisfactory with the Authority Solicitor at the time that the development agreement is executed. The motion was seconded by Mr. Pippert and passed with a unanimous vote.

SOLICITOR'S REPORT:

Representing the Authority Solicitor's office of Rudolph Clarke LLC, Melissa Fiala, provided an overview of the business at hand.

1. River Perks Condemnation – Ms. Fiala provided an update to the Board.

CHAIRMAN'S MINUTE:

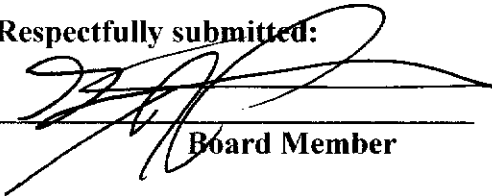
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ADJOURNMENT:

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 8:10 p.m.

Respectfully submitted:



Board Member