

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
MARCH 11, 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 February 12, 2020**
- V. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill's list 3/2020 in the amount of \$88,201.38**
 - 1. Checks - \$54,320.33**
 - 2. Payroll and Pension Transfers – \$30,172.84**
 - 3. ACH Bill Pay Withdrawals/Transfers - \$3,708.21**
 - 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-Five (45) Shut Off letters sent in the month of February totaling \$9,848.74. The total amount collected was \$9,698.35. Forty-Three (43) customers paid in full and Two (2) customers made partial payments and agreed to a payment plan.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update**

VII. WATER DEPARTMENT

- A. Water production – February**
 - 1. 297,864 GPD**
 - 2. 199,235 Wells**
 - 3. 86,474 Interconnection**
- B. Operations Update**

SEWER DEPARTMENT

- A. Discharge monitoring report**
 - 1. January – Daily Average Flow 0.3145 MGD**
 - 2. January – Total Monthly Flow 7.1082 MG**
- B. Operations Update**

VIII. BOROUGH OPERATIONS

- A. Borough Operations – February**
 - 1. Emptied trash at Trailhead and Pavilion**
 - 2. Pulled storm grates & cleaned inlets**

3. **TV'd Annex Drain.**
4. **Replaced street signs at Perkiomen Ave & 2nd St**
5. **Re-routed Annex downspout above ground**

XV. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

1. **See Written Report**
2. **H2O Pa. Water & Sewer and Pa. Small Water & Sewer Grant Application – Update**
3. **Tapping Fee – Update**
4. **Chapter 94 Report – Authorization to submit the 2019 Wasteload Management Report to the PA. DEP**
5. **Annual DRBC Audit – Update**

B. Water

1. **See Written Report**

C. Sewer

1. **I & I – Sewer Repairs - Update**

D. Developments

1. **See Written Report**

XVI. SOLICITOR'S REPORT:

A. Authority

B. Developments

XVII. CHAIRMAN'S MINUTE:

A. Announcements

XVIII. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
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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, 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. Peter Nelson, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher was excused from attendance.

The Pledge of Allegiance was recited.

MINUTES:

Chairman Markley then presented the minutes of February 11, 2020, as amended and asked for approval when, Mr. Pippert moved and Mr. Whitko seconded, accepting the Board of Director's meeting minutes of February 11, 2020 by a 5-0 vote.

VISITORS:

There were no visitors.

FINANCIAL REPORT:

The Board then reviewed Bill List 3/2020 in the amount of \$88,201.38. The Board reviewed checks to be signed in the amount of \$54,320.33. In addition, payroll and pension transfers in the amount of \$30,172.84 and automatic withdrawals in the amount of \$3,708.21. Total Financial transaction of \$88,201.38 which summary is as follows:

Checks at meeting	\$ 54,320.33
Payroll, Pension & Other Transfers	\$ 30,172.84
<u>Automatic Transfers</u>	<u>\$ 3,708.21</u>
Total Transfers and Checks	<u>\$ 88,201.38</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 3/2020 in the amount of \$88,201.38, 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-Five (45) Shut Off letters sent in the month of February totaling \$9,848.74. The total amount collected was \$9,698.35. Forty-Three (43) customers paid in full and Two (2) customers made partial payments and agreed to a payment plan.

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2. 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.
3. Joint Meeting – Mr. Sullivan discussed with the Board scheduling a joint meeting with the Borough scheduled for April 15, 2020 at the Greenfield Senior Living. Mr. Sullivan provided a summary of potential items to be discussed at the joint meeting.
4. Pension Meeting – Mr. Sullivan provided an update on the annual pension meeting to the Board.

Water Department:

- A. Management reported 297,864 gallons per day water usage for the month of February. Authority wells produced 199,235 gallons per day and 86,474 gallons per day were taken from the interconnection.
- B. Well 7 - Mr. Sullivan discussed with the Board providing a cost analysis to install greensand filters on Well 7. The Board directed the Authority engineer to prepare the cost analysis.

Sewer Department:

- A. Management reported on January 2020 flows of a daily average flow of 0.3145 MGD and a total flow of 7.1082 million gallons for the month.
 1. Mr. Sullivan noted that there was a DEP Inspection and DEP report noted that the plant was well maintained and operated.

BOROUGH OPERATIONS:

- A. Borough Operations – February
 1. Empty trash in Pavilion and at Trailhead twice in February
 2. Pulled storm grates and cleaned inlets
 3. TV'd Annex drain
 4. Replaced street signs @ Perkiomen Ave & 2nd St
 5. Re-routed Annex downspout above ground

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
 1. H2O PA Water & Sewer and PA Small Water & Sewer Grant Application- Mr. Ebert provided an update to the Board and noted that the award will be announced in July of 2020.
 2. Tapping Fee – Mr. Ebert will provide an update to the Board.
 3. Chapter 94 Report – Mr. Ebert will provide an update to the Board. Mr. Whitko made a motion to approve the Chapter 94 Report submission to the DEP, seconded by Mr. Pippert and approved by the Board 5-0.
 4. DRBC Audit– The DRBC audit is due March 31, Mr. Ebert will provide an update at the April meeting.

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5. Baghurst Alley – Mr. Ebert provided a summary of the preliminary plans for the water main extension. The Authority would be responsible to obtain the necessary easements to extend the line. Construction is expected to start in September.
- B. Sewer
6. Corrective Action Plan Update – The Corrective Action Plan Update is due March 31. Mr. Ebert will provide an update at the April meeting.

ADJOURNMENT:

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 8:10 p.m.

Respectfully submitted:

Board Member