

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: MARCH 10, 2021**

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ROLL CALL:

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. The meeting was held via virtual meeting.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice-Chairman Joe Giunta, 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, Colby Grim, 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.

Mr. Sullivan announced that the Authority is conducting the virtual meeting in response to the Covid-19 situation and that the Authority took steps to advertise the meeting to allow for public participation.

MINUTES:

Chairman Markley then presented the minutes of February 10, 2021, asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of February 10, 2021 by a 5-0 vote.

VISITORS:

There were no visitors

FINANCIAL REPORT:

The Board then reviewed Bill List 3/2021 in the amount of \$97,739.02. The Board reviewed checks to be signed in the amount of \$58,038.49. In addition, payroll and pension transfers in the amount of \$34,949.07 and automatic withdrawals in the amount of \$4,751.46 for the sub-total \$34,328.82. Total Financial transaction of \$97,739.02 which summary is as follows:

Checks at meeting	\$ 58,038.49
Payroll, Pension & Other Transfers	\$ 34,949.07
<u>Automatic Transfers</u>	<u>\$ 4,751.46</u>
Total Transfers and Checks	<u>\$ 97,739.02</u>

Accordingly, Mr. Slater made a motion to approve Bill List 3/2021 in the amount of \$97,739.02, seconded by Mr. Pippert and approved by the Board 5-0.

The Board then reviewed Bill List 3/2021B for bills pertaining to the insurance claim in the amount of \$13,428.74. Accordingly, Mr. Slater made a motion to approve Bill List 3/2021B, in the amount of \$13,428.74, seconded by Mr. Rash and approved by the Board 5-0.

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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. Mr. Pippert has reviewed the bank statements and account transfers for the financial statements with the Authority Board.

Mr. Sullivan provided an update to the Board on the Audit progress. The DCED report is due June 30, 2021.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were no Shut Off letters sent in the month of February. There were Sixty-Three (63) Past Due letters sent totaling \$57,466.86. The total amount collected was \$36,228.31. Twenty-Eight (28) customers paid in full. Twenty (20) customers made partial payments and Fifteen (15) customers did not make a payment at all. Mr. Sullivan provided a detailed review of the delinquent accounts and discussed the continuation of waiving late fees. The Authority will continue collection efforts on past due accounts.
2. Proposed Development Update – Mr. Sullivan provided an update to the Board.
3. Flood Insurance Claim – Mr. Sullivan provided an update to the Board and noted that all work including the new generator is complete.
4. Whistleblower Policy - A motion was made by Mr. Rash, seconded by Mr. Pippert to approve the Whistleblower Policy as presented, by a 5-0 vote.
5. Resolution 2021-02 – Rescind the Covid Relief Policy –A motion was made by Mr. Pippert, seconded by Mr. Slater to approve Resolution 2021-02, Rescinding the Covid Relief Policy, reinstating the existing Authority Collection Policy and Late Fee Policy, by a 5-0 vote.
6. Collection Policy –Mr. Sullivan reviewed the delinquent account list with the Board. It was proposed that additional collection efforts should begin for all customers over \$1,000 and 1-year delinquent. A motion was made by Mr. Pippert, seconded by Mr. Rash to approve the revised Collection Policy as presented, by a 5-0 vote.

Water Department:

- A. Management reported 283,642 gallons per day water usage for the month of February 2021. Authority wells produced 198,405 gallons per day and 85,237 gallons per day were taken from the interconnection.
- B. Well #7 Evaluation and Potential Capital Projects- Mr. Sullivan provided a detailed review on the evaluation of Well #7. A motion was made by Mr. Pippert, seconded by Mr. Slater to hire Jeff Clark, Hydrogeologist to evaluate Well #7, at a fee not to exceed \$10,000, by a 5-0 vote.

Sewer Department:

- A. Management reported on January 2021 flows of a daily average flow of 0.1872 MGD and a total flow of 5,8047 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – February

1. Empty trash in Pavilion and at Trailhead every Monday & Friday.
2. Salted and plowed Borough roads
3. Filled Salt Barrels

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.

1. Plant Odor Control and Flood Control Evaluation – Mr. Ebert provided an update to the Board and briefly reviewed the progress to date.
2. I&I Sewer Repairs – Mr. Ebert provided an update to the Board.
3. Chapter 94 Report – Mr. Ebert provided an update to the Board and provided several draft documents for the Board to review
4. 103 Meng Road – Mr. Sullivan and Mr. Ebert provided an update to the Board regarding a proposed sewer connection, associated connection fees and various approvals needed before the connection will be considered.

SOLICITOR’S REPORT:

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

CHAIRMAN’S MINUTE:

The Board had a general discussion regarding the long-term plans of the Borough for the Authority. There was no action taken by the Authority Board.

ADJOURNMENT:

There being no further business brought before the Board, Mr. Pippert made a motion to adjourn, seconded by Mr. Rash and approved by the Board, 5-0, adjourned at 8:35 p.m.

Respectfully submitted:

Board Member