

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: APRIL 14, 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 Tom Slater, Assistant Secretary Joe Giunta, Treasurer Brian Pippert and 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, Peter Nelson, 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 March 10, 2021, asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of March 10, 2021 by a 5-0 vote.

VISITORS:

There were no visitors

FINANCIAL REPORT:

The Board then reviewed Bill List 4/2021 in the amount of \$119,400.74. The Board reviewed checks to be signed in the amount of \$83,942.52 and checks mailed prior to the meeting in the amount of \$961.67 for a total amount of \$84,904.19. In addition, payroll and pension transfers in the amount of \$30,639.05 and automatic withdrawals in the amount of \$3,857.50 for the sub-total \$34,328.82. Total Financial transaction of \$119,400.74 which summary is as follows:

Checks at meeting	\$ 83,942.52
Checks prior to meeting	\$ 961.67
	<u>\$ 84,904.19</u>
Payroll, Pension & Other Transfers	\$ 30,639.05
Automatic Transfers	\$ 3,857.50
	<u>\$ 34,496.55</u>
Total Transfers and Checks	\$ 119,400.74

Accordingly, Mr. Pippert made a motion to approve Bill List 4/2021 in the amount of \$119,400.74, seconded by Mr. Rash and approved by the Board 5-0.

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The Board then reviewed Bill List 4/2021B for bills pertaining to the insurance claim in the amount of \$7,991.00. Accordingly, Mr. Slater made a motion to approve Bill List 4/2021B, in the amount of \$7,991.00, seconded by Mr. Giunta 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. 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 March. There were Seventy-Nine (79) Past Due letters sent totaling \$46,018.28. The total amount collected was \$24,083.17. Forty-Six (46) customers paid in full. Seventeen (17) customers made partial payments and Sixteen (16) 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.
4. Rate Comparison/Rate Analysis – A motion was made by Mr. Pippert, seconded by Mr. Slater to engage Howard J. Woods, Jr. & Associates LLC to perform a rate comparison and rate analysis on the Authority, by a 5-0 vote.
5. Potential Sale of the Authority – The Board discussed at length the potential sale of the Authority and the proposal from Public Financial Management (PFM).

Water Department:

- A. Management reported 277,699 gallons per day water usage for the month of March 2021. Authority wells produced 193,870 gallons per day and 83,828 gallons per day were taken from the interconnection.
- B. Well #7 Evaluation and Potential Capital Projects- Mr. Sullivan provided an update to the Board.

Sewer Department:

- A. Management reported on February 2021 flows of a daily average flow of 0.2949 MGD and a total flow of 8,2583 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – March

1. Empty trash in Pavilion and at Trailhead every Monday & Friday.
2. Salted and plowed Borough roads
3. Reset traffic light @ Main & Game Farm Rd
4. Moved picnic tables to Meadow
5. Moved river rock back to the river bed

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. The Surveyor will be confirming the berm elevation.
2. I&I Sewer Repairs – Mr. Ebert provided an update to the Board and detailed measures the Authority is taking to reduce I&I. The Board gave direction to have the Centennial Street sewer main televised to determine the repairs needed on the line.
3. Baghurst Alley – The Authority has received revised design plans and specs that are currently under review.

SOLICITOR’S REPORT:

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

A motion was made by Mr. Slater, seconded by Mr. Pippert to engage Peter Nelson for legal counsel related to the potential sale of the Authority, by a 3-0-2 vote. Mr. Giunta and Mr. Rash abstained from the vote.

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.

The Board generally discussed the ability to return to in person public meetings.

ADJOURNMENT:

There being no further business brought before the Board, Mr. Pippert made a motion to adjourn, seconded by Mr. Slater and approved by the Board, 5-0, adjourned at 8:30 p.m.

Respectfully submitted:

Board Member