

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: APRIL 11, 2018**

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 Vice Chairman Donald Whitko.

ROLL CALL:

In addition to Vice Chairman Whitko, other members present were 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. Chairman John Markley was excused from attendance.

The Pledge of Allegiance was recited.

MINUTES:

Vice Chairman Whitko then presented the minutes of March 14, 2018 and asked for approval when, Mr. Pippert moved and Mr. Pocius seconded, accepting the Board of Director's meeting minutes of March 14, 2018, by a 4-0 vote.

VISITORS:

There were no visitors.

FINANCIAL REPORT:

The Board then reviewed Bill List 4/2018A in the amount of \$70,064.38 and reviewed checks mailed prior to the meeting in the amount of \$5,976.44 for a total amount of \$76,040.82. In addition, payroll, pension checks, and other transfers are in the amount of \$31,208.54 and automatic payroll withdrawals in the amount of \$3,427.00 for the sub-total \$34,635.54. Total Financial transaction of \$110,676.36 which summary is as follows:

Checks at meeting	\$ 70,064.38
Checks prior to meeting	\$ 5,976.44
	<u>\$ 76,040.82</u>
Payroll, Pension & Other Transfers	\$ 31,208.54
Automatic Transfers	\$ 3,427.00
	<u>\$ 34,635.54</u>
Total Transfers and Checks	<u>\$ 110,676.36</u>

Accordingly, Mr. Pippert made a motion to approve Bill List 4/2018A in the amount of \$110,676.36, seconded by Mr. Pocius and approved by the Board 4-0.

The Authority drew down the remainder of the loan funds in the amount of \$200,000, in anticipation for the existing project costs.

Authority staff finalized outsourcing the utility bills. Bills will be mailed out monthly by the current utility billing Software Company. Bills will be mailed in regular sized envelope.

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Mr. Sullivan and Mr. Scully met with Lower Fredrick Township to discuss the servicing of additional sewer connections. New connections will need to obtain a letter from Lower Fredrick indicating that they will not be service by Lower Fredrick and that there is no opposition to Schwenksville Borough Authority servicing them.

Mr. Sullivan discussed with the Board the purchase of iPads for the use of electronic Board packets. The Board will discuss the potential use of these devices at a later meeting.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Thirty Two (32) Shut-off Letters sent in the month of March totaling \$6,672.71. The total amount collected was \$6,214.46. Twenty-Eight (28) customers paid in full and Four (4) customers did not pay and were sent a Certified Shut Off letter with a termination date of April 30, 2018.
2. Pennvest Loan Update – Mr. Sullivan and Ms. Fiala provided an update on the Pennvest loan funds, application process and timing. Settlement is scheduled for May 31, 2018.

Water Department:

- A. Management reported 328,121 gallons per day water usage for the month of March 2018. Authority wells produced 237,419 gallons per day and 89,577 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on February 2018 flows of a daily average flow of 0.4351 MGD and a total flow of 12.1834 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – March

1. Empty trash in Pavilion and at Trailhead once a week.
2. Plowed and Salted Borough roads
3. Inspected, took pictures, cleaned & documented storm inlet conditions.
4. Respond, after hours, to downed wire on 2nd St @ request of State Police.

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. Water

1. Well #4 & #5 Arsenic Project – Mr. Ebert provided an update to the Board.
2. Church and Main Street Water Main Replacement – Mr. Ebert provided an update to the project and Pennvest loan progress. A preconstruction meeting was held on April 5, 2018. The Authority Engineer requested a special meeting to review and award the public bid.

B. Developments

1. Centennial Apartments – Mr. Ebert provided an update to the Board. The plan review letter has been completed.
2. Ragusa Tract – Mr. Ebert provided an update to the Board.
3. Sacks Land Development – Parcel 38-00-02140-009, 38-00-02137-00-3 and 38-00-02134-00-6 – Mr. Ebert provided an update on the plans for a Dunkin Donuts.

SOLICITOR’S REPORT:

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

- A. Lumberyard - Ms. Fiala provided an update to the Board.

Motion by Greg Pocius and seconded by Brian Pippert:

I move that the Board of Directors of the Schwenksville Borough Authority (“Authority”) permit the Authority professionals to respond to the correspondence from the developer dated April 10, 2018 and advise the developer that the two easements concerning the relocation of the trail may move forward prior to the funding and execution of the Developer’s Agreement with the Authority. Both the Trail Relocation Easement and the Temporary Construction Easement may be considered for execution by the Board of Directors at a scheduled monthly meeting upon receipt of the two easements in a form acceptable to the Authority’s Solicitor, which includes financial security contemporaneous with the delivery of executed easement agreements by the appropriate developer parties, and a firm timeline for the paving of the Authority’s parking lot as the consideration for the easements, which shall be within this paving season. In addition, the Authority professionals shall advise the developer that the remaining Permanent Easement will not be considered for a vote by the Authority Board of Directors unless and until all items necessary for the Developer’s Agreement, included but not limited to, response to Authority Engineer Ebert’s plan review, funded financial security for the project, Permanent Easement in a form acceptable to the Authority’s Solicitor and other items as the Authority and its professionals deem necessary shall be agreed upon and executed by the appropriate parties for the Developer. Motion passed 4-0 by Board Members

CHAIRMAN’S MINUTE:

- A. Announcements

Consideration of a Special Meeting on April 19, 2018 at 7:00 pm - Mr. Pippert made a motion to approve the special meeting of the Authority Board, to Award the Main Street Water Main Replacement Project, on April 19, 2018 at 7 p.m., seconded by Mr. Pocius, approved by the Board, 4-0. Mr. Sullivan noted that the Authority will advertise the meeting as required.

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ADJOURNMENT:

There being no further business brought before the Board, Mr. Pippert made a motion to adjourn, seconded by Mr. Pocius and approved by the Board, 4-0, adjourned at 8:50 p.m.

Respectfully submitted:


Board Member