

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
APRIL 8, 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 March 11, 2020**
- V. VISITORS:**
 - A. Confirmed Appointments-None**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bill's list 4/2020 in the amount of \$101,967.25**
 - 1. Checks - \$67,995.98**
 - 2. Payroll and Pension Transfers – \$30,263.06**
 - 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: No Shut Off letters were sent in the month of March. There were One Hundred Five (105) Past Due letters sent.**
 - 2. Proposed Development Updates**
 - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update**
 - 4. Resolution 2020-2 to Temporarily Revise the Authority Fee Schedule**

VII. WATER DEPARTMENT

- A. Water production – March**
 - 1. 309,824 GPD**
 - 2. 223,555 Wells**
 - 3. 86,269 Interconnection**
- B. Operations Update**
- C. Chapter 110 Report**

SEWER DEPARTMENT

- A. Discharge monitoring report**
 - 1. February – Daily Average Flow 0.2479 MGD**
 - 2. February – Total Monthly Flow 7.1894 MG**
- B. Operations Update**

VIII. BOROUGH OPERATIONS**A. Borough Operations – March**

1. Emptied trash at Trailhead and Pavilion

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

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
BOARD OF DIRECTORS MEETING: APRIL 8, 2020**

1

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 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, 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.

MINUTES:

Chairman Markley then presented the minutes of March 8, 2020, asked for approval when, Mr. Slater moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of March 8, 2020 by a 5-0 vote.

VISITORS:

There were no visitors or other attendees logged in to the meeting.

FINANCIAL REPORT:

The Board then reviewed Bill List 4/2020 in the amount of \$101,967.25. The Board reviewed checks to be signed in the amount of \$67,995.98. In addition, payroll and pension transfers in the amount of \$30,263.06 and automatic withdrawals in the amount of \$3,708.21. Total Financial transaction of \$101,967.28 which summary is as follows:

Checks at meeting	\$ 67,995.98
Payroll, Pension & Other Transfers	\$ 30,263.06
<u>Automatic Transfers</u>	<u>\$ 3,708.21</u>
Total Transfers and Checks	<u>\$ 101,967.28</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 4/2020 in the amount of \$101,967.28, seconded by Mr. Rash 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 Mr. Sullivan generally 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 no Shut Off letters sent in the month of March. There were One Hundred Five(105) Past Due letters sent.
2. Baghurst Alley – Mr. Sullivan provided an update to the Board.
3. Resolution- Resolution 2020-2 - Mr. Slater made a motion to approve Resolution 2020-2, to Temporarily Revise the Authority Fee Schedule as presented, seconded by Mr. Whitko and approved by the Board 5-0.
4. 2019 Audit – The audit has been delayed due to COVID-19.
5. Well #5 Roof- Mr. Sullivan presented the three quotes obtained for the roof replacement. Mr. Whitko made a motion to approve the lowest bid, Doug Wannamaker, in the amount of \$10,944.00, seconded by Mr. Slater and approved by the Board 5-0.
6. COVID-19 – Mr. Sullivan provided an update to the Board regarding precautions that are being made to ensure the safety of staff as well as our residents.
7. Joint Meeting – The Joint meeting with the Borough Council scheduled for April 15, 2020 has been postponed.

Water Department:

- A. Management reported 309,824 gallons per day water usage for the month of March. Authority wells produced 223,555 gallons per day and 86,269 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on February 2020 flows of a daily average flow of 0.2479 MGD and a total flow of 7.1894 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – March

1. Empty trash in Pavilion and at Trailhead twice in February

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 at the next meeting.
3. Chapter 94 Report – Mr. Ebert provided an update to the Board. The reports

were submitted by the required date.

4. DRBC Audit– The DRBC audit was submitted on March 31, 2020. Mr. Ebert will provide an update to the Board.

B. Sewer

5. Corrective Action Plan Update –Mr. Ebert provided an update to the Board.

SOLICITOR’S REPORT:

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

The Authority Solicitor answered several questions related to the virtual meeting format and requirements as well as rules and regulations pertaining to the Families First Coronavirus Response Act.

The May 13, 2020 Authority meeting will be held as a virtual meeting.

ADJOURNMENT:

There being no further business brought before the Board, Mr. Whitko made a motion to adjourn, seconded by Mr. Pippert and approved by the Board, 5-0, adjourned at 8:00 p.m.

Respectfully submitted:

Board Member