

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
APRIL 12, 2023– 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 8, 2023**
- V. VISITORS:**
 - A. Confirmed Appointments:**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 4/2023 in the amount of \$135,480.93**
 - 1. Checks – \$102,027.15**
 - 2. Payroll and Pension Transfers – \$32,327.25**
 - 3. Checks Signed Prior to Meeting – \$1,126.53**
 - B. Bills List 4/2023A Flood Damage Repair \$43,220.75**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Thirty-Nine (39) Shut Off letters sent in the month of March totaling \$11,138.64. The total amount collected was \$9,898.19. Thirty (30) customers paid in full. Seven (7) customers made a partial payment. One (1) customer did not pay but agreed to a payment plan and One (1) customer did not pay at all and a final water termination date is scheduled for April 17, 2023.**
 - 2. SBA Administration Building – Update**
 - 3. Update on Ongoing Flood Restoration Efforts**
 - 4. Actuarial Funding Valuation as of 01/01/2023**
 - 5. Resolution 2023-02 Master Casting Agreement**
 - 6. Water Service Agreement- 117 Third Avenue, Lower Frederick**
 - 7. Professional Services Agreement – Forest Lane Apartments, LLC**
 - B. WATER DEPARTMENT**
 - 1. Water production – March**
 - a. 266,259 GPD**
 - b. 177,796 Wells**
 - c. 95,472 Interconnections**
 - 2. Operations Update**
 - C. SEWER DEPARTMENT**
 - 1. Discharge Monitoring Report**
 - a. February – Daily Average Flow 0.1382**
 - b. February – Total Monthly Flow 3.8684**
 - 2. Operations Update**
- VIII. BOROUGH OPERATIONS**
 - A. Borough Operations – March**
 - 1. Emptied trash at trailhead and pavilion**
 - 2. Filled Pot holes on Centennial St**
 - 3. Took a load of debris to Barnside Composting**

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

- 1. See Written Report**
- 2. Water Grant**

X. SOLICITOR'S REPORT:

A. Authority

B. Developments- Forest Lane/Centennial Apartments

- 1. Improvements Agreement**
- 2. Water Sewer Agreement**
- 3. Declaration of Covenants, Easements, Conditions, and Restrictions**

XI. CHAIRMAN'S MINUTE:

A. Announcements

XII. ADJOURN:

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ROLL CALL:

The Regular meeting of the Schwenksville Borough Authority was called to order at Schwenksville Borough Hall, 300 Main St, Schwenksville at 7:00 PM by Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice Chairman Thomas Slater, Treasurer Brian Pippert and Secretary Treasurer Darren Rash. Secretary Brian Corbin was excused from attendance.

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; Mike Sullivan, of Private Utility Enterprises, Inc., Management Consultant to the Authority.

MINUTES:

Chairman Markley then presented the minutes of March 8, 2023 and asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of March 8, 2023 by a 4-0 vote.

VISITORS:

Confirmed Appointments - none

Karen Slater
Alec Hoffman
Chris Melville
Marla Hexter

FINANCIAL REPORT:

The Board then reviewed Bill List 4/2023 in the amount of **\$135,480.93**. The Board reviewed checks to be signed in the amount of \$102,027.15. In addition, payroll, and pension transfers in the amount of \$32,327.25. Total Financial transaction of \$135,480.93 which summary is as follows:

Checks at meeting	\$ 102,027.15
Payroll, Pension & Other Transfers	\$ 32,327.25
Checks Paid Before Meeting	\$ 1,126.53
Total Transfers and Checks	<u>\$ 135,480.93</u>

Accordingly, Mr. Pippert made a motion to approve Bill List 4/2023 in the amount of \$135,480.93, seconded by Mr. Slater and approved by the Board 4-0.

The Board then reviewed Bill List 4/2023A in the amount of \$43,220.75. The Board reviewed checks to be signed in the amount of \$3,703.25. Accordingly, Mr. Slater made a motion to approve Bill List 4/2023A, in the amount of \$43,220.75, seconded by Mr. Pippert and approved by the Board 4-0.

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The Board generally reviewed the financial reports as well as the income statement and summary.

MANAGEMENT REPORT:

Administration:

1. Report of Delinquent Accounts - There were Thirty-Nine (39) Shut Off letters sent in the month of March totaling \$11,138.64. The total amount collected was \$9,898.19. Thirty (30) customers paid in full. Seven (7) customers made a partial payment. One (1) customer did not pay but agreed to a payment plan and One (1) customer did not pay at all and a final water termination date is scheduled for April 17, 2023.
2. SBA Administration Building - Mr. Scully and Mr. Ebert provided an update to the Board.
3. Ongoing Flood Restorations – Mr. Scully reviewed the Insurance proposal for reimbursement in relation to the flood.
4. Actuarial Funding Valuation as of 01/01/2023 –
5. Resolution 2023-02 Master Casting Agreement –
6. Water Service Agreement – Forest Lane Apartments, LLC
7. Professional Services Agreement – Forest Lane Apartments, LLC

Water Department:

- A. Management reported 266,259 gallons per day water usage for the month of March 2023. Authority wells produced 177,796 gallons per day and 95,472 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on February 2023 flows of a daily average flow of 0.1382 MGD and a total flow of 3.8684 million gallons for the month.

BOROUGH OPERATIONS:

- A. Borough Operations – March
 1. Empty trash in Pavilion and at Trailhead.
 2. Filled potholes on Centennial St
 3. Took a load of debris to Barnside Composting

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

SOLICITOR'S REPORT:

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

- A. Authority
- B. Developments – Forest Lane/Centennial Apartments – Mr. Grim provided an update to the Board.

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ADJOURNMENT:

There being no further business brought before the Board, Mr. Rash made a motion to adjourn, seconded by Mr. Pippert and approved by the Board, 4-0, adjourned at 8:10 pm.

Respectfully submitted:

Board Member