

**SCHWENKSVILLE BOROUGH AUTHORITY  
BOARD OF DIRECTORS MEETING  
APRIL 13, 2022– 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 9, 2022**
- V. VISITORS:**
  - A. Confirmed Appointments:**
  - B. From the Floor:**
- VI. FINANCIAL REPORT:**
  - A. Bills List 4/2022 in the amount of \$135,955.09**
    - 1. Checks – \$96,681.53**
    - 2. Payroll and Pension Transfers – \$39,020.13**
    - 3. Checks Signed Prior to Meeting - \$253.43**
  - B. Bills List 4/2022A Flood Damage Repair- \$21,591.88**
    - 1. Checks – \$18,459.88**
    - 2. Checks Signed Prior to Meeting -\$3,132.00**
  - C. Income Statement and Summary**
  - D. Bank Statements**
  - E. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
  - A. ADMINISTRATION**
    - 1. Report of Delinquent Accounts: There were Fifty-Nine (59) Shut Off letters sent in the month of March totaling \$31, 473.14. The total amount collected was \$30,731.99. Fifty-Four (54) customers paid in full. Four (4) customers made a partial payment and agreed to make monthly payments moving forward until the account is paid in full and One (1) customer did not pay and a lien was filed.**
    - 2. Proposed Development Updates - THP**
    - 3. Baghurst Alley/EPA- Proposed Water Main Extension – Update**
    - 4. SBA Administration Building - Update**
    - 5. Ongoing Flood Restoration Efforts - Update**
    - 6. Paperless Billing and Automatic Payment Withdrawals**
    - 7. Hydrant Flushing – Sunday, April 24<sup>th</sup> – Friday, April 29<sup>th</sup>**
    - 8. Univest Pension Statement – 1<sup>st</sup> Quarter**
  - B. WATER DEPARTMENT**
    - 1. Water production – March**
      - a. 296,679 GPD**
      - b. 207,632 Wells**
      - c. 89,047 Interconnection**
    - 2. Operations Update**
  - C. SEWER DEPARTMENT**
    - 1. Discharge monitoring Report**
      - a. February – Daily Average Flow 0.2749**

- b. February – Total Monthly Flow 7.6967 MG
- 2. Operations Update

### **VIII. BOROUGH OPERATIONS**

- A. Borough Operations – March
  - 1. Emptied trash at Trailhead and Pavilion
  - 2. Filled potholes on Library Alley & Centennial
  - 3. Salted Borough roads
  - 4. Moved picnic tables back to the pavilion using backhoe
  - 5. Collected & emptied Borough salt barrels & placed in storage
  - 6. Removed debris from Centennial St culvert & storm pipe crossing Centennial
  - 7. Removed downed tree limb from Boulevard Ave

### **IX. ENGINEERING REPORT: Refer to enclosed written report.**

- A. Authority
  - 1. Update on On-Going Odor Control and Flood Control Evaluations
- B. Water
  - 1. Water Replacement Projects for 2<sup>nd</sup> & 3<sup>rd</sup> Avenues in LF Township-Update
  - 2. Water Allocation Report
  - 3. See Written Report
- C. Sewer
  - 1. I & I – Sewer Repairs – Update
  - 2. Sanitary Sewer lining Project
- D. Developments
  - 1. Update on Ongoing and Proposed Developments
  - 2. Lumberyard - Update

### **X. SOLICITOR'S REPORT:**

- A. Authority
- B. Developments- Lumberyard

### **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 Heidelberg Church, 251 Perkiomen Ave, 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, Secretary Treasurer Darren Rash and Assistant Secretary Brian Corbin.

Also, attending at the invitation of the Board were, Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority; Frank D'Amore, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher; John Scully, President of Private Utility Enterprises, Inc., Management Consultant to the Authority.

**MINUTES:**

Chairman Markley then presented the minutes of March 9, 2022 and asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of March 9, 2022, by a 5-0 vote.

**VISITORS:**

Karen Slater  
Marla Hexter  
Leanne Miller – Lumberyard

**FINANCIAL REPORT:**

The Board then reviewed Bill List 4/2022 in the amount of \$135,955.09. The Board reviewed checks to be signed in the amount of \$96,681.53 and checks mailed prior to the meeting in the amount of \$253.43 In addition, payroll and pension transfers in the amount of \$39,020.13. Total Financial transaction of \$135,955.09 which summary is as follows:

Checks at meeting	\$ 96,681.53
Checks prior to meeting	\$ <u>253.43</u>
	<b>\$ 96,934.96</b>
Payroll, Pension & Other Transfers	\$ 39,020.13
Total Transfers and Checks	<b><u>\$ 135,955.09</u></b>

Accordingly, Mr. Pippert made a motion to approve Bill List 4/2022 in the amount of \$135,955.09, seconded by Mr. Slater and approved by the Board 5-0.

The Board then reviewed Bill List 4/2022A in the amount of \$21,591.88. The Board reviewed checks to be signed in the amount of \$18,459.88 and checks mailed prior to the meeting in the amount of \$3,132.00. Accordingly, Mr. Slater made a motion to approve Bill List 4/2022A, in the amount of \$21,591.88, seconded by Mr. Pippert and approved by the Board 5-0.

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Scully noted that he answered several questions related to the bill payment list. Mr.

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

**MANAGEMENT REPORT:**

**Administration:**

1. Report of Delinquent Accounts - There were Fifty-Nine (59) Shut Off letters sent in the month of March totaling \$31,473.14. The total amount collected was \$30,731.99. Fifty-Four (54) customers paid in full. Four (4) customers made partial payments and agreed to make monthly payments until paid in full. One (1) customer did not pay and a lien was filed.
2. Proposed Development – THP -No new information is available on the project.
3. Baghurst Alley/EPA – Staff provided an update to the Board.
4. SBA Administrative Building – Mr. Scully provided an update to the Board. Mr. Rash made a motion to authorize staff to bid the restoration of the administration building to the original state, seconded by Mr. Slater and approved by the Board 5-0.
5. Flood Restorations – Mr. Scully provided an update to the Board.
6. Paperless Billing and Automatic Payment Withdrawals – Mr. Scully provided an update to the Board. DVIT has confirmed that the Authority is insured for cyber theft. Mr. Pippert made a motion to authorize staff to initiate paperless billing as proposed, seconded by Mr. Slater and approved by the Board 5-0.
7. Hydrant Flushing – Hydrant flushing will take place from April 24<sup>th</sup> to April 29<sup>th</sup>.

**Water Department:**

- A. Management reported 396,679 gallons per day water usage for the month of March 2022. Authority wells produced 207,632 gallons per day and 89,047 gallons per day were taken from the interconnection.

**Sewer Department:**

- A. Management reported on February 2022 flows of a daily average flow of 0.2749 MGD and a total flow of 7.6967 million gallons for the month.

**BOROUGH OPERATIONS:**

- A. Borough Operations – March
  1. Empty trash in Pavilion and at Trailhead twice in March.
  2. Salted Borough roads and sidewalks
  3. Filled potholes on Library Alley & Centennial St using backhoe
  4. Moved picnic tables from SBA yard to pavilion using backhoe
  5. Removed debris from Centennial St culvert & storm pipe @ Centennial & 2<sup>nd</sup>
  6. Removed downed tree limb from Boulevard Ave

**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. Plant Odor Control and Flood Control Evaluation – Mr. Ebert provided an update to the Board.
- B. Water
  - 1. Water Main Replacement Projects for 2<sup>nd</sup> & 3<sup>rd</sup> Avenue – Mr. Ebert provided and update to the Board.
  - 2. Water Allocation Report – Mr. Ebert provided an update to the Board.
- C. Sewer
  - 1. I & I – Sewer Repairs – Mr. Ebert provided an update to the Board.
  - 2. Sanitary Sewer Lining Project – Mr. Ebert provided an update to the Board.
- D. Developments
  - 1. Lumberyard - Mr. Ebert provided an update to the Board.
  - 2. Sludge Contract - Mr. Pippert made a motion to approve the 3-Year HydroTech Sludge Contract in the amount of \$111,295.80, pending the solicitor's review seconded by Mr. Rash and approved by the Board 5-0.

**SOLICITOR'S REPORT:**

Frank D'Amore of Grim Biehn & Thatcher, provided a brief report to the Board.

Lumberyard – Leanne Miller, Staff and Professionals provided a detailed review of the project and preliminary plans.

Mr. Slater made a motion to approve the Improvement Agreement, pending solicitor review, seconded by Mr. Pippert and approved by the Board 5-0.

Mr. Rash made a motion to approve the Service Agreement, pending solicitor review, seconded by Mr. Slater and approved by the Board 5-0.

**CHAIRMAN'S MINUTE:**

**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 9:01 pm.

**Respectfully submitted:**

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**Board Member**