

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: MAY 9, 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 Chairman John Markley.

ROLL CALL:

In addition to Chairman Markley, other members present were Vice Chairman Donald Whitko, 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.

The Pledge of Allegiance was recited.

MINUTES:

Chairman Markley then presented the Regular meeting minutes of April 11, 2018 and asked for approval when, Mr. Whitko moved and Mr. Pocius seconded, accepting the Board of Director's Regular meeting minutes of April 11., 2018, by a 5-0 vote.

Chairman Markley also presented the special meeting minutes of April 19, 2018 and asked for approval when, Mr. Whitko moved and Mr. Pocius seconded, accepting the Board of Director's special meeting minutes of April 19, 2018, by a 5-0 vote.

VISITORS:

There were no visitors.

FINANCIAL REPORT:

The Board then reviewed Bill List 5/2018A in the amount of \$46,539.22 and reviewed checks mailed prior to the meeting in the amount of \$30,010.39 for a total amount of \$76,549.61. In addition, payroll, pension checks, and other transfers are in the amount of \$29,362.19 and automatic payroll withdrawals in the amount of \$3,438.00 for the sub-total \$32,800.19. Total Financial transaction of \$109,349.80 which summary is as follows:

Checks at meeting	\$ 46,539.22
Checks prior to meeting	<u>\$ 30,010.39</u>
	\$ 76,549.61
Payroll, Pension & Other Transfers	\$ 29,362.19
Automatic Transfers	<u>\$ 3,438.00</u>
	\$ 32,800.19
Total Transfers and Checks	<u>\$ 109,349.80</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 5/2018A in the amount of \$109,349.80, seconded by Mr. Pocius and approved by the Board 5-0.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Forty-Eight (48) Shut-off Letters sent in the month of April totaling \$9,613.41. The total amount collected was \$9,397.08. Forty-Four (44) customers paid in full, Two (2) customers made partial payments and Two (2) customers did not pay and were sent a Certified Shut Off letter with a termination date of May 31, 2018.
2. 457 Plan - The Authority received documentation regarding the existing 457 plan. The plan has been reviewed with outside council. Final plan documents will be signed by the Board at the June 2018 meeting.
3. Pennvest Loan Update – Mr. Sullivan provided an update on the Pennvest loan application process. Settlement is scheduled for May 31, 2018. In accordance with Pennvest requirements, the Authority will need to set up a new, non-interest bearing checking account to process all transactions related to the loan. The necessary bank account set up documents will be signed at the June 2018 meeting.
4. Resolution #2018-05 - The Authority Fee Schedule was reviewed by the Board and upon motion of Mr. Pocius and seconded by Mr. Whitko, Resolution #2018-05 was approved by the Board 5-0.
5. Professional Service Agreement – 104 Meng Road, Lower Fredrick Township - Mr. Pocius made a motion to approve the professional service agreement for 104 Meng Road, seconded by Mr. Whitko and approved by the Board, 5-0
6. 2017 Financial Audit – the 2017 Audit is in the final stages. The Draft Audit will be presented to the Board at the June 2018 meeting.

Water Department:

- A. Management reported 309,228 gallons per day water usage for the month of April 2018. Authority wells produced 229,367 gallons per day and 82,615 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on March 2018 flows of a daily average flow of 0.3281 MGD and a total flow of 10.1714 million gallons for the month.

BOROUGH OPERATIONS:

A. Borough Operations – April

1. Empty trash in Pavilion and at Trailhead once a week.
2. Plowed and Salted Borough roads
3. Installed “No Parking” sign at Meadow Park Boat Dock Entrance
4. Repair and replace street sign at Woodland and Main.

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. Corrective Action Plan Update- Mr. Ebert provided an update to the Board.
 - 2. Arsenic Treatment System Update - Mr. Ebert provided an update to the Board.
The project is complete. Ebert Engineering is working to resolve a leak in the bottom of the system.
- B. Water -
 - 1. Church and Main Street Water Main Replacement – Mr. Ebert provided an update to the project, Pennvest loan progress and the next steps related to the replacement. A notice to award was issued. Contracts were presented to the Board for execution. The notice to proceed will be May 10, 2018.
- C. Sewer -
 - 1. I & I – Sewer Repairs – Mr. Ebert provided an update to the Board.
- D. Developments –
 - 1. Lumberyard –The Authority submitted documentation to the Developer. The Authority is waiting on the Developer regarding the project.
 - 2. Sacks Land Development –Mr. Ebert provided an update on the plans for a Dunkin Donuts. The plans for the project have been approved.

SOLICITOR’S REPORT:

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

- A. Authority –
 - 1. Professional Service Agreement – PENNVEST Loan - Mr. Pocius made a motion to approve the Rudolph Clarke LLC Professional Service Agreement as presented, not to exceed \$12,500, seconded by Mr. Whitko and approved by the Board, 5-0.
 - 2. Pennvest Loan -

Mr. Pocius made the following motion, seconded by Mr. Slater and approved by the Board, 5-0;

I move that the Schwenksville Borough Authority (“Authority”) Board, by its lawful officers, authorize the Professional Staff, including the Manager, the Solicitor and the Engineer, to finalize the required documents and filings in order to amend, as necessary, the Loan and Security Agreement dated July 10, 2015 (“2015 Loan”) entered into between the Authority and Ambler Savings Bank (“Bank”) and other such ancillary documents for the purposes of securing funds (“Project Funds”) from the Pennsylvania Infrastructure Investment Authority (“PENNVEST”) to construct improvements to the Authority’s Main Street and Church Road Water Main Replacement Project (“Project”) which Project Funds shall not be delivered to the Authority without the amendment of the 2015 Loan and consent from the Bank which shall not be provided by the Bank without such amendment. I further move that the amendment to the 2015 Loan shall be solely for the purpose of clarifying the 2015 Loan entered into previously in order for the Bank to maintain its priority position of security in front of the PENNVEST Project Funds which shall take a secondary position in the Authority’s collateral. I further move that the necessary documents and filings to amend the 2015 Loan shall be executed by two Board Members after the Professional Staff is satisfied with the amendment documents.

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CHAIRMAN'S MINUTE:

- A. Announcements
- B. IPad - 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.
- C. Borough Brick - Mr. Whitko made a motion to purchase a brick for the Borough Plaza project, not to exceed \$175, seconded by Mr. Slater and approved by the Board, 5-0

ADJOURNMENT:

There being no further business brought before the Board, Mr. Whitko made a motion to adjourn, seconded by Mr. Slater and approved by the Board, 5-0, adjourned at 8:20 p.m.

Respectfully submitted:


Board Member