

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
JANUARY 10, 2024– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
 - A. Announcement of Board Member Appointment**
- III. PLEDGE TO THE FLAG**
- IV. DULY ADVERTISED MEETING – Chairman**
- V. REORGANIZATION – Chairman – Pro Tem**
 - A. Election of Officers**
 - 1. Chairman**
 - 2. Vice-Chairman**
 - 3. Secretary**
 - 4. Treasurer**
 - 5. Asst. Secretary/Treasurer**
 - CLOSE ELECTION**
- VI. APPOINTMENT OF PROFESSIONAL STAFF – Chairman**
 - 1. MANAGEMENT CONSULTANT – Private Utility Enterprises, Inc**
 - 2. SOLICITOR – Grim, Biehn & Thatcher**
 - 3. ENGINEER – Ebert Engineering, Inc**
 - 4. AUDITOR – Lopez, Teodosio & Larkin, LLC**
 - 5. PENSION TRUSTEE – Univest Bank & Trust**
- VII. REVIEW AND APPROVE MINUTES of December 13, 2023**
- VIII. VISITORS:**
 - A. Confirmed Appointments:**
 - B. From the Floor:**
- IX. FINANCIAL REPORT:**
 - A. Bills List 1/2024 in the amount of \$123,040.13**
 - 1. Checks – \$90,395.53**
 - 2. Payroll and Pension Transfers – \$32,526.63**
 - 3. Checks Signed Prior to Meeting - \$117.97**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**
- X. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Eighty-Three (83) Past Due letters sent in the month of December totaling \$17,075.31. The total amount collected was \$15,704.48. Seventy-Three (73) customers paid in full. Nine (9) customers made a partial payment and One (1) customer did not pay.**

2. 2024 Borough Labor Agreement

3. 2024 Fee Schedule

B. WATER DEPARTMENT

1. Water production – December ‘23

a. 252,123 GPD

b. 165,036 Wells

c. 97,955 Interconnections

2. Operations Update

C. SEWER DEPARTMENT

1. Discharge Monitoring Report

a. November’23 – Daily Average Flow 0.1511

b. November’23 – Total Monthly Flow 4.5328

2. Operations Update

XI. BOROUGH OPERATIONS

A. Borough Operations – December

1. Emptied trash at trailhead and pavilion

2. Salted Borough roads

XII. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

1. See Written Report

2. Water Grant

XIII. SOLICITOR’S REPORT:

A. Authority- Baghurst

B. Developments

XIV. CHAIRMAN’S MINUTE:

A. Announcements

XV. ADJOURN:

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JANUARY 10, 2024

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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 Vice-Chairman Tom Slater.

ROLL CALL:

In addition to Vice-Chairman Slater, other members present were Treasurer Brian Pippert and Secretary Brian Corbin. Treasurer Darren Rash attended the meeting via telephone conference call and Chairman John Markley 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; John Scully, President of Private Utility Enterprises, Inc., Management Consultant to the Authority.

REORGANIZATION:

Open for Nominations

Vice-Chairman Slater turned the election of the officers for the Board of Directors over to the Chairman Pro-Tem, John Scully. Accordingly, the Chairman Pro-Tem opened the floor for nominations. Mr. Scully asked if there were any proposed changes to the current slate of officers.

The 2024 Elected Officers for the Schwenksville Borough Authority Board of Directors officers are the following:

1. Chairman - John B. Markley, motion by Mr. Pippert, seconded by Mr. Rash and passed with a 4-0 vote
2. Vice Chairman – Thomas Slater, Sr, motion by Pippert, seconded by Mr. Rash and passed with a 4-0 vote
3. Secretary – Darren Rash motion by Mr. Pippert, seconded by Mr. Rash and passed with a 4-0 vote
4. Treasurer – Brian Pippert motion by Mr. Pippert, seconded by Mr. Rash and passed with a 4-0 vote
5. Asst. Secretary/Treasurer – Brian Corbin motion by Mr. Pippert, seconded by Mr. Rash and passed with a 4-0 vote

At this time, Vice-Chairman Slater proceeded with the presentation and approval of the professional staff for 2024.

APPOINTMENTS of PROFESSIONAL STAFF:

Vice-Chairman Slater then presented the following firms and requested a motion for approval:

Management Consultant – Private Utility Enterprises, Inc., motion by Mr. Corbin, seconded by Mr. Pippert and passed with a 4-0 vote.

Engineer - Ebert Engineering, Inc. - Frederick Ebert, P.E., President, motion by Mr. Corbin, seconded by Mr. Pippert and passed with a 4-0 vote.

Solicitor - Grim, Biehn & Thatcher – Colby Grim, Esq. motion by Mr. Corbin, seconded by Mr. Pippert and passed with a 4-0 vote.

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JANUARY 10, 2024

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Auditor – Lopez, Teodosio & Larkin, LLC - motion by Mr. Corbin, seconded by Mr. Pippert and passed with a 4-0 vote.

Pension Trustee- Univest Bank and Trust Co., motion by Mr. Corbin, seconded by Mr. Pippert and passed with a 4-0 vote.

At this time, Vice-Chairman Slater asked for a motion to adjourn the Reorganizational meeting and to move to the Regular Meeting, where upon Mr. Corbin motioned, seconded by Mr. Pippert and passed with a 4-0 vote.

MINUTES:

Vice-Chairman Slater then presented the minutes of December 13, 2023 and asked for approval when, Mr. Corbin moved and Mr. Rash seconded, accepting the Board of Director's meeting minutes of December 13, 2023 by a 4-0 vote.

VISITORS:

- A. Confirmed Appointments - none
- B. From the Floor: Karen Slater

FINANCIAL REPORT:

The Board then reviewed Bill List 1/2024 in the amount of \$123,040.13. The Board reviewed checks to be signed in the amount of \$90,395.53. In addition, payroll and pension transfers in the amount of \$32,526.63, checks signed prior to the meeting in the amount of \$117.97. Total Financial transaction of \$123,040.13 which summary is as follows:

Checks at meeting	\$ 90,395.53
Payroll, Pension & Other Transfers	\$ 32,526.63
Checks Paid Before Meeting	<u>\$ 117.97</u>
Total Transfers and Checks	\$ 123,040.13

Accordingly, Mr. Pippert made a motion to approve Bill List 1/2024 in the amount of \$123,040.13, seconded by Mr. Rash and approved by the Board 4-0.

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

MANAGEMENT REPORT:

Administration:

- A. 1. Report of Delinquent Accounts - There were Eighty-Three (83) Past Due letters sent in the month of December totaling \$17,075.31. The total amount collected was \$15,704.48. Seventy-Three (73) customers paid in full, nine (9) customers made partial payments and One (1) customer did not pay. The water was shut off to the vacant property on January 5, 2024.
- 2. 2024 Borough Labor Agreement - Mr. Scully discussed with the Board the Borough Annual Maintenance Agreement. A motion was made by Mr. Rash, seconded by Mr. Pippert to approve the intermunicipal agreement with the Borough. The motion passed with a 4-0 vote. A copy of the signed agreement will be sent to the Borough.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JANUARY 10, 2024**

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3. 2024 Schwenksville Borough Authority Fee Schedule – Upon motion of Mr. Corbin, seconded by Mr. Pippert, the Board approved the 2024 Fee Schedule with by a 4-0 vote.
- B. Management reported 252,123 gallons per day water usage for the month of December 2023. Authority wells produced 165,036 gallons per day and 97,955 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on November 2023 flows of a daily average flow of 0.1511 MGD and a total flow of 4.5328 million gallons for the month.
- B. Operations Update – Three (3) overflows in the last Four (4) weeks

BOROUGH OPERATIONS:

- A. Borough Operations – December
 1. Empty trash in Pavilion and at Trailhead.
 2. Salted & Plowed Borough Roads – It was mentioned that on Facebook that the Authority operations staff did a great job with plowing and salting the Borough roads.

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.

Water Grant Award – Mr. Ebert provided an update to the Board. The Authority was granted \$575,682 in grant funds. Mr. Ebert will provide more information on the project at the February meeting.

SOLICITOR'S REPORT:

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

Baghurst Alley - The Board recessed to an Executive Session at 8:05 pm. No action was taken. The Board reconvened to the regular meeting.

CHAIRMAN'S MINUTE:

- A. Announcements

ADJOURNMENT:

There being no further business brought before the Board, Mr. Pippert made a motion to adjourn, seconded by Mr. Corbin and approved by the Board, 4-0, adjourned at 8:11 pm.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
February 14, 2024– 7:00 P.M.
A G E N D A**

- I. CALL TO ORDER – Vice-Chairman**
- II. CALL OF THE ROLL**
- III. PLEDGE TO THE FLAG**
- IV. REVIEW AND APPROVE MINUTES of January 13, 2024**
- V. VISITORS:**
 - A. Confirmed Appointments:**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 2/2024 in the amount of \$129,972.18**
 - 1. Checks – \$83,368.45**
 - 2. Payroll and Pension Transfers – \$46,603.73**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Sixty-Six (66) Shut Off and Past Due letters sent in the month of January totaling \$31,094.93. The total amount collected was \$30,346.40. Sixty (60) customers paid in full. Four (4) customers made a partial payment and agreed to a payment plan, and Two (2) customers were granted a hardship extension.**
 - B. WATER DEPARTMENT**
 - 1. Water production – January**
 - a. 266,115**
 - b. 178,788 Wells**
 - c. 98,286 Interconnections**
 - 2. Operations Update**
 - C. SEWER DEPARTMENT**
 - 1. Discharge Monitoring Report**
 - a. December – Daily Average Flow 0.2944**
 - b. December – Total Monthly Flow 9.127**
 - 2. Operations Update**
- VIII. BOROUGH OPERATIONS**
 - A. Borough Operations – January**
 - 1. Emptied trash at trailhead and pavilion**
 - 2. Salted and plowed Borough Roads**
- IX. ENGINEERING REPORT: Refer to enclosed written report.**
 - A. Authority**
 - 1. See Written Report**
 - 2. Game Farm Road Bid Authorization**

X. SOLICITOR'S REPORT:**A. Authority**

- 1. Baghurst –**
- 2. Farm View – Development Agreement**

XI. CHAIRMAN'S MINUTE:**A. Announcements****XII. ADJOURN:**

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: FEBRUARY 14, 2024

1

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 Tom Slater, Treasurer Brian Pippert, Secretary Brian Corbin. Secretary Treasurer Darren Rash 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, and John Scully, of Private Utility Enterprises, Inc., Management Consultant to the Authority.

MINUTES:

Chairman Markley then presented the minutes of January 10, 2024 and asked for approval when, Mr. Pippert moved and Mr. Corbin seconded, accepting the Board of Director's meeting minutes of January 10, 2024 by a 4-0 vote.

VISITORS: Karen Slater

FINANCIAL REPORT:

The Board then reviewed Bill List 2/2024 in the amount of \$129,972.18. The Board reviewed checks to be signed in the amount of \$83,368.45. In addition, payroll, and pension transfers in the amount of \$46,603.73. Total Financial transaction of \$129,972.18 which summary is as follows:

Checks at meeting	\$ 83,368.45
Payroll, Pension & Other Transfers	\$ 46,603.73
Total Transfers and Checks	<u>\$ 129,972.18</u>

Accordingly, Mr. Slater made a motion to approve Bill List 2/2024 in the amount of \$129,972.18, seconded by Mr. Corbin and approved by the Board 4-0.

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 Sixty-Six (66) Shut Off and Past Due letters sent in the month of January totaling \$31,094.93. The total amount collected was \$30,346.40. Sixty (60) customers paid in full. Four (4) customers made a partial payment and agreed to a payment plan and Two (2) customers were granted a hardship extension.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: FEBRUARY 14, 2024**

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Water Department:

- A. Management reported 266,115 gallons per day water usage for the month of January 2024. Authority wells produced 178,788 gallons per day and 98,286 gallons per day were taken from the interconnections.
- B. Lead/Copper Line Work – Mr. Scully provided an update to the Board.

Sewer Department:

- A. Management reported on December 2023 flows of a daily average flow of 0.2944 MGD and a total flow of 9.127 million gallons for the month.
- B. Filter – Mr. Scully provided an update to the Board.

BOROUGH OPERATIONS:

- A. Borough Operations – January
 - 1. Empty trash in Pavilion and at Trailhead.
 - 2. Salted and plowed Borough Roads

ENGINEER'S REPORT:

Mr. Ebert reviewed the Engineer's Report with the Board.

- A. Game Farm Road Bid Authorization– Mr. Ebert reviewed the Project with the Board.

SOLICITOR'S REPORT:

Mr. Grimm reviewed the Solicitor's Report with the Board.

- A. Baghurst – Mr. Ebert provided an update to the Board regarding his conversation with the DEP related to Baghurst Alley. Mr. Grimm provided an update.
- B. Farm View Developer Agreement – Mr. Grimm provided an update to the Board.

ADJOURNMENT:

There being no further business brought before the Board, Mr. Slater made a motion to adjourn, seconded by Mr. Pippert and approved by the Board, 4-0, adjourned at 8:15 pm.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
March 13, 2024– 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 February 14, 2024**
- V. VISITORS:**
 - A. Confirmed Appointments:**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 3/2024 in the amount of \$137,318.98**
 - 1. Checks – \$99,937.60**
 - 2. Payroll and Pension Transfers – \$36,969.08**
 - 3. Checks Signed before Meeting – \$412.30**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Fifty-Three (53) Shut Off and Past Due letters sent in the month of February totaling \$13,191.44. The total amount collected was \$10,857.69. Thirty-Seven (37) customers paid in full. Eight (8) customers made a partial payment and agreed to a payment plan, and Eight (8) customers were granted a hardship extension.**
 - B. WATER DEPARTMENT**
 - 1. Water production – February**
 - a. 229,447**
 - b. 141,874 Wells**
 - c. 119,328 Interconnections**
 - 2. Operations Update**
 - C. SEWER DEPARTMENT**
 - 1. Discharge Monitoring Report**
 - a. January – Daily Average Flow 0.3007**
 - b. January – Total Monthly Flow 9.323**
 - 2. Operations Update**
- VIII. BOROUGH OPERATIONS**
 - A. Borough Operations – February**
 - 1. Emptied trash at trailhead and pavilion**
 - 2. Salted and plowed Borough Roads**

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

- 1. Forest Lane Escrow Release Letter**
- 2. Consideration of Game Farm Road Bid Award**
- 3. Consideration of Authorization of 2023 Chapter 94 Report Submission**
- 4. Summit Avenue Replacement Project**
- 5. Centennial Sanitary Sewer Project (Borough Project)**
- 6. Landis Development – Will Serve Letters**
- 7. Connection Management Plan Update**

X. SOLICITOR'S REPORT:

A. Authority

- 1. Baghurst Alley Project**
- 2. Farm View Estates**

XI. CHAIRMAN'S MINUTE:

A. Announcements

XII. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: MARCH 13, 2024**

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 Tom Slater, Treasurer Brian Pippert. Secretary Brian Corbin and Secretary Treasurer Darren Rash were 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, and John Scully, of Private Utility Enterprises, Inc., Management Consultant to the Authority.

MINUTES:

Chairman Markley then presented the minutes of February 14, 2024 and asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of February 14, 2024 by a 3-0 vote.

VISITORS: Karen Slater

FINANCIAL REPORT:

The Board then reviewed Bill List 3/2024 in the amount of \$137,318.98. The Board reviewed checks to be signed in the amount of \$99,937.60. In addition, payroll, and pension transfers in the amount of \$36,969.08. Checks Signed prior to the meeting in the amount of \$412.30. Total Financial transaction of \$137,318.98 which summary is as follows:

Checks at meeting	\$ 99,937.60
Payroll, Pension & Other Transfers	\$ 36,969.08
Checks Signed before Meeting	\$ 412.30
Total Transfers and Checks	<u>\$ 137,318.98</u>

Accordingly, Mr. Slater made a motion to approve Bill List 3/2024 in the amount of \$137,318.98, seconded by Mr. Pippert and approved by the Board 3-0.

The Board then reviewed Bill List 3/2024A in the amount of \$9,789.55. Accordingly, Mr. Slater made a motion to approve Bill List 3/2024A, in the amount of \$9,789.55, seconded by Mr. Pippert and approved by the Board 3-0.

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 Fifty-Three (53) Shut Off and Past Due letters sent in the month of February totaling \$13,191.44. The total amount collected was \$10,857.69. Thirty-Seven (37) customers paid in full. Eight (8) customers made a partial payment and agreed to a payment plan and Eight (8) customers were granted a hardship extension.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: MARCH 13, 2024**

Water Department:

- A. Management reported 229,447 gallons per day water usage for the month of February 2024. Authority wells produced 141,874 gallons per day and 119,328 gallons per day were taken from the interconnections.
- B. Lead/Copper Line Work – Mr. Scully provided an update to the Board.

Sewer Department:

- A. Management reported on January 2024 flows of a daily average flow of 0.3007 MGD and a total flow of 9.323 million gallons for the month.
- B. Filter – Mr. Scully provided an update to the Board.

BOROUGH OPERATIONS:

- A. Borough Operations – February
 - 1. Empty trash in Pavilion and at Trailhead.
 - 2. Salted and plowed Borough Roads

ENGINEER'S REPORT:

Mr. Ebert reviewed the Engineer's Report with the Board.

- A. Forest Lane Escrow Release Letter - Mr. Pippert made a motion to approve the Forest Lane Escrow Release in the amount of \$95,988.94, seconded by Mr. Slater, and approved by the Board, 3-0.
- B. Game Farm Road Bid Award– Mr. Slater made a motion to award the Game Farm Road Bid to Barrasso Excavation Incorporated, in the amount of \$146,200.00, seconded by Mr. Pippert and approved by the Board, 3-0. Mr. Pippert made a motion to authorize the Authority Manager to execute all necessary contract documents related to the Bid, seconded by Mr. Slater and approved by the Board, 3-0.
- C. Chapter 94 Report – Mr. Ebert provided an update.
- D. Summit Avenue Replacement Project – Mr. Slater made a motion to authorize the Summit Avenue Replacement Project to be bid, seconded by Mr. Pippert, and approved by the Board, 3-0.
- E. Centennial Sanitary Sewer Project (Borough Project) -Mr. Ebert provided an update.
- F. Landis Development – Will Serve Letters -Mr. Ebert provided an update.
- G. Connection Management Plan Update - Mr. Ebert provided an update.

SOLICITOR'S REPORT:

Mr. Grimm reviewed the Solicitor's Report with the Board.

The Board went into executive session at 8:15. No action was taken.

ADJOURNMENT:

There being no further business brought before the Board, Mr. Slater made a motion to adjourn, seconded by Mr. Pippert and approved by the Board, 3-0, adjourned at 8:31 pm.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
April 10, 2024– 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 13, 2024**
- V. VISITORS:**
 - A. Confirmed Appointments:**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 4/2024 in the amount of \$136,182.56**
 - 1. Checks – \$101,213.53**
 - 2. Payroll and Pension Transfers – \$34,969.03**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Sixty-Eight (68) Shut Off and Past Due letters sent in the month of March totaling \$15,430.67. The total amount collected was \$13,203.38. Fifty-Six (56) customers paid in full. Three (3) customers made a partial payment and agreed to a payment plan, and Nine (9) customers were sent a FINAL termination letter with a shut off date of April 11, 2024.**
 - B. WATER DEPARTMENT**
 - 1. Water production – March**
 - a. 247,279**
 - b. 160,117 Wells**
 - c. 87,161 Interconnections**
 - 2. Operations Update**
 - C. SEWER DEPARTMENT**
 - 1. Discharge Monitoring Report**
 - a. February – Daily Average Flow 0.1985**
 - b. February – Total Monthly Flow 5.7571**
 - 2. Operations Update**
- VIII. BOROUGH OPERATIONS**
 - A. Borough Operations – March**
 - 1. Emptied trash at trailhead and pavilion**
 - 2. Re installed street sign @ Perkiomen Ave & Main St**
 - 3. Filled potholes on Summit & Hillcrest**
 - 4. Collected all salt bins in the Borough & emptied salt back into SBA bins**

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

- 1. Consideration of Authorization of 2023 Chapter 94 Report Submission**
- 2. Summit Avenue Replacement Project**
- 3. Landis Development – Will Serve Letters**
- 4. Connection Management Plan Update**
- 5. Escrow Release - 117 Third Ave**

X. SOLICITOR’S REPORT:

A. Authority

- 1. Baghurst Alley Project**
- 2. Farm View Estates**

XI. CHAIRMAN’S MINUTE:

A. Announcements

XII. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: APRIL 10, 2024**

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 Tom Slater, Treasurer Brian Pippert. Secretary Brian Corbin and Secretary Treasurer Darren Rash were 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, and John Scully, of Private Utility Enterprises, Inc., Management Consultant to the Authority.

MINUTES:

Chairman Markley then presented the minutes of March 13, 2024 and asked for approval when, Mr. Slater moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of March 13, 2024 by a 3-0 vote.

VISITORS:

Karen Slater
Kalena Pippert

FINANCIAL REPORT:

The Board then reviewed Bill List 4/2024 in the amount of \$136,182.56. The Board reviewed checks to be signed in the amount of \$101,213.53. In addition, payroll, and pension transfers in the amount of \$34,969.03. Total Financial transaction of \$136,182.56 which summary is as follows:

Checks at meeting	\$ 101,213.53
Payroll, Pension & Other Transfers	<u>\$ 34,969.03</u>
Total Transfers and Checks	\$ 136,182.56

Accordingly, Mr. Pippert made a motion to approve Bill List 4/2024 in the amount of \$136,182.56, seconded by Mr. Slater and approved by the Board 3-0.

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 Sixty-Eight (68) Shut Off and Past Due letters sent in the month of March totaling \$15,430.67. The total amount collected was \$13,203.38. Fifty-Six (56) customers paid in full. Three (3) customers made a partial payment and agreed to a payment plan and Nine (9) customers were sent a FINAL termination letter with a shut off date of April 11, 2024.

Water Department:

- A. Management reported 247,279 gallons per day water usage for the month of March 2024. Authority wells produced 160,117 gallons per day and 87,161 gallons per day were taken from the interconnections.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: APRIL 10, 2024**

B. Lead/Copper Line Work – Mr. Scully provided an update to the Board.

Sewer Department:

- A. Management reported on February 2024 flows of a daily average flow of 0.1985 MGD and a total flow of 5.7571 million gallons for the month.
- B. Filter – Mr. Scully provided an update to the Board.

BOROUGH OPERATIONS:

- A. Borough Operations – March
 - 1. Empty trash in Pavilion and at Trailhead.
 - 2. Reinstalled street sign @ Perkiomen Ave & Main St
 - 3. Filled potholes on Summit & Hillcrest
 - 4. Collected all salt bins in the Borough & emptied salt back into SBA bins

ENGINEER'S REPORT:

Mr. Ebert reviewed the Engineer's Report with the Board.

- A. Chapter 94 Report – The Chapter 94 Report was submitted on March 28, 2024.
- B. Summit Avenue Replacement Project – Mr. Ebert provided an update to the Board.
- C. Landis Development – Will Serve Letters - Mr. Ebert provided an update to the Board.
- D. Connection Management Plan Update – Mr. Ebert provided an update to the Board.
- E. 117 Third Ave- Escrow Release Letter - Mr. Pippert made a motion to approve the escrow release for 117 Third Avenue, seconded by Mr. Slater and approved by the Board 3-0.

SOLICITOR'S REPORT:

Mr. Grim reviewed the Solicitor's Report with the Board.

A. Baghurst Alley Project – Mr. Grim provided an update to the Board. Mr. Grim met with the EPA to discuss the tapping fees. The EPA has agreed to pay the tapping fees as discussed. The agreement will be provided to the Board for review and approval at the May meeting.

B. Farm View Estates - Mr. Grim provided an update to the Board.

ADJOURNMENT:

There being no further business brought before the Board, Mr. Pippert made a motion to adjourn, seconded by Mr. Slater and approved by the Board, 3-0, adjourned at 7:44 pm.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
May 8, 2024– 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 April 10, 2024**
- V. VISITORS:**
 - A. Confirmed Appointments:**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 5/2024 in the amount of \$101,814.87**
 - 1. Checks – \$64,188.50**
 - 2. Payroll and Pension Transfers – \$34,831.37**
 - 3. Bills Paid before Meeting – \$2,795.00**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Eighty-Five (85) Shut Off and Past Due letters sent in the month of April totaling \$18,036.04. The total amount collected was \$17, 257.38. Seventy-Six (76) customers paid in full and Nine (9) customers made a partial payment and agreed to a payment plan.**
 - B. WATER DEPARTMENT**
 - 1. Water production – April**
 - a. 284,003**
 - b. 196,714 Wells**
 - c. 98,279 Interconnections**
 - 2. Operations Update**
 - C. SEWER DEPARTMENT**
 - 1. Discharge Monitoring Report**
 - a. March – Daily Average Flow 0.2713**
 - b. March – Total Monthly Flow 8.4102**
 - 2. Operations Update**
- VIII. BOROUGH OPERATIONS**
 - A. Borough Operations – April**
 - 1. Emptied trash at trailhead and pavilion**
 - 2. Filled potholes & cold patched Borough roads**

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

- 1. Summit Avenue Replacement Project Authorization to Bid**
- 2. Landis Development – Will Serve Letters**

X. SOLICITOR’S REPORT:

A. Authority

- 1. Baghurst Alley Project**
- 2. Melbourne Hill Project**

XI. CHAIRMAN’S MINUTE:

A. Announcements

XII. ADJOURN:

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: May 8, 2024**

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 Tom Slater, Treasurer Brian Pippert, Secretary Brian Corbin and 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; Kelly Eberle, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher, and John Scully, of Private Utility Enterprises, Inc., Management Consultant to the Authority.

MINUTES:

Chairman Markley then presented the minutes of April 10, 2024 and asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of April 10, 2024 by a 5-0 vote.

VISITORS:

FINANCIAL REPORT:

The Board then reviewed Bill List 5/2024 in the amount of \$101,814.87. The Board reviewed checks to be signed in the amount of \$64,188.50. In addition, payroll, and pension transfers in the amount of \$34,831.37. Checks Signed prior to the meeting in the amount of \$2,795.00. Total Financial transaction of \$101,814.87 which summary is as follows:

Checks at Meeting	\$ 64,188.50
Payroll, Pension & Other Transfers	\$ 34,831.37
Checks Signed before Meeting	\$ 2,795.00
Total Transfers and Checks	<u>\$ 101,814.87</u>

Accordingly, Mr. Slater made a motion to approve Bill List 5/2024 in the amount of \$101,814.87, seconded by Mr. Corbin and approved by the Board 5-0.

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 Eighty-Five (85) Shut Off and Past Due letters sent in the month of April totaling \$18,036.04. The total amount collected was \$17,257.38. Seventy-Six (76) customers paid in full. Nine (9) customers made a partial payment and agreed to a payment plan.
2. **Water Department:**
 - A. Management reported 284,003 gallons per day water usage for the month of April 2024. Authority wells produced 196,714 gallons per day and 98,279 gallons per day were taken from the interconnections.
 - B. Lead/Copper Line Work – Mr. Scully provided an update to the Board.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: May 8, 2024**

Sewer Department:

- A. Management reported on March 2024 flows of a daily average flow of 0.2713 MGD and a total flow of 8.4102 million gallons for the month.
- B. Mr. Scully provided an update to the Board.

BOROUGH OPERATIONS:

- A. Borough Operations – April
 - 1. Empty trash in Pavilion and at Trailhead.
 - 2. Filled potholes throughout the Borough

ENGINEER'S REPORT:

Mr. Ebert reviewed the Engineer's Report with the Board.

- A. Summit Avenue Replacement Project Authorization to Bid – Mr. Ebert provided an update to the Board. Ebert Engineering updated the cost estimate for the project based on the design of the project. The Board authorized Ebert Engineer to bid the Summit Avenue Replacement Project.
- B. Landis Development – Will Serve Letters - Mr. Ebert discussed the project with the Board and the potential to provide sewer to the development. The Board directed Ebert Engineering to notify Perkiomen Township that the Authority will serve public sewer to the Landis Development contingent on the approval of the planning module, the change of the service to Perkiomen Township and approval by Perkiomen Township and Schwenksville Borough. The Board also discussed the water service to the development.

SOLICITOR'S REPORT:

Ms. Eberle reviewed the Solicitor's Report with the Board.

- A. Baghurst Alley Project – Ms. Eberly provided an update to the Board. Mr. Slater made a motion to approve the water service agreement form, seconded by Mr. Rash and approved by the Board by a 5-0 vote.

ADJOURNMENT:

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

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
June 12, 2024– 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 May 8, 2024**
- V. VISITORS:**
 - A. Confirmed Appointments: Nick Burton, Lopez, Teodosio & Larkin LLC – Presentation of the 2023 Audited Financial Statement**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 6/2024 in the amount of \$157,772.57**
 - 1. Checks – \$114,876.70**
 - 2. Payroll and Pension Transfers – \$42,895.87**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Sixty-One (61) Shut Off and Past Due letters sent in the month of May totaling \$12,691.48. The total amount collected was \$12,402.14. Fifty-Five (55) customers paid in full, two (2) customers made a partial payment and agreed to a payment plan and Four (4) customers were granted hardship extensions.**
 - 2. Audit 2023-Draft Financial Statement**
 - B. WATER DEPARTMENT**
 - 1. Water production – May**
 - a. 304,594**
 - b. 216,995 Wells**
 - c. 98,284 Interconnections**
 - 2. Operations Update**
 - C. SEWER DEPARTMENT**
 - 1. Discharge Monitoring Report**
 - a. April – Daily Average Flow 0.197**
 - b. April – Total Monthly Flow 5.9085**
 - 2. Operations Update**
- VIII. BOROUGH OPERATIONS**
 - A. Borough Operations – May**
 - 1. Emptied trash at trailhead and pavilion**
 - 2. Filled potholes & cold patched Borough roads**
 - 3. Installed Speed Limit sign on Centennial St**

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

1. Consideration of Award of Summit Avenue Water Main Replacement Contract

X. SOLICITOR'S REPORT:

A. Authority

1. Farm View Estates- Development Documents

2. Baghurst - Memorandum of Understanding

XI. CHAIRMAN'S MINUTE:

A. Announcements

XII. ADJOURN:

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: June 12, 2024

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 Vice Chairman Tom Slater.

ROLL CALL:

In addition to Vice Chairman Slater, other members present were Vice Chairman Tom Slater, and Secretary Treasurer Darren Rash. Treasurer Brian Pippert attended the meeting via phone.

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, and John Scully, of Private Utility Enterprises, Inc., Management Consultant to the Authority. Chairman John Markley and Secretary Brian Corbin were excused from attendance

MINUTES:

Vice Chairman Slater then presented the minutes of May 8, 2024 and asked for approval when, Mr. Rash moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of May 8, 2024 by a 3-0 vote.

VISITORS:

Karen Slater

A. Confirmed Appointments – Nick Burton, CPA – Lopez, Teodosio & Larkin, LLC – 2023 Financial Audit Presentation

Mr. Burton, CPA – Lopez, Teodosio & Larkin, LLC presented the 2023 Audited Financial Statements. The Board then entered into a review and discussion of the 2023 Audited Financial Statements. Mr. Rash moved to adopt the 2023 Audited Financial Statements as presented. Mr. Pippert seconded the motion which was approved unanimously 3-0.

FINANCIAL REPORT:

The Board then reviewed Bill List 6/2024 in the amount of \$157,772.57. The Board reviewed checks to be signed in the amount of \$114,876.70. In addition, payroll, and pension transfers in the amount of \$42,895.87. Total Financial transaction of \$101,814.87 which summary is as follows:

Checks at Meeting	\$ 114,876.70
Payroll, Pension & Other Transfers	\$ 42,895.87
Total Transfers and Checks	<u>\$ 157,772.57</u>

Accordingly, Mr. Pippert made a motion to approve Bill List 6/2024 in the amount of \$157,772.57, seconded by Mr. Rash and approved by the Board 3-0.

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

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: June 12, 2024**

MANAGEMENT REPORT:

Administration:

1. **Report of Delinquent Accounts** - There were Sixty-One (61) Shut Off and Past Due letters sent in the month of May totaling \$12,691.48. The total amount collected was \$12,402.14. Fifty-Five (55) customers paid in full. Two (2) customers made partial payments and agreed to a payment plan and Four (4) customer were granted hardship extensions.
2. **Water Department:**
 - A. Management reported 304,594 gallons per day water usage for the month of May 2024. Authority wells produced 216,995 gallons per day and 98,284 gallons per day were taken from the interconnections.
 - B. Mr. Scully provided an update to the Board.

Sewer Department:

- A. Management reported on April 2024 flows of a daily average flow of 0.197 MGD and a total flow of 5.9085 million gallons for the month.
- B. Mr. Scully provided an update to the Board.

BOROUGH OPERATIONS:

- A. Borough Operations – May
 1. Empty trash in Pavilion and at Trailhead.
 2. Filled potholes throughout the Borough
 3. Installed Speed Limit sign on Centennial St

ENGINEER'S REPORT:

Mr. Ebert reviewed the Engineer's Report with the Board.

- A. **Summit Avenue Replacement Project Bid Award**– Mr. Ebert presented the bid results to the Board. Mr. Rash made a motion to award the lowest bid, from R-III Construction, in the amount of \$602,612.00, pending the Solicitors review, seconded by Mr. Pippert and approved by the Board 3-0.

SOLICITOR'S REPORT:

Ms. Grimm reviewed the Solicitor's Report with the Board.

- A. **Farm View Estates** - Mr. Rash made a motion to approve and execute the Developer Agreements for Farm View Estates, contingent on the Authority receiving the Performance Bond and Tapping Fees, seconded by Mr. Pippert and approved by the Board 3-0.

The Board entered an executive session at 7:35 pm to discuss matters of potential litigation. The Board reconvened at 7:38 pm.

- B. **Baghurst Alley Project**–Mr. Grim provided an update to the Board. Mr. Rash to approve and execute the Memorandum of Agreement as amended, seconded by Mr. Pippert and approved by the Board 3-0.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: June 12, 2024**

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, 3-0, adjourned at 7:45 pm.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
July 10, 2024– 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 June 12, 2024**
- V. VISITORS:**
 - A. Confirmed Appointments:**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 7/2024 in the amount of \$159,168.87**
 - 1. Checks – \$124,360.53**
 - 2. Payroll and Pension Transfers – \$34,808.34**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Seventy-Six (76) Shut Off and Past Due letters sent in the month of June totaling \$15,971.27. The total amount collected was \$13,784.82. Sixty-One (61) customers paid in full, Seven (7) customers made a partial payment and agreed to a payment plan and Eight (8) customers were granted hardship extensions.**
 - B. WATER DEPARTMENT**
 - 1. Water production – June**
 - a. 293,108**
 - b. 202,744 Wells**
 - c. 101,088 Interconnections**
 - 2. Operations Update**
 - 3. 2023 Consumer Confidence Report**
 - C. SEWER DEPARTMENT**
 - 1. Discharge Monitoring Report**
 - a. May – Daily Average Flow 0.1135**
 - b. May – Total Monthly Flow 3.518**
 - 2. Operations Update**
- VIII. BOROUGH OPERATIONS**
 - A. Borough Operations – June**
 - 1. Emptied trash at trailhead and pavilion**
 - 2. Prepped for & cleaned up after Concert in the Meadow**
 - 3. Removed Banner holders from lamp posts along Perkiomen Trail**
 - 4. Cleaned up broken glass in the Lower Meadow Parking Lot**

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

1.

X. SOLICITOR'S REPORT:

A. Authority

1. Baghurst -

2. Farm View Estates -

XI. CHAIRMAN'S MINUTE:

A. Announcements

XII. ADJOURN:

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: July 10, 2024

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 Vice Chairman Tom Slater.

ROLL CALL:

In addition to Vice Chairman Slater, other members present were Secretary Treasurer Darren Rash and Treasurer Brian Pippert.

Also, attending at the invitation of the Board were Frederick Ebert, P.E., President of Ebert Engineering, Inc., Consulting Engineer to the Authority; and John Scully, of Private Utility Enterprises, Inc., Management Consultant to the Authority. Chairman John Markley and Secretary Brian Corbin were excused from attendance.

Colby Grim, the Authority's Solicitor's firm of Grim, Biehn & Thatcher, was excused from attendance.

MINUTES:

Vice Chairman Slater then presented the minutes of June 12, 2024 and asked for approval when, Mr. Pippert moved and Mr. Rash seconded, accepting the Board of Director's meeting minutes of June 12, 2024 by a 3-0 vote.

VISITORS:

Karen Slater

FINANCIAL REPORT:

The Board then reviewed Bill List 7/2024 in the amount of \$159,168.87. The Board reviewed checks to be signed in the amount of \$124,360.53. In addition, payroll, and pension transfers in the amount of \$34,808.34. Total Financial transaction of \$159,168.87 which summary is as follows:

Checks at Meeting	\$ 124,360.53
Payroll, Pension & Other Transfers	\$ 34,808.34
Total Transfers and Checks	<u>\$ 159,168.87</u>

Accordingly, Mr. Pippert made a motion to approve Bill List 7/2024 in the amount of \$159,168.87, seconded by Mr. Rash and approved by the Board 3-0.

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 Seventy-Six (76) Shut Off and Past Due letters sent in the month of June totaling \$15,971.27. The total amount collected was \$13,784.82. Sixty-One (61) customers paid in full. Seven (7) customers made partial payments and agreed to a payment plan and Eight (8) customer were granted hardship extensions.

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: July 10, 2024

2. Water Department:

- A. Management reported 293,108 gallons per day water usage for the month of June 2024. Authority wells produced 202,744 gallons per day and 101,088 gallons per day were taken from the interconnections.
- B. Mr. Scully provided an update to the Board.

Sewer Department:

- A. Management reported on May 2024 flows of a daily average flow of 0.1135 MGD and a total flow of 3.518 million gallons for the month.
- B. Mr. Scully provided an update to the Board.

BOROUGH OPERATIONS:

- A. Borough Operations – June
 - 1. Empty trash in Pavilion and at Trailhead.
 - 2. Prepped for and cleaned up after Concert in the Meadow
 - 3. Removed banner holders from lamp posts along Perkiomen trail
 - 4. Cleaned up broken glass in the lower Meadow Park lot

ENGINEER'S REPORT:

Mr. Ebert reviewed the Engineer's Report with the Board.

- A. Summit Avenue Replacement Project– Mr. Ebert provided an update to the Board.
- B. Baghurst – Mr. Ebert provided an update to the Board.
- C. Farm View Estates – Mr. Ebert provided an update to the Board.

SOLICITOR'S REPORT:

Mr. Scully referred to the Solicitor's Report.

CHAIRMAN'S MINUTE:

The Board recessed to an Executive Session at 7:35 to discuss personnel matters. No action was taken The Board reconvened to the regular meeting at 7:47.

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, 3-0, adjourned at 7:48 pm.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
August 14, 2024– 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 July 10, 2024**
- V. VISITORS:**
 - A. Confirmed Appointments:**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 8/2024 in the amount of \$130,988.80**
 - 1. Checks – \$78,279.58**
 - 2. Payroll and Pension Transfers – \$44,833.39**
 - 3. Checks paid before Meeting – \$7,875.83**
 - B. Game Farm Road Water Main Replacement Project- Contract No.24-1 in the amount of \$111,017.00**
 - 1. Barrasso Excavation, Inc. Payment Request No.1- \$111,017.00**
 - C. Income Statement and Summary**
 - D. Bank Statements**
 - E. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Seventy-Four (74) Shut Off and Past Due letters sent in the month of July totaling \$17,731.42. The total amount collected was \$17,098.37. Sixty-Three (63) customers paid in full, Ten (10) customers made a partial payment and agreed to a payment plan and One (1) customer was granted a hardship extension.**
 - B. WATER DEPARTMENT**
 - 1. Water production – July**
 - a. 304,133**
 - b. 202,129 Wells**
 - c. 112,809 Interconnections**
 - 2. Operations Update**
 - C. SEWER DEPARTMENT**
 - 1. Discharge Monitoring Report**
 - a. June – Daily Average Flow 0.1139**
 - b. June – Total Monthly Flow 3.4182**
 - 2. Operations Update**
- VIII. BOROUGH OPERATIONS**
 - A. Borough Operations – July**
 - 1. Emptied trash at trailhead and pavilion**

2. Prepped for & cleaned up after Concert in the Meadow

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

- 1. Game Farm Road Water Main Replacement**
- 2. Artisan Centennial Street Development- Sewer Planning Module**

X. SOLICITOR'S REPORT:

A. Authority

- 1. Baghurst -**
- 2. Farm View Estates -**

XI. CHAIRMAN'S MINUTE:

A. Announcements

XII. ADJOURN:

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: August 14, 2024

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 Vice Chairman Tom Slater.

ROLL CALL:

In addition to Vice Chairman Slater, other members present were Secretary Treasurer Darren Rash, Secretary Brian Corbin and Treasurer Brian Pippert. Chairman John Markley 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 and John Scully, of Private Utility Enterprises, Inc., Management Consultant to the Authority.

MINUTES:

Vice Chairman Slater then presented the minutes of July 10, 2024 and asked for approval when, Mr. Pippert moved and Mr. Rash seconded, accepting the Board of Director's meeting minutes of July 10, 2024 by a 4-0 vote.

VISITORS:

There were no visitors

FINANCIAL REPORT:

The Board then reviewed Bill List 8/2024 in the amount of \$130,988.80. The Board reviewed checks to be signed in the amount of \$78,279.58. Checks Signed prior to the meeting in the amount of \$7,875.83. Total Financial transaction of \$130,988.80 which summary is as follows:
 In addition, payroll, and pension transfers in the amount of \$44,833.39. Total Financial transaction of \$130,988.80 which summary is as follows:

Checks at Meeting	\$ 78,279.58
Payroll, Pension & Other Transfers	\$ 44,833.39
Checks Signed before Meeting	\$ 7,875.83
Total Transfers and Checks	<u>\$ 130,988.80</u>

Accordingly, Mr. Rash made a motion to approve Bill List 8/2024 in the amount of \$130,988.80, seconded by Mr. Corbin and approved by the Board 4-0.

The Board then reviewed the Game Farm Water Main Replacement Project (Contract 24-1) Payment Request in the amount of \$111,017.00. Accordingly, Mr. Rash made a motion to approve the Payment Request in the amount of \$111,017.00, seconded by Mr. Corbin and approved by the Board 4-0.

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

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: August 14, 2024

MANAGEMENT REPORT:

Administration:

1. **Report of Delinquent Accounts** - There were Seventy-Four (74) Shut Off and Past Due letters sent in the month of July totaling \$17,731.42. The total amount collected was \$17,098.37. Sixty-Three (63) customers paid in full. Ten (10) customers made partial payments and agreed to a payment plan and One (1) customer was granted a hardship extension.
2. **Water Department:**
 - A. Management reported 304,133 gallons per day water usage for the month of July 2024. Authority wells produced 202,129 gallons per day and 112,809 gallons per day were taken from the interconnections.
 - B. Mr. Scully provided an update to the Board.
3. **Sewer Department:**
 - A. Management reported on June 2024 flows of a daily average flow of 0.1139 MGD and a total flow of 3,4182 million gallons for the month.
 - B. Mr. Scully provided an update to the Board.

BOROUGH OPERATIONS:

- A. Borough Operations – July
 1. Empty trash in Pavilion and at Trailhead.
 2. Prepped for and cleaned up after Concert in the Meadow

ENGINEER'S REPORT:

Mr. Ebert reviewed the Engineer's Report with the Board.

- A. Game Farm Rd Water Main Replacement Project– Mr. Ebert provided an update to the Board.
- B. Artisan Centennial Street Development – Sewer Planning Module – Mr. Ebert provided an update to the Board.

SOLICITOR'S REPORT:

Mr. Scully referred to the Solicitor's Report.

CHAIRMAN'S MINUTE:

Announcements

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, 4-0, adjourned at 7:25 pm.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
September 11, 2024– 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 August 14, 2024**
- V. VISITORS:**
 - A. Confirmed Appointments:**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 9/2024 in the amount of \$105,319.82**
 - 1. Checks – \$77,064.98**
 - 2. Payroll and Pension Transfers – \$28,254.84**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Eighty-Five (85) Shut Off and Past Due letters sent in the month of August totaling \$21,700.13. The total amount collected was \$20,586.31. Seventy-Two (72) customers paid in full, Nine (9) customers made a partial payment and agreed to a payment plan and Four (4) customer was granted a hardship extension.**
 - B. WATER DEPARTMENT**
 - 1. Water production – August**
 - a. 283,931**
 - b. 195,929 Wells**
 - c. 98,517 Interconnections**
 - 2. Operations Update**
 - C. SEWER DEPARTMENT**
 - 1. Discharge Monitoring Report**
 - a. July – Daily Average Flow 0.0902**
 - b. July – Total Monthly Flow 2.7976**
 - 2. Operations Update**
- VIII. BOROUGH OPERATIONS**
 - A. Borough Operations – August**
 - 1. Emptied trash at trailhead and pavilion**
 - 2. Prepped for & cleaned up after Concert in the Meadow**

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

- 1. Payment Request No.2 and Final – Game Farm Road Water Main Replacement**
- 2. Payment Request No.1 – Summit Avenue Water Main Replacement Project**

X. SOLICITOR’S REPORT:

A. Authority

- 1. Baghurst –**
- 2. Farm View Estates –**
- 3. Melbourne Hill –**
- 4. Verizon Tower Lease –**

XI. CHAIRMAN’S MINUTE:

A. Announcements

XII. ADJOURN:

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: September 11, 2024

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 Vice Chairman Tom Slater.

ROLL CALL:

In addition to Vice Chairman Slater, other members present were Secretary Treasurer Darren Rash and Treasurer Brian Pippert. Chairman John Markley and Secretary Brian Corbin were 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, Mike Martin, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher and John Scully, of Private Utility Enterprises, Inc., Management Consultant to the Authority.

MINUTES:

Vice Chairman Slater then presented the minutes of August 14, 2024 and asked for approval when, Mr. Pippert moved and Mr. Rash seconded, accepting the Board of Director's meeting minutes of August 14, 2024 by a 3-0 vote.

VISITORS:

Jackie Erixson, Landis Tract - Jackie Erixson provided an overview of the project, and requested a Will Serve letter for the thirteen (13) homes that are proposed to be built in Schwenksville Borough. Fred Ebert will draft a Will Serve letter for the Landis Tract.

FINANCIAL REPORT:

The Board then reviewed Bill List 9/2024 in the amount of \$105,319.82. The Board reviewed checks to be signed in the amount of \$77,064.98. In addition, payroll, and pension transfers in the amount of \$28,254.84. Total Financial transaction of \$105,319.82 which summary is as follows:

Checks at Meeting	\$ 77,064.98
Payroll, Pension & Other Transfers	\$ 28,254.84
Total Transfers and Checks	<u>\$ 105,319.82</u>

Accordingly, Mr. Pippert made a motion to approve Bill List 9/2024 in the amount of \$105,319.82, seconded by Mr. Rash and approved by the Board 3-0.

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 Eighty-Five (85) Shut Off and Past Due letters sent in the month of August totaling \$21,700.13. The total amount collected was \$20,586.31. Seventy-Two (72) customers paid in full. Nine (9) customers made partial payments and agreed to a payment plan and Four (4) customer was granted a hardship extension.

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: September 11, 2024

2. Water Department:

- A. Management reported 283,931 gallons per day water usage for the month of August 2024. Authority wells produced 195,929 gallons per day and 98,517 gallons per day were taken from the interconnections.
- B. Mr. Scully provided an update to the Board.

3. Sewer Department:

- A. Management reported on July 2024 flows of a daily average flow of 0.0902 MGD and a total flow of 2.7976 million gallons for the month.
- B. Mr. Scully provided an update to the Board.

BOROUGH OPERATIONS:

- A. Borough Operations – August
 - 1. Empty trash in Pavilion and at Trailhead.
 - 2. Prepped for and cleaned up after Concert in the Meadow

ENGINEER'S REPORT:

Mr. Ebert reviewed the Engineer's Report with the Board.

- A. Payment Request No. 2 and Final - Game Farm Rd Water Main Replacement Project– Mr. Pippert made a motion to approve the Game Farm Road Water Main Replacement Project Payment Request No. 2 in the amount of \$33,143.00, seconded by Mr. Rash and approved by the Board 3-0.
- B. Payment Request No.1 – Summit Avenue Water Main Replacement Project - Mr. Pippert made a motion to approve the Summit Avenue Water Main Replacement Project Payment Request No. 1 in the amount of \$374,346.00, seconded by Mr. Rash and approved by the Board 3-0.

SOLICITOR'S REPORT:

Mr. Martin referred to the Solicitor's Report.

- A. Baghurst- Mr. Martin provided an update to the Board.
- B. Farm View Estates- Mr. Martin provided an update to the Board.
- C. Melbourne Hill- Mr. Martin provided an update to the Board.
- D. Verizon Tower Lease - Mr. Martin provided an update to the Board.

CHAIRMAN'S MINUTE:

Announcements

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, 3-0, adjourned at 7:50 pm.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
October 9, 2024– 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 September 11, 2024**
- V. VISITORS:**
 - A. Confirmed Appointments:**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 10/2024 in the amount of \$172,703.96**
 - 1. Checks – \$140,083.75**
 - 2. Payroll and Pension Transfers – \$32,620.21**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Fifty-Five (55) Past Due letters sent in the month of September totaling \$12,163.61. The total amount collected was \$8,046.13. Thirty-Two (72) customers paid in full, Five (5) customers made a partial payment and agreed to a payment plan and Eighteen (18) customer was granted a hardship extension.**
 - 2. 2025 Draft Budget**
 - B. WATER DEPARTMENT**
 - 1. Water production – September**
 - a. 307,021**
 - b. 202,497 Wells**
 - c. 117,911 Interconnections**
 - 2. Operations Update**
 - C. SEWER DEPARTMENT**
 - 1. Discharge Monitoring Report**
 - a. August – Daily Average Flow 0.1189**
 - b. August – Total Monthly Flow 3.6862**
 - 2. Operations Update**
- VIII. BOROUGH OPERATIONS**
 - A. Borough Operations – September**
 - 1. Emptied trash at trailhead and pavilion**
 - 2. Prepped for & cleaned up after Community Day in the Meadow**
 - 3. Removed fallen tree limb from Hillcrest Ave**

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

- 1. Consideration of Summit Ave. Pay Request No. 2 in the amount of \$95,942.00**
- 2. Consideration of Summit Ave Change Order No.1 in the amount of \$52,280.00**

X. SOLICITOR'S REPORT:

A. Authority

- 1. Baghurst – Development Agreement**
- 2. Melbourne Hill – Development Agreement**
- 3. Centennial Apartments- Easement**

XI. CHAIRMAN'S MINUTE:

A. Announcements

XII. ADJOURN:

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: October 9, 2024

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 Vice Chairman Tom Slater.

ROLL CALL:

In addition to Vice Chairman Slater, other members present were Secretary Treasurer Darren Rash and Secretary Brian Corbin. Chairman John Markley and Treasurer Brian Pippert were 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, Mike Martin, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher and John Scully, of Private Utility Enterprises, Inc., Management Consultant to the Authority.

MINUTES:

Vice Chairman Slater then presented the minutes of September 11, 2024 and asked for approval when, Mr. Corbin moved and Mr. Rash seconded, accepting the Board of Director's meeting minutes of September 11, 2024 by a 3-0 vote.

VISITORS:

There were no visitors.

FINANCIAL REPORT:

The Board then reviewed Bill List 10/2024 in the amount of \$172,703.96. The Board reviewed checks to be signed in the amount of \$140,183.75. In addition, payroll, and pension transfers in the amount of \$32,620.21. Total Financial transaction of \$172,703.96 which summary is as follows:

Checks at Meeting	\$ 140,183.75
Payroll, Pension & Other Transfers	\$ 32,620.21
Total Transfers and Checks	<u>\$ 172,703.96</u>

Accordingly, Mr. Rash made a motion to approve Bill List 10/2024 in the amount of \$172,703.96, seconded by Mr. Corbin and approved by the Board 3-0.

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 Fifty-Five (55) Past Due letters sent in the month of September totaling \$12,163.61. The total amount collected was \$8,046.13. Thirty-Two (32) customers paid in full. Five (5) customers made partial payments and agreed to a payment plan and Eighteen (18) customer was granted a hardship extension.
2. **2025 Draft Budget**

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: October 9, 2024**

3. Water Department:

- A. Management reported 307,021 gallons per day water usage for the month of September 2024. Authority wells produced 202,497 gallons per day and 117,911 gallons per day were taken from the interconnections.
- B. Mr. Scully provided an update to the Board.

4. Sewer Department:

- A. Management reported on August 2024 flows of a daily average flow of 0.1189 MGD and a total flow of 3.6862 million gallons for the month.
- B. Mr. Scully provided an update to the Board.

BOROUGH OPERATIONS:

- A. Borough Operations – September
 - 1. Empty trash in Pavilion and at Trailhead.
 - 2. Prepped for and cleaned up after Concert in the Meadow
 - 3. Removed fallen tree limb from Hillcrest Ave

ENGINEER'S REPORT:

Mr. Ebert reviewed the Engineer's Report with the Board.

- A. Change Order No. 1 Payment Request - Summit Avenue Water Main Replacement Project–Mr. Rash made a motion to approve the Summit Avenue Water Main Replacement Project Change Order No.1 Payment Request in the amount of \$52,280.00, seconded by Mr. Corbin and approved by the Board 3-0.
- B. Payment Request No. 2 – Summit Avenue Water Main Replacement Project - Mr. Corbin made a motion to approve the Summit Avenue Water Main Replacement Project Payment Request No. 2 in the amount of \$95,942.00, seconded by Mr. Rash and approved by the Board 3-0.

SOLICITOR'S REPORT:

Mr. Martin referred to the Solicitor's Report.

- A. Baghurst- Mr. Martin provided an update to the Board.
- B. Centennial Apartments - Easement- Mr. Martin provided an update to the Board.
- C. Melbourne Hill- Mr. Martin provided an update to the Board.

CHAIRMAN'S MINUTE:

Announcements

ADJOURNMENT:

There being no further business brought before the Board, Mr. Corbin made a motion to adjourn, seconded by Mr. Rash and approved by the Board, 3-0, adjourned at 7:30 pm.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
November 13, 2024– 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 October 9, 2024**
- V. VISITORS:**
 - A. Confirmed Appointments:**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 11/2024 in the amount of \$133,715.45**
 - 1. Checks – \$92,941.33**
 - 2. Payroll and Pension Transfers – \$40,774.12**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Eighty-Seven (87) Past Due letters sent in the month of October totaling \$19,346.38. The total amount collected was \$16,088.17. Sixty-Eight (68) customers paid in full, Five (5) customers made a partial payment and agreed to a payment plan and Fourteen (14) customer was granted a hardship extension.**
 - 2. 2025 Draft Budget**
 - B. WATER DEPARTMENT**
 - 1. Water production – October**
 - a. 282,825**
 - b. 191.592 Wells**
 - c. 104,990 Interconnections**
 - 2. Operations Update**
 - C. SEWER DEPARTMENT**
 - 1. Discharge Monitoring Report**
 - a. September – Daily Average Flow 0.0846**
 - b. September– Total Monthly Flow 2.5374**
 - 2. Operations Update**
- VIII. BOROUGH OPERATIONS**
 - A. Borough Operations – October**
 - 1. Emptied trash at trailhead and pavilion**
 - 2. Repaired meadow picnic tables**
 - 3. Repaired Speed Limit Sign on 2nd St**

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

- 1.Consideration of Summit Ave. Pay Request No.3 in the amount of \$205,982.00**

X. SOLICITOR'S REPORT:

A. Authority

- 1. Baghurst –**
- 2. Melbourne Hill –**
- 3. Centennial Apartments-**
- 4. Artisan Land Co Landis Tract-**
- 5. Verizon Lease**

XI. CHAIRMAN'S MINUTE:

A. Announcements

XII. ADJOURN:

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: November 13, 2024

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 Vice Chairman Tom Slater.

ROLL CALL:

In addition to Vice Chairman Slater, other members present were Secretary Treasurer Darren Rash and Treasurer Brian Pippert. Chairman John Markley and Secretary Brian Corbin were 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, Dave Knightly, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher and John Scully, of Private Utility Enterprises, Inc., Management Consultant to the Authority.

MINUTES:

Vice Chairman Slater then presented the minutes of October 9, 2024 and asked for approval when, Mr. Rash moved and Mr. Corbin seconded, accepting the Board of Director's meeting minutes of October 9, 2024 by a 3-0 vote.

VISITORS:

There were no visitors.

FINANCIAL REPORT:

The Board then reviewed Bill List 11/2024 in the amount of \$133,715.45. The Board reviewed checks to be signed in the amount of \$92,941.33. In addition, payroll, and pension transfers in the amount of \$40,774.12. Total Financial transaction of \$133,715.45 which summary is as follows:

Checks at Meeting	\$ 92,941.33
Payroll, Pension & Other Transfers	\$ 40,774.12
Total Transfers and Checks	<u>\$ 133,715.45</u>

Accordingly, Mr. Rash made a motion to approve Bill List 11/2024 in the amount of \$133,715.45, seconded by Mr. Corbin and approved by the Board 3-0.

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 Eighty-Seven (87) Past Due letters sent in the month of October totaling \$19,346.38. The total amount collected was \$16,088.17. Sixty-Eight (68) customers paid in full. Five (5) customers made partial payments and agreed to a payment plan and Fourteen (14) customer was granted a hardship extension.
2. **2025 Draft Budget**- Mr. Scully reviewed the Draft budget with the Board. Based on the Board discussion, Mr. Scully will present the revised Draft Budget at the December meeting.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: November 13, 2024**

3. Water Department:

- A. Management reported 282,825 gallons per day water usage for the month of October 2024. Authority wells produced 191,592 gallons per day and 104,990 gallons per day were taken from the interconnections.
- B. Mr. Scully provided an update to the Board.
- C. Lead Service Lines – Mr. Scully provided an update to the Board.

4. Sewer Department:

- A. Management reported on September 2024 flows of a daily average flow of 0.0846 MGD and a total flow of 2.5374 million gallons for the month.
- B. Mr. Scully provided an update to the Board.

BOROUGH OPERATIONS:

- A. Borough Operations – October
 - 1. Empty trash in Pavilion and at Trailhead.
 - 2. Repaired Meadow picnic tables
 - 3. Repaired Speed Limit sign on 2nd St

ENGINEER'S REPORT:

Mr. Ebert reviewed the Engineer's Report with the Board.

- A. Payment Request No. 3 – Summit Avenue Water Main Replacement Project - Mr. Rash made a motion to approve the Summit Avenue Water Main Replacement Project Payment Request No. 3 in the amount of \$205,982.00, seconded by Mr. Corbin and approved by the Board 3-0.

SOLICITOR'S REPORT:

Mr. Knightly referred to the Solicitor's Report.

- A. Baghurst- Mr. Knightly provided an update to the Board.
- B. Melbourne Hill Agreement- Mr. Knightly provided an update to the Board. Mr. Pippert made a motion to approve the Agreement pending the receipt of the tapping fees, seconded by Mr. Rash and approved by the Board 3-0.
- B. Centennial Apartments - Easement- Mr. Knightly provided an update to the Board.
- C. Artisan land Co Landis Tract- Mr. Knightly provided an update to the Board
- D. Verizon Lease - Mr. Knightly provided an update to the Board

CHAIRMAN'S MINUTE:

Announcements

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, 3-0, adjourned at 7:40 pm.

Respectfully submitted:

Board Member

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
DECEMBER 11, 2024– 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 November 13, 2024**
- V. VISITORS:**
 - A. Confirmed Appointments:**
 - B. From the Floor:**
- VI. FINANCIAL REPORT:**
 - A. Bills List 12/2024 in the amount of \$289,111.90**
 - 1. Checks – \$254,847.57**
 - 2. Payroll and Pension Transfers – \$33,685.42**
 - 3. Checks Paid Prior to Meeting – \$551.91**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Eighty-Two (82) Shut Off and Past Due letters sent in the month of November totaling \$19,725.47. The total amount collected was \$18,545.33. Seventy-Two (72) customers paid in full, Eight (8) customers made a partial payment and agreed to a payment plan and Two (2) customers did not pay.**
 - 2. 2025 Meeting Dates for Publication**
 - 3. 2025 Draft Budget**
 - 4. Customer Correspondence**
 - B. WATER DEPARTMENT**
 - 1. Water production – November**
 - a. 273,082**
 - b. 185,098 Wells**
 - c. 100,765 Interconnections**
 - 2. Operations Update**
 - C. SEWER DEPARTMENT**
 - 1. Discharge Monitoring Report**
 - a. October – Daily Average Flow 0.0796**
 - b. October - Total Monthly Flow 2.4662**
 - 2. Operations Update**
- VIII. BOROUGH OPERATIONS**
 - A. Borough Operations – November**
 - 1. Emptied trash at trailhead and pavilion**

2. Pave and patched 4th St & Woodland Ave
3. Inspected culverts 2 Centennial & 2nd also Centennial & Forest

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

1. Lower Frederick Township BOS re: THP Capacity Request
2. Lower Frederick Township Engineer request re: Meng Road Sanitary Sewer Act 537 Plan
3. CAP/CMP Update
4. WWTP Mechanical Upgrade – Review of Scope
5. Baghurst Alley– Easements, follow up with Property owners

X. SOLICITOR’S REPORT:

A. Authority

1. Baghurst –
2. Melbourne Hill –
3. Centennial Apartments-
4. Artisan Land Co Landis Tract-
5. Verizon Lease

XI. CHAIRMAN’S MINUTE:

A. Announcements

XII. ADJOURN:

SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: December 11, 2024

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 Vice-Chairman Tom Slater.

ROLL CALL:

In addition to Vice-Chairman Slater, other members present were Treasurer Brian Pippert, Secretary Brian Corbin. Chairman John Markley attended the meeting via phone. Secretary Treasurer Darren Rash 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 and John Scully, of Private Utility Enterprises, Inc., Management Consultant to the Authority.

MINUTES:

Vice-Chairman Slater then presented the minutes of November 13, 2024 and asked for approval when, Mr. Pippert moved and Mr. Corbin seconded, accepting the Board of Director's meeting minutes of November 13, 2024 by a 4-0 vote.

VISITORS :

Jacqueline Erixxon (Landis Tract) – Mr. Ebert provided an update to Ms. Erixxon on the Landis Tract.

FINANCIAL REPORT:

The Board then reviewed Bill List 12/2024 in the amount of \$289,111.90. The Board reviewed checks to be signed in the amount of \$254,874.57. In addition, payroll, and pension transfers in the amount of \$33,685.42. Checks Signed prior to the meeting in the amount of \$551.91. Total Financial transaction of \$289,111.90 which summary is as follows:

Checks at Meeting	\$ 254,874.57
Payroll, Pension & Other Transfers	\$ 33,685.42
Checks Signed before Meeting	<u>\$ 551.91</u>
Total Transfers and Checks	\$ 289,111.90

Accordingly, Mr. Corbin made a motion to approve Bill List 12/2024 in the amount of \$289,111.90, seconded by Mr. Markley and approved by the Board 4-0.

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 Eighty-Two (82) Past Due letters sent in the month of November totaling \$19,725.47. The total amount collected was \$18,545.33. Seventy-Two (72) customers paid in full, eight (8) customers made partial payments and agreed to a payment plan and Two (2) customers did not pay.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: December 11, 2024**

2. **2025 Meeting Dates for Publication** - Mr. Corbin made a motion to approve the 2025 Authority Board meeting dates, seconded by Mr. Pippert and approved by the Board 4-0.
3. **2025 Draft Budget**- Mr. Scully reviewed the 2025 Draft Budget with the Board. Accordingly, Mr. Markley made a motion to approve the 2025 Operating Budget as presented noting a 5% increase in water and sewer rates effective January 1, 2025, seconded by Mr. Pippert and approved by the Board 4-0. A copy of the approved budget will be sent to the Borough. The Board gave direction to the Executive Director to obtain a proposal to perform a rate study for both Water and Sewer.
4. **Customer Correspondence- Leak, excessive usage September 2024**, Jonathan Bausch, 238 Michael Lane, requested a credit on his bill due to a large leak. Mr. Scully presented to the Board the account history. Mr. Pippert made a motion to make a one-time credit of 20% off the September 2024 bill as well as offering a payment plan not to exceed three months, seconded by Mr. Markley and approved by the Board 4-0.
5. **Water Department:**
 - A. Management reported 273,082 gallons per day water usage for the month of November 2024. Authority wells produced 185,098 gallons per day and 100,765 gallons per day were taken from the interconnections.
 - B. Mr. Scully provided an update to the Board.
6. **Sewer Department:**
 - A. Management reported on October 2024 flows of a daily average flow of 0.0796 MGD and a total flow of 2.4662 million gallons for the month.
 - B. Mr. Scully provided an update to the Board.

BOROUGH OPERATIONS:

- A. Borough Operations – November
 1. Empty trash in Pavilion and at Trailhead.
 2. Paved and patched 4th St & Woodland Ave
 3. Inspected culverts at Centennial & 2nd also Centennial & Forest

ENGINEER'S REPORT:

Mr. Ebert reviewed the Engineer's Report with the Board.

- A. Authority
 1. Lower Frederick Township BOS re: THP Capacity Request – Mr. Ebert provided an update to the Board. Lower Frederick submitted a sewer capacity request for the THP property. The Board gave direction for Ebert Engineering to reach out to Lower Frederick Township to start the process for the capacity request.
 2. Lower Frederick Township Engineer request re: Meng Road Sanitary Sewer Act 537 Plan- Lower Frederick Township requested a sewer capacity analysis for Meng Road for the Lower Frederick Township Act 537 Plan. The Board directed Ebert Engineering to proceed with the sewer capacity analysis for the Meng Road sewer.
 3. Corrective Action Plan- Mr. Ebert provided an update to the Board.
 4. WWTP Mechanical Upgrade –Mr. Ebert provided an update to the Board.
 5. Baghurst Alley – Easements, follow up with Property owners-Mr. Ebert provided an update to the Board.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: December 11, 2024**

SOLICITOR'S REPORT:

Mr. Grim referred to the Solicitor's Report.

- A. Baghurst- Mr. Grim provided an update to the Board.
- B. Melbourne Hill Agreement- Mr. Grim provided an update to the Board.
- C. Centennial Apartments - Easement- Mr. Grim provided an update to the Board.
- D. Artisan Land Co Landis Tract- Mr. Grim provided an update to the Board

CHAIRMAN'S MINUTE:

Announcements

ADJOURNMENT:

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

Respectfully submitted:

Board Member