

**SCHWENKSVILLE BOROUGH AUTHORITY**  
**BOARD OF DIRECTORS MEETING: June 13, 2018**

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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 May 9, 2018 and asked for approval when, Mr. Whitko moved and Mr. Pocius seconded, accepting the Board of Director's Regular meeting minutes of May 9, 2018, by a 5-0 vote.

**VISITORS:**

- A. Confirmed Appointments – Peter Place, CPA – Lopez, Teodosio & Larkin, LLC – 2017 Financial Audit Presentation

Mr. Peter Place, CPA – Lopez, Teodosio & Larkin, LLC presented the 2017 Audited Financial Statements

The Board then entered into a review and discussion of the 2017 Audited Financial Statements. Mr. Pocius moved to adopt the 2017 Audited Financial Statements as presented. Mr. Whitko seconded the motion which was approved unanimously 5-0.

- B. Lumberyard Project - Lee Ann Miller.

Ms. Miller discussed with the Board the process for obtaining a development agreement with the Authority and related easement agreements. Ms. Miller has correspondence from the Authority Manager and Solicitor stating the Authority will sign the permanent easement agreement upon finalizing an executed Development Agreement. Ms. Miller also has correspondence from the Executive Director stating the temporary construction and trail relocation easements will be signed once all language is agreed upon by the Authority and the developer post the appropriate financial security for paving the Authority's parking lot. Ms. Miller stated that the project cannot move forward without obtaining all three easements outside of the development agreement and plan approval process. Mr. Pocius noted that the Authority would need to move forward with paving its parking lot and that compensation for the proposed easements would then be determined by appraisals.

The Board took no further action on the proposed easements and directed the manager to obtain pricing to pave the Authority's parking lot.

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**FINANCIAL REPORT:**

The Board then reviewed Bill List 6/2018A in the amount of \$51,337.44 and reviewed checks mailed prior to the meeting in the amount of \$34,983.12 for a total amount of \$86,320.56. In addition, payroll, pension checks, and other transfers are in the amount of 35,387.69 and automatic payroll withdrawals in the amount of \$88,701.53 for the sub-total \$124,089.22. Total Financial transaction of \$210,409.78 which summary is as follows:

Checks at meeting	\$ 51,337.44
Checks prior to meeting	<u>\$ 34,983.12</u>
	<u>\$ 86,320.56</u>
Payroll, Pension & Other Transfers	\$ 35,387.69
Automatic Transfers	<u>\$ 88,701.53</u>
	<u>\$ 124,089.22</u>
Total Transfers and Checks	<u>\$ 210,409.78</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 6/2018A in the amount of \$210,409.78, seconded by Mr. Pippert and approved by the Board 5-0.

The Board then reviewed Bill List 6/2018B in the amount of \$8,325.25.

Accordingly, Mr. Whitko made a motion to approve Bill List 6/2018B in the amount of \$8,325.25, 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. Sullivan noted that he answered several questions related to the bill payment list from Mr. Pocius and he has reviewed the bank statements and account transfers for the financial statements prior to the Board Meeting.

**MANAGEMENT REPORT:**

A. Administration:

1. Report of Delinquent Accounts - There were Forty-Six (46) Shut-off Letters sent in the month of May totaling \$10,032.87. The total amount collected was \$9,880.89. Forty-Five (45) customers paid in full and One (1) customer did not pay and was sent a Certified Shut Off letter with a termination date of June 13, 2018.
2. Pennvest Loan Update – Mr. Sullivan provided an update on the Pennvest loan. The loan closed May 31, 2018.
3. Water Service Agreement – 1221 N Gravel Pike, Lower Fredrick Township - Mr. Whitko made a motion to approve the Water Service Agreement for 1221 N Gravel Pike, seconded by Mr. Pocius and approved by the Board, 5-0

**Water Department:**

- A. Management reported 325,990 gallons per day water usage for the month of May 2018. Authority wells produced 239,749 gallons per day and 86,241 gallons per day were taken from the interconnection.

**Sewer Department:**

- A. Management reported on April 2018 flows of a daily average flow of 0.2266 MGD and a total flow of 6,798 million gallons for the month.

**BOROUGH OPERATIONS:**

- A. Borough Operations – May
1. Empty trash in Pavilion and at Trailhead once a week.
  2. Filled Potholes on 2<sup>nd</sup> Street between Centennial & Maple using backhoe

**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. The Authority ordered two new flow meters to accurately monitor flow and monitor I & I in the collection system.
  2. Tapping Fees- The Board directed Mr. Ebert to recalculate the Authority Tapping Fees.
- 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.
  2. Main Street Construction Project – Mr. Ebert provided an update to the Board.
- C. Sewer -
1. I & I – Sewer Repairs – Mr. Ebert provided an update to the Board. The Board directed Ebert Engineering to Bid the I&I repair services for a three year contract term.
- D. Developments –
1. Lumberyard –The Authority submitted documentation to the Developer. The Authority is waiting on the Developer regarding the project.
  2. Centennial Street Apartments – Mr. Ebert provided an update to the Board. The developer resubmitted plans to the Authority. Ebert Engineering is reviewing the plans.
  3. Ragusa Tract – Update – Mr. Ebert provided an update to the Board. The planning module has been approved by the Borough.
  4. 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. Developments –
1. Ragusa Tract Development Agreement - On motion of Mr. Whitko, seconded

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by Mr. Pippert, the Developer Agreement between the Metropolitan Building Group and the Authority, was approved 5-0.

**CHAIRMAN'S MINUTE:**

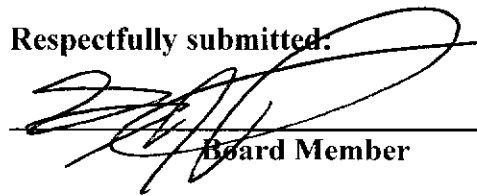
The Board entered into an Executive Session at 8:20 p.m. and reconvened at 8:30 p.m. to discuss personnel issues. There was no action taken.

The Board would like to congratulate Mr. Keown on successfully becoming as certified Water and Wastewater operator.

**ADJOURNMENT:**

There being no further business brought before the Board, Mr. Whitko made a motion to adjourn, seconded by Mr. Pocius and approved by the Board, 5-0, adjourned at 9:10 p.m.

**Respectfully submitted.**



Board Member