

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JUNE 12, 2019**

1

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, Secretary Tom Slater and Treasurer Brian Pippert. Also attending at the invitation of the Board were Alex Glassman, 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. Treasurer Greg Pocius was excused from attendance.

The Pledge of Allegiance was recited.

MINUTES:

Chairman Markley then presented the minutes of May 8, 2019 and asked for approval when, Mr. Whitko moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of May 8, 2019, by a 4-0 vote.

VISITORS:

- A. Confirmed Appointments – Peter Place, CPA – Lopez, Teodosio & Larkin, LLC – 2018 Financial Audit Presentation

Mr. Peter Place, CPA – Lopez, Teodosio & Larkin, LLC presented the 2018 Audited Financial Statements

The Board then entered into a review and discussion of the 2018 Audited Financial Statements. Mr. Whitko moved to adopt the 2018 Audited Financial Statements as presented. Mr. Slater seconded the motion which was approved unanimously 4-0.

FINANCIAL REPORT:

The Board then reviewed Bill List 6/2019A in the amount of \$113,182.39 The Board reviewed checks to be signed in the amount of \$54,403.81. In addition, payroll and pension transfers are in the amount of \$37,772.41; automatic withdrawals in the amount of \$3,636.17; one check prior to the meeting in the amount of \$17,370.00. Total Financial transactions of \$113,182.39 which summary is as follows:

Checks at meeting	\$ 54,403.81
Payroll & Pension Transfers	\$ 37,772.41
Automatic Transfers	\$ 3,636.17
<u>Check(s) prior to the meeting</u>	<u>\$ 17,370.00</u>
Total	<u>\$ 113,182.39</u>

Main Street Water & Sewer Main Replacement Project – Mr. Pippert made a motion to approve the Main Street Water & Sewer Main Project, Change Order #2, in the amount of \$2,895.00 seconded by Mr. Whitko and approved by the Board 4-0.

Accordingly, Mr. Whitko made a motion to approve Bill List 6/2019A in the amount of \$113,182.39 seconded by Mr. Pippert and approved by the Board 4-0.

The Board then reviewed Bill List 6/2019B in the amount of \$173,127.90, which summary is as follows:

Professional Costs	\$ 1,100.88
Construction Costs	\$ 172,027.02
Total	\$ <u>173,127.90</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 6/2019B in the amount of \$173,127.90, seconded by Mr. Slater and approved by the Board 4-0.

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. Pippert and Mr. Pocius and they have reviewed the bank statements and account transfers for the financial statements prior to the Board Meeting. Mr. Sullivan reviewed the bank account balances with the Board and the status of drawing funds from the Pennvest Loan.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Thirty-Five (35) Shut-off Letters sent in the month of May totaling \$7,770.18. The total amount collected was \$7,746.39. Thirty-Four (34) customers paid in full and One (1) customer made a partial payment and agreed to a payment plan.
2. Main Street/Church Road Upgrades - Mr. Sullivan provided an update to the Board.
3. Baghurst Alley/EPA-Proposed Water Main Extension - Mr. Sullivan provided an update to the Board noting that a conference call is scheduled with the EPA representative
4. Mr. and Mrs. Frey – 26 Church Rd – Mr. Sullivan provided an update to the Board. Mr. and Mrs. Frey and the Authority have come to an agreement on the water services.
5. Saks & Sons Tapping Fee Agreement (Dunkin Donuts) - Mr. Whitko made a motion to approve the Sacks & Sons Tapping Fee Agreement, purchasing three (3) EDUs, seconded by Mr. Slater and approved by the Board 4-0.
6. Lower Frederick Sewer Connection Resolution - Mr. Whitko made a motion to approve the Lower Frederick Sewer Connection Resolution 2019-01 as presented to the Board, seconded by Mr. Pippert and approved by the Board 4-0.

Water Department:

- A. Management reported 315,995 gallons per day water usage for the month of May 2019. Authority wells produced 230,733 gallons per day and 85,262 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on April 2019 flows of a daily average flow of 0.179 MGD and a total flow of 5.3693 million gallons for the month.

BOROUGH OPERATIONS:

- A. Borough Operations – May
1. Emptied trash in Pavilion and at Trailhead on multiple occasions throughout the month and prepared Meadow and pavilion electric for Community Day.
 2. Removed debris & log from storm drain on Forest & Centennial.
 3. Moved Porta Potty's up to dry ground at Annex from the Meadow.
 4. Removed burn barrel from Meadow.
 5. Jetted blocked sewer lateral at Annex.
 6. Removed electric panel #6 & pressure washed boat ramp.

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
- B. Water
1. Main Street Reconstruction Project – Mr. Ebert provided an update to the Board.
- C. Sewer
1. I&I Repairs –Mr. Ebert provided an update to the Board.
- D. Developments
1. Lumberyard –Mr. Ebert referred the Board to his written report.
 2. Centennial Apartments – Mr. Ebert provided an update to the Board.
 3. Ragusa Tract –Mr. Ebert provided an update to the Board.

SOLICITOR'S REPORT:

Alex Glassman of Rudolph Clarke LLC the Authority Solicitor's provided a brief update for ongoing projects.

- A. Authority
2. Main Street Project – Bondex Settlement Agreement – Mr. Glassman provided and update to the Board. No settlement originally signed agreement has been received from bond council to date. The Authority does have a PDF copy

CHAIRMAN'S MINUTE:

- A. Announcements – July Meeting – The Chairman announced that the July meeting will begin at 5:00 pm.

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: JUNE 12, 2019**

4

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, 4-0, adjourned at 8:15 p.m.

Respectfully submitted:

Board Member