

**SCHWENKSVILLE BOROUGH AUTHORITY  
BOARD OF DIRECTORS MEETING  
JUNE 10, 2020– 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 13, 2020**
- V. VISITORS:**
- VI. Confirmed Appointments – Peter Place, Lopez, Teodosio & Larkin, LLC**
  - A. From the Floor:**

**VII. FINANCIAL REPORT:**

- A. Bill's list 6/2020 in the amount of \$116,954.89**
  - 1. Checks - \$77,896.25**
  - 2. Payroll and Pension Transfers – \$30,614.43**
  - 3. ACH Bill Pay Withdrawals/Transfers - \$3,708.21**
  - 4. Checks Signed Prior to Meeting - \$4736.00**
- B. Income Statement and Summary**
- C. Bank Statements**
- D. Inter Account Transfers**

**MANAGEMENT REPORT**

- A. ADMINISTRATION**
  - 1. Report of Delinquent Accounts: Report of Delinquent Accounts:**  
No Shut Off letters were sent in the month of May. There were Sixty-Four (64) Past Due letters sent totaling \$16,995.24. The total amount collected was \$7,173.33. Twenty-Four (24) customers (37.5%) paid in full, Eight (8) customers (12.5%) made partial payments and Thirty-Two (32) customers (50%) did not make a payment at all.
  - 2. Proposed Development Updates**
  - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update Schedule**

**VIII. WATER DEPARTMENT**

- A. Water production – May**
  - 1. 317,251 GPD**
  - 2. 217,247 Wells**
  - 3. 100,004 Interconnection**
- B. Operations Update**

**SEWER DEPARTMENT**

- A. Discharge monitoring report**
  - 1. April – Daily Average Flow 0.2718MGD**
  - 2. April – Total Monthly Flow 8.1527 MG**
- B. Operations Update**

**IX. BOROUGH OPERATIONS****A. Borough Operations – May**

1. Emptied trash at Trailhead, Annex and Pavilion Twice a week
2. Relocated & Tested speed limit display sign on Forest Ave

**XV. ENGINEERING REPORT: Refer to enclosed written report.****A. Authority**

1. See Written Report
2. H2O Pa. Water & Sewer and Pa. Small Water & Sewer Grant Application – Update
3. Tapping Fee – Update

**B. Water**

1. See Written Report

**C. Sewer**

1. I & I – Sewer Repairs - Update

**D. Developments**

1. See Written Report

**XVI. SOLICITOR'S REPORT:****A. Authority****B. Developments****XVII. CHAIRMAN'S MINUTE:****A. Announcements****XVIII. ADJOURN:**

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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. The meeting was held via virtual meeting.

**ROLL CALL:**

In addition to Chairman Markley, other members present were Vice Chairman Donald Whitko, Treasurer Brian Pippert, Secretary Tom Slater and Asst. 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, Peter Nelson, representing the Authority's Solicitor's firm of Grim, Biehn & Thatcher, Michael K. Sullivan, President of Private Utility Enterprises, Inc., Management Consultant to the Authority and John Scully, also of Private Utility Enterprises, Inc.

Mr. Sullivan announced that the Authority is conducting the virtual meeting in response to the Covid-19 situation and that the Authority took steps to advertise the meeting to allow for public participation.

**MINUTES:**

Chairman Markley then presented the minutes of May 13, 2020, asked for approval when, Mr. Whitko moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of May 13, 2020 by a 5-0 vote.

**VISITORS:**

There were no visitors or other attendees logged in to the meeting.

**FINANCIAL REPORT:**

The Board then reviewed Bill List 6/2020 in the amount of \$116,954.89. The Board reviewed checks to be signed in the amount of \$77,896.25. In addition, payroll and pension transfers in the amount of \$30,614.43, automatic withdrawals in the amount of \$3,708.21 and checks signed prior to the meeting in the amount of \$4,736.00. Total Financial transaction of \$116,954.89 which summary is as follows:

Checks at meeting	\$ 77,896.25
Payroll, Pension & Other Transfers	\$ 30,614.43
<u>Automatic Transfers</u>	<u>\$ 3,708.21</u>
	\$ 112,218.89
Checks prior to meeting	<u>\$ 4,736.00</u>
Total Transfers and Checks	<u><b>\$ 116,954.89</b></u>

Accordingly, Mr. Whitko made a motion to approve Bill List 6/2020 in the amount of \$112,218.89 seconded by Mr. Pippert and approved by the Board 5-0.

Accordingly, Mr. Whitko made a motion to approve the checks signed prior to the meeting, in the amount of \$4,736.00, seconded by Mr. Pippert and approved by the Board 5-0.

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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. Sullivan generally reviewed the bank statements and account transfers for the financial statements with the Authority Board.

**MANAGEMENT REPORT:**

A. Administration:

1. Report of Delinquent Accounts - There were no Shut Off letters sent in the month of May.
2. Baghurst Alley – Mr. Sullivan provided an update to the Board.
3. Office Security Door - Mr. Pippert made a motion to approve the installation of an interior security door with plexiglass at the office, in the amount of \$4,520.00, seconded by Mr. Whitko and approved by the Board 5-0.

**Water Department:**

- A. Management reported 317,251 gallons per day water usage for the month of May. Authority wells produced 217,247 gallons per day and 100,004 gallons per day were taken from the interconnection.

**Sewer Department:**

- A. Management reported on April 2020 flows of a daily average flow of 0.2718 MGD and a total flow of 8.1527 million gallons for the month.

**BOROUGH OPERATIONS:**

A. Borough Operations – May

1. Empty trash at Trailhead, Annex and Pavilion twice a week
2. Relocated & tested speed limit display sign on Forest Ave

**ENGINEER'S REPORT:**

Fred Ebert, President of Ebert Engineering, Inc., the Authority's Consulting Engineer, previously filed a written report on Authority Projects, which has been included in this meeting's packet. Mr. Ebert then provided an overview of the projects that have been prioritized.

A. Authority

1. H2O PA Water & Sewer and PA Small Water & Sewer Grant Application- Mr. Ebert provided an update to the Board and noted that the award will be announced on July 17, 2020. The Authority application is under review.
2. Tapping Fee – Mr. Ebert will provide an update to the Board at the next meeting.
3. Well #7 – Mr. Ebert presented two proposals for the removal of the iron in Well #7. Mr. Whitko made a motion to approve piping proposal in the amount of \$4,007.92 and the chemicals and labor proposal in the amount of \$7,225.00, seconded by Mr. Slater and approved by the Board 5-0.

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**SOLICITOR'S REPORT:**

Peter Nelson of Grim Biehn & Thatcher, provided a brief update to the Board.

**ADJOURNMENT:**

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

**Respectfully submitted:**

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**Board Member**