

**SCHWENKSVILLE BOROUGH AUTHORITY  
BOARD OF DIRECTORS MEETING: July 11, 2018**

1

The Regular meeting of the Schwenksville Borough Authority was called to order at the offices of the Authority, 298 Main Street, at 5:00 PM by Chairman John Markley.

**ROLL CALL:**

In addition to Chairman Markley, other members present were Tom Slater and member Brian Pippert (via teleconference). Vice Chairman Donald Whitko, Treasurer Greg Pocius 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, 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.

Chairmen Markley announced that this was a duly advertised change in the meeting time as evidenced in the proof of publication from the Mercury newspaper.

**MINUTES:**

Chairman Markley then presented the Regular meeting minutes of June 13, 2018 and asked for approval when, Mr. Slater moved and Mr. Pippert seconded, accepting the Board of Director's Regular meeting minutes of June 13, 2018, by a 3-0 vote.

**VISITORS:**

A. Confirmed Appointments – None

**FINANCIAL REPORT:**

The Board then reviewed Bill List 7/2018A in the amount of \$73,327.80 and reviewed checks mailed prior to the meeting in the amount of \$1,866.22 for a total amount of \$75,194.02. In addition, payroll, pension checks, and other transfers are in the amount of \$28,407.07 and automatic payroll withdrawals in the amount of \$3,566.24 for the sub-total \$31,973.31. Total Financial transaction of \$107,167.33 which summary is as follows:

Checks at meeting	\$ 73,327.80
Checks prior to meeting	\$ 1,866.22
	<u>\$ 75,194.02</u>
Payroll, Pension & Other Transfers	\$ 28,407.07
Automatic Transfers	\$ 3,566.24
	<u>\$ 31,973.31</u>
Total Transfers and Checks	<u>\$ 107,167.33</u>

Accordingly, Mr. Slater made a motion to approve Bill List 7/2018A in the amount of \$107,167.33, seconded by Mr. Pippert and approved by the Board 3-0.

The Board then reviewed Bill List 7/2018B in the amount of \$182,000.34.

**SCHWENKSVILLE BOROUGH AUTHORITY**  
**BOARD OF DIRECTORS MEETING: July 11, 2018**

2

Accordingly, Mr. Slater made a motion to approve Bill List 7/2018B in the amount of \$182,000.34, 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. 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 Twenty-Three (23) Shut-off Letters sent in the month of June totaling \$5,141.01. The total amount collected was \$5,141.01. Twenty-Three (23) customers paid in full.
2. Pennvest Loan Update – Mr. Sullivan provided an update on the Pennvest loan. He noted that the Authority made a transfer from the capital account to cover current construction releases. The Authority will be preparing the first draw down from the loan to reimburse those cost and the previous expenses incurred prior to the loan closing.

**Water Department:**

- A. Management reported 327,396 gallons per day water usage for the month of June 2018. Authority wells produced 236,235 gallons per day and 91,160 gallons per day were taken from the interconnection.

**Sewer Department:**

- A. Management reported on May 2018 flows of a daily average flow of 0.3086 MGD and a total flow of 9.5644 million gallons for the month.

**BOROUGH OPERATIONS:**

A. Borough Operations – June

1. Empty trash in Pavilion, Municipal Annex and at the Trailhead.
2. Picked up a street sign that was hit and delivered it to Borough hall.

**ENGINEER'S REPORT:**

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

A. Authority -

1. Corrective Action Plan Update- Mr. Ebert provided an update to the Board.
2. - 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.
2. Main Street Construction Project – Mr. Ebert provided an update to the Board. The project is running behind schedule and the Authority engineer reported that he has

sent a letter to the bonding company of Trio Site Works to put them on notice. Mr. Ebert also suggested that the Authority Board expedite payments to the contractor to help move the project along.

Mr. Slater moved to authorize the Authority manager and one board member to execute the pay request between meetings after the appropriate engineer and management review and all payments to be ratified by the board at the next subsequent Authority board meeting. Mr. Pippert seconded the motion which passed with a 3-0 aye vote.

C. Sewer -

1. I & I – Sewer Repairs – Mr. Ebert provided an update to the Board. He continues to work on the bid documents for the next phase of the project.

D. Developments –

1. Lumberyard –The Authority submitted documentation and correspondence to the Developer. As directed by the Board, Mr. Sullivan informed the developer that any reserved capacity in the water and wastewater system would be charged according to the new tapping fee schedule if not received by the Authority within 30 days. He also reported that the Authority solicitor has received correspondence from the developer that essentially agrees to the terms and process of acquiring the easements from the Authority needed for the project. The Board entered in to a lengthy discussion related to easement transfer and the conditions related to the development process, financial security and compensation for the easements. The Board then directed staff to proceed with the negotiations related to finalizing the easement transfer and ultimately the development agreement.
2. Centennial Street Apartments – Mr. Ebert provided an update to the Board. The developer resubmitted plans to the Authority. Ebert Engineering has issued an approval letter for the project
3. Ragusa Tract – Update – Mr. Ebert provided an update to the Board. The planning module has been approved by the Borough. A preconstruction meeting has been scheduled for the water main installation.
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:**

Melissa Fiala of Rudolph Clarke LLC the Authority Solicitor's office was excused from attendance. Mr. Sullivan provided a brief overview of the business at hand.

**CHAIRMAN'S MINUTE:**

Mr. Markley voiced his concerns with regards to the progress of the Main Street project. He requested the Authority engineer to request an updated schedule and any actions that the contractor intends to take to meet the timelines of the project

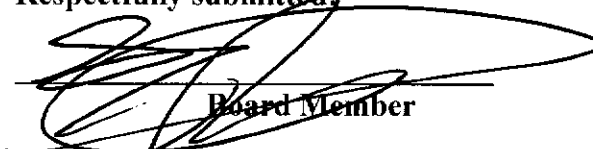
**SCHWENKSVILLE BOROUGH AUTHORITY  
BOARD OF DIRECTORS MEETING: July 11, 2018**

4

**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 6:10 p.m.

**Respectfully submitted,**

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and lines, positioned above the text "Board Member".

**Board Member**