

**SCHWENKSVILLE BOROUGH AUTHORITY  
BOARD OF DIRECTORS MEETING  
August 12, 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 July 8, 2020**
- V. VISITORS:**
  - A. Confirmed Appointments – None**
  - B From the Floor:**
- VI. FINANCIAL REPORT:**
  - A. Bill's list 8/2020 in the amount of \$105,188.26**
    - 1. Checks - \$63,257.50**
    - 2. Payroll and Pension Transfers – \$38,010.76**
    - 3. ACH Bill Pay Withdrawals/Transfers - \$3,920.00**
  - B. Bills List 8/2020 B in the amount of \$3,131.25**
    - 1. Robert Slater, Inc. - \$3,131.25**
  - C. Income Statement and Summary**
  - D. Bank Statements**
  - E. Inter Account Transfers**

**MANAGEMENT REPORT**

- A. ADMINISTRATION**
  - 1. Report of Delinquent Accounts: No Shut Off letters were sent in the month of July.**
  - 2. Proposed Development Updates**
  - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update Schedule**

**VII. WATER DEPARTMENT**

- A. Water production – July**
  - 1. 356,018 GPD**
  - 2. 240,561 Wells**
  - 3. 115,458 Interconnection**
- B. Operations Update**

**SEWER DEPARTMENT**

- A. Discharge monitoring report**
  - 1. June – Daily Average Flow 0.1293**
  - 2. June – Total Monthly Flow 3.849 MG**
- B. Operations Update**

**VIII. BOROUGH OPERATIONS**

- A. Borough Operations – July**
  - 1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week,**
  - 2. Moved & stored storm grates @ TP using backhoe**
  - 3. Cleaned graffiti off pavilion pole**

4. Installed “Pet Waste” signs
5. Installed flashing light & light bracket

**IX. 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

**X. SOLICITOR’S REPORT:**

**A. Authority**

**B. Developments**

**XI. CHAIRMAN’S MINUTE:**

**A. Announcements**

**XII. ADJOURN:**

**SCHWENKSVILLE BOROUGH AUTHORITY  
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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 July 8, 2020, asked for approval when, Mr. Whitko moved and Mr. Pippert seconded, accepting the Board of Director's meeting minutes of July 8, 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 8/2020 in the amount of \$105,188.26 The Board reviewed checks to be signed in the amount of \$63,257.50. In addition, payroll and pension transfers in the amount of \$38,010.76, automatic withdrawals in the amount of \$3,920.00. Total Financial transaction of \$105,188.26 which summary is as follows:

Checks at meeting	\$ 63,257.50
Payroll, Pension & Other Transfers	\$ 38,010.76
<u>Automatic Transfers</u>	<u>\$ 3,920.00</u>
Total Transfers and Checks	<b><u>\$ 105,188.26</u></b>

Accordingly, Mr. Whitko made a motion to approve Bill List 8/2020 in the amount of \$105,188.26 seconded by Mr. Rash and approved by the Board 5-0.

The Board then reviewed Bill List 8/2020B in the amount of \$3,131.25 The Board reviewed checks to be signed in the amount of \$3,131.25

Accordingly, Mr. Whitko made a motion to approve Bill List 8/2020B, in the amount of \$3,131.25, seconded by Mr. Pippert and approved by the Board 4-0-1. Mr. Slater abstained from the vote.

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The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan generally reviewed the bank statements and account transfers for the financial statements with the Authority Board.

**MANAGEMENT REPORT:**

**Tropical Storm Isaias** - Mr. Sullivan provided a detailed overview of the catastrophic loss at the treatment plant, operations building and administrative office due to hurricane Isaias 2020. Mr. Sullivan and staff are working with the insurance company to determine the extent of the loss. He noted that staff had the treatment process back on-line in less than 24 hours. Pa. DEP was notified of the event and followed up with an on-site inspection.

The Board then entered into a lengthy discussion related to a Borough Planning Commission recommendation to perform a management study of the Authority. Mr. Rash provided answers to several questions by the Board members. The recommendation will be discussed at a future Borough Council meeting.

**A. Administration:**

1. Report of Delinquent Accounts - There were no Shut Off letters sent in the month of July.
2. Baghurst Alley – Mr. Sullivan provided an update to the Board.
3. Late Fees - Mr. Sullivan discussed with the Board continuing to waive late fees for homeowners in light of COVID-19. The Board agreed to waive fees until further notice.
4. 63 Main Street – Mr. Sullivan provided an update to the Board.

**Water Department:**

- A. Management reported 356,018 gallons per day water usage for the month of July. Authority wells produced 240,561 gallons per day and 115,458 gallons per day were taken from the interconnection.

**Sewer Department:**

- A. Management reported on June 2020 flows of a daily average flow of 0.1293 MGD and a total flow of 3.849 million gallons for the month.

**BOROUGH OPERATIONS:**

**A. Borough Operations – July**

1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week,
2. Moved & stored storm grates at TP using backhoe
3. Cleaned graffiti off pavilion pole
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**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. The Authority application is under review.
2. Well #7 – Mr. Ebert provided an update to the Board. The Authority is waiting for the contractor to perform the work.
3. Tapping Fees – Mr. Ebert reported that the updated tapping fee schedule is under final review and will be presented to the Authority Board at their September meeting.

**SOLICITOR'S REPORT:**

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

**ADJOURNMENT:**

The Board noted that the August meeting will be a virtual meeting. 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, 5-0, adjourned at 8:10p.m.

**Respectfully submitted:**

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**Board Member**