

**SCHWENKSVILLE BOROUGH AUTHORITY**  
**BOARD OF DIRECTORS MEETING: September 12, 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 Vice Chairman Donald Whitko, Treasurer Greg Pocius, Tom Slater and member Brian Pippert (via teleconference).

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.

Mr. Sullivan announced that this was a duly advertised meeting which noted the time change from 7:00 pm to 5:00 pm

**MINUTES:**

Chairman Markley then presented the Regular meeting minutes of August 8, 2018 and asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's Regular meeting minutes of August 8, 2018, by a 5-0 vote.

The Board entered an executive session at 5:05 pm to discuss potential litigation, resuming the meeting at 5:45 pm. No action was taken.

**VISITORS:**

A. Confirmed Appointments – None

**FINANCIAL REPORT:**

The Board then reviewed Bill List 9/2018A in the amount of \$60,656.36 and reviewed checks mailed prior to the meeting in the amount of \$5,361.88 for a total amount of \$66,018.24. In addition, payroll, pension checks, and other transfers are in the amount of \$34,618.87 and automatic withdrawals in the amount of \$3,672.08 for the sub-total \$38,290.95. Total Financial transaction of \$104,309.19 which summary is as follows:

Checks at meeting	\$ 60,656.36
Checks prior to meeting	\$ 5,361.88
	<u>\$ 66,018.24</u>
Payroll, Pension & Other Transfers	\$ 34,618.87
Automatic Transfers	\$ 3,672.08
	<u>\$ 38,290.95</u>
Total Transfers and Checks	<u>\$ 104,309.19</u>

**SCHWENKSVILLE BOROUGH AUTHORITY**  
**BOARD OF DIRECTORS MEETING: September 12, 2018**

The Board the reviewed Bill List 9/2018B, Church Road/Main Street Water extension payment requests in the amount of \$207,315.12. In addition, a transfer from the PennVest account to the Money Market account in the amount of \$170,000.00 to reimburse for Trio Siteworks Payment application #1. Total Financial transaction of \$207,315.12 which summary is as follows:

Trio Siteworks Payment Application #4	\$ 7,612.71
Trio Siteworks Payment Application #5	\$ 12,424.23
Rudolph Clarke LLC Inv#67762	\$ 197.15
Ebert Engineering Inc Inv#08-18-005	<u>\$17,801.03</u>
	<b>\$37,315.12</b>
<u>Pennvest Transfers - #1</u>	<u>\$170,000.00</u>
Total Transfers and Checks	<b><u>\$207,315.12</u></b>

Accordingly, Mr. Pippert made a motion to approve Bill List 9/2018A in the amount of \$104,309.19, seconded by Mr. Whitko and approved by the Board 5-0.

The Board then reviewed Bill List 9/2018B in the amount of \$207,315.12. Accordingly, Mr. Whitko made a motion to approve Bill List 9/2018B in the amount of \$207,315.12, 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 Twenty-Eight (28) Shut-off Letters sent in the month of August totaling \$7,243.13. The total amount collected was \$7,005.13. Twenty-Seven (27) customers paid in full and one customer was sent a Registered Shut Off letter with a shut off date of September 19, 2018.
2. Proposed Development Updates - Mr. Sullivan provided an update to the Board.
3. Baghurst Alley/EPA — Mr. Sullivan provided an update to the Board regarding the discussions with the EPA for the possible water main extension to Upper Salford Township. He reported that the EPA representative was receptive to the conditions for service that were presented in order to further evaluate the potential service of this area.
4. PSA 104 Meng Rd- On motion Mr. Pippert, seconded by Mr. Whitko, the Board approved the Professional Service Agreement for 104 Meng Road by a vote of 5-0.

**Water Department:**

- A. Management reported 322,026 gallons per day water usage for the month of August 2018. Authority wells produced 230,837 gallons per day and 91,189 gallons per day were taken from the interconnection.

**Sewer Department:**

- A. Management reported on July 2018 flows of a daily average flow of 0.2061 MGD and a total flow of 6.3906 million gallons for the month.

**BOROUGH OPERATIONS:**

- A. Borough Operations – August  
1. Empty trash in Pavilion, Municipal Annex and at the Trailhead.

**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. Water -  
1. Church and Main Street Water Main Replacement – Mr. Ebert and Mr. Sullivan provided a detailed update to the project. The contractor has not adhered to the most recently submitted schedule and has fallen further behind.
- B. Sewer -  
1. 3 Year Sludge Contract – Ebert Engineering expects to bid the three year contract in October.  
2. 3 Year Televising Contract - Ebert Engineering expects to bid the three year contract in October.  
3. I & I – Sewer Repairs – The three year I&I contract is expiring. Mr. Slater made a motion to authorize the bid of the I&I project contingent on the Solicitor and Authority staff review, seconded by Mr. Pippert and approved by the Board 5-0.
- C. Developments  
1. Lumberyard – Mr. Ebert provided an update to the Board. The Authority has negotiated additional paving of the parking lot that will be paid by the Authority.  
2. Ragusa Tract – Mr. Ebert provided an update to the Board. Construction is expected to begin this month.  
3. 817 Limerick Road Development – The project is under plan review. The project is expected to consist of four new homes.

**SOLICITOR'S REPORT:**

Melissa Fiala of Rudolph Clarke LLC the Authority Solicitor's office provided a brief report related to ongoing Authority projects and developments.

**SCHWENKSVILLE BOROUGH AUTHORITY**  
**BOARD OF DIRECTORS MEETING: September 12, 2018**

4

**CHAIRMAN'S MINUTE:**

Mr. Markley expressed his desire to make lighting and building upgrades to the Well #5 facility. The Authority manager will determine what work can be completed by staff and will discuss the remaining items with the finance committee during the budget process.

**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, 5-0, adjourned at 7:49 p.m.

**Respectfully submitted:**



Board Member