

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
September 13, 2023– 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 August 9, 2023**
- V. VISITORS:**
 - A. Confirmed Appointments:**
 - B. From the Floor:**
- VI. FINANCIAL REPORT**
 - A. Bills List 9/2023 in the amount of \$128,894.86**
 - 1. Checks – \$88,802.33**
 - 2. Payroll and Pension Transfers – \$40,092.53**
 - B. Bills List 9/2023A Flood Damage Repair –\$4,833.00**
 - C. Bills List 9/2023B Escrow Release- Certificate of Substantial Completion, 106 Second Ave – \$20,347.74**
 - D. Income Statement and Summary**
 - E. Bank Statements**
 - F. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Forty (40) Shut Off letters sent in the month of August totaling \$9,725.85. The total amount collected was \$8,275.44. Twenty-Nine (29) customers paid in full. Eight (8) customers made a partial payment and agreed to a payment plan and Three (3) Customers did not pay and were sent a Certified letter with a Shut Off date of 9/12/23.**
 - 2. Update on Ongoing Flood Restoration Efforts**
 - 3. Loan Drawdown**
 - 4. 2024 Minimum Municipal Obligation (MMO)**
 - 5. Paying Borough for use of Meeting Room**
 - 6. Water Service Agreement - 19 Riverside Avenue**
 - B. WATER DEPARTMENT**
 - 1. Water production – August**
 - a. 293,615 GPD**
 - b. 206,573 Wells**
 - c. 93,995 Interconnections**
 - 2. Operations Update**
 - C. SEWER DEPARTMENT**
 - 1. Discharge Monitoring Report**
 - a. July – Daily Average Flow 0.1409**
 - b. July – Total Monthly Flow 4.3672**
 - 2. Operations Update**
- VIII. BOROUGH OPERATIONS**
 - A. Borough Operations – August**
 - 1. Emptied trash at trailhead and pavilion**
 - 2. Prepped for and cleaned up after Concert in the Meadow**
 - 3. Cold patched potholes on Cedar & Boyer Alley**

IX. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

- 1. See Written Report**
- 2. Water Grant**
- 3. Summit and Hillcrest Project**

X. SOLICITOR'S REPORT:

A. Authority

- 1. Sutter Crane**
- 2. 117 Third Ave- Approval of Easement**

XI. CHAIRMAN'S MINUTE:

A. Announcements

XII. ADJOURN:

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ROLL CALL:

The Regular meeting of the Schwenksville Borough Authority was called to order at Schwenksville Borough Hall, 300 Main St, Schwenksville at 7:00 PM by Vice Chairman Thomas Slater.

ROLL CALL:

In addition to Vice Chairman Slater, other members present were Treasurer Brian Pippert, Secretary Brian Corbin and Secretary Treasurer Darren Rash. Chairman Markley was excused from attendance.

Also, attending at the invitation of the Board was John Scully, of Private Utility Enterprises, Inc., Management Consultant to the Authority. The Authority Engineer and Solicitor were not in attendance.

MINUTES:

Vice Chairman Slater then presented the minutes of August 9, 2023 and asked for approval when, Mr. Pippert moved and Mr. Rash seconded, accepting the Board of Director's meeting minutes of August 9, 2023 by a 4-0 vote.

VISITORS:

Confirmed Appointments - None
Karen Slater

FINANCIAL REPORT:

The Board then reviewed Bill List 9/2023 in the amount of \$128,894.86. The Board reviewed checks to be signed in the amount of \$88,802.33. In addition, payroll, and pension transfers in the amount of \$40,092.53. Total Financial transaction of \$128,894.86 which summary is as follows:

Checks at meeting	\$ 88,802.33
Payroll, Pension & Other Transfers	\$ 40,092.53
Total Transfers and Checks	<u>\$ 128,894.86</u>

Accordingly, Mr. Rash made a motion to approve Bill List 9/2023 in the amount of \$128,894.86, seconded by Mr. Corbin and approved by the Board 4-0.

The Board then reviewed Bill List 9/2023A in the amount of \$4,833.00. The Board reviewed checks to be signed in the amount of \$4,833.00. Accordingly, Mr. Pippert made a motion to approve Bill List 9/2023A, in the amount of \$4,833.00, seconded by Mr. Corbin and approved by the Board 4-0.

The Board then reviewed Bill List 9/2023B in the amount of \$20,347.74. The Board reviewed checks to be signed in the amount of \$20,347.74. Accordingly, Mr. Rash made a motion to approve Bill List 9/2023B, in the amount of \$20,347.74, seconded by Mr. Pippert and approved by the Board 4-0.

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The Board generally reviewed the financial reports as well as the income statement and summary.

MANAGEMENT REPORT:

Administration:

1. Report of Delinquent Accounts - There were Forty (40) Shut Off letters sent in the month of August totaling \$9,725.85. The total amount collected was \$8,275.44. Twenty- Nine (29) customers paid in full. Eight (8) customers made a partial payment and agreed to a payment plan. Three (3) customers did not pay and were sent a Certified letter with a Shut Off date of 9/12/2023
2. Ongoing Flood Restorations – Mr. Scully provided an update to the Board.
3. Loan Drawdown –Mr. Scully provided an update to the Board. The funds drawdown is expected to be completed by the end of the month.
4. 2024 Minimum Municipal Obligation (MMO) – Mr. Scully reviewed the MMO with the Board. The Authority will pay the MMO of \$9,266.00 for the plan.
5. Paying Borough –Mr. Scully discussed with the Board the use of the Borough building for the Authority meetings.
6. Water Service Agreement for 19 Riverside Ave – Mr. Pippert made a motion to approve the Water Service Agreement for 19 Riverside Avenue, seconded by Mr. Rash and approved by the Board 4-0.
7. GIS Mapping System – Mr. Scully discussed with the Board the implementation of a GIS System. The system would be a joint project with the Borough and would cost the Authority \$1,200 per year.

Water Department:

- A. Management reported 293,615 gallons per day water usage for the month of August 2023. Authority wells produced 206,573 gallons per day and 93,995 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on July 2023 flows of a daily average flow of 0.1409 MGD and a total flow of 4.3672 million gallons for the month.

BOROUGH OPERATIONS:

- A. Borough Operations – August
 1. Empty trash in Pavilion and at Trailhead.
 2. Prepped for and cleaned up after Concert in the Meadow
 3. Cold Patched potholes on Cedar and Boyer Alley

ENGINEER'S REPORT:

Mr. Scully reviewed the Engineer's Report with the Board.

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SOLICITOR'S REPORT:

Mr. Scully reviewed the Solicitor's Report with the Board.

117 Third Ave Easement - Mr. Rash made a motion to approve the Easement for 117 Third Avenue, seconded by Mr. Pippert and approved by the Board 4-0.

ADJOURNMENT:

There being no further business brought before the Board, Mr. Rash made a motion to adjourn, seconded by Mr. Pippert and approved by the Board, 4-0, adjourned at 7:37 pm.

Respectfully submitted:

Board Member