

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING: SEPTEMBER 11, 2019**

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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.

ROLL CALL:

In addition to Chairman Markley, other members present were, Secretary Tom Slater and Treasurer Brian Pippert. Also attending at the invitation of the Board were Fredrick Ebert P.E., 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. Vice Chairman Donald Whitko was absent.

The Pledge of Allegiance was recited and there was a moment of silence for 9/11.

Then Mr. Whitko was awarded the Extended Service Award from the PMAA for his decades of service to the Authority.

MINUTES:

Chairman Markley then presented the minutes of August 14, 2019 and asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of August 14, 2019, by a 3-0 vote.

VISITORS:

Confirmed Appointments – None

FINANCIAL REPORT:

The Board then reviewed Bill List 9/2019A in the amount of \$84,993.06. The Board reviewed checks to be signed in the amount of \$45,455.79 and checks mailed prior to the meeting in the amount of \$495.80. In addition, payroll and pension transfers are in the amount of \$35,300.26; automatic withdrawals in the amount of \$3,708.21. Total Financial transactions of \$84,993.06 which summary is as follows:

Checks at meeting	\$ 45,455.79
Checks Prior To Meeting	\$ 495.80
Payroll & Pension Transfers	\$ 35,300.26
<u>Automatic Transfers</u>	<u>\$ 3,708.21</u>
Total	<u>\$ 84,993.06</u>

Accordingly, Mr. Slater made a motion to approve Bill List 9/2019A in the amount of \$84,993.06 seconded by Mr. Pippert and approved by the Board 3-0, as amended.

The Board then reviewed Bill List 9/2019B in the amount of \$78,010.77 which summary is as follows:

Professional Costs	\$ 3699.30
<u>Construction Costs</u>	<u>\$ 74,311.47</u>
Total	<u>\$ 78,010.77</u>

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Accordingly, Mr. Pippert made a motion to approve Bill List 9/2019B in the amount of \$78,010.77, seconded by Mr. Slater and approved by the Board 3-0.

The Board generally reviewed the financial reports as well as the income statement and summary. Mr. Sullivan presented the Draft Budget to the Board for review. Mr. Sullivan generally reviewed the draft budget and will place it on the Authority's October agenda for the Board's consideration.

The Board entered an executive session at 7:42 p.m. to discuss personnel issues, resuming the meeting at 7:45 p.m.

MANAGEMENT REPORT:

A. Administration:

1. Report of Delinquent Accounts - There were Forty-Two (42) Shut-off Letters sent in the month of August totaling \$9,518.66. The total amount collected was \$8,968.50. Thirty-Seven (37) customers paid in full, Four (4) customers made a partial payment and agreed to a payment plan and One (1) customer was sent a Certified Shut Off/Intent to File a Lien letter with a termination date of October 16, 2019.
2. Baghurst Alley/EPA – Mr. Sullivan provided a detailed update to the Board and noted that he and the Authority engineer met with the EPA and Salford Township to discuss the project. Mr. Sullivan and Mr. Ebert will work on a memorandum detailing items needed in the agreement for the Authority Solicitor to draft an agreement for the project.
3. Lower Frederick – The Manager contacted Mr. Sullivan to discuss potential paving schedules and the possibility of extending water mains where the Township will be installing public sewers.

Water Department:

- A. Management reported 338,465 gallons per day water usage for the month of August 2019. Authority wells produced 238,922 gallons per day and 99,743 gallons per day were taken from the interconnection.
- B. Hydrant Flushing – Mr. Sullivan provided a detailed plan on the current hydrant flushing schedule.

Sewer Department:

- A. Management reported on July 2019 flows of a daily average flow of 0.2335 MGD and a total flow of 7.2373 million gallons for the month.

BOROUGH OPERATIONS:

- A. Borough Operations – August
 1. Emptied trash in Pavilion and at Trailhead on multiple occasions throughout the month and prepared Meadow and pavilion electric for Community Day.
 2. Weed wacked, removed and hauled brush away on Clearfield.
 3. Replaced “Snow Emergency” signs
 4. Removed boat ramp sign and concreted bollard into ramp
 5. Cleaned out Centennial St Retention basin
 6. Installed new banner bracket & hung banner on light post @ boat ramp
 7. Removed tree from 2nd St

ENGINEER'S REPORT:

Fred Ebert, 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 – Mr. Ebert referred the Board to the written report**
 - 1. Penn Vest Loan Update – Mr. Ebert provided an update to the Board. Payment request 4 was submitted and received from Pennvest in the amount of \$723,582.03.

- B. Water**
 - 1. Main Street Reconstruction Project – Mr. Ebert provided an update to the Board related to the project status and schedule. He noted that all work is complete with the exception of a few punch list items.
 - 2. Main Street Water & Sewer Replacement Project - Pay Request #3 - A motion was made by Mr. Pippert and second by Mr. Slater to approve pay request #3 to Eagle Contracting, in the amount of \$74,311.47, by a 3-0 vote.

- C. Sewer**
 - 1. I&I Repairs – A motion was made by Mr. Slater and second by Mr. Pippert to submit the Corrective Action Plan prior to September 30, 2019, contingent on final review of the Authority Manager, by a 3-0 vote.
 - 2. Flow per EDU Evaluation – Mr. Ebert discussed the EDU evaluation with the Board and reviewed the areas in the collection system that produce the highest flows per EDU.
 - 3. Liner Program – Mr. Ebert discussed the Liner program for the collection system with the Board.

- D. Developments**
 - 1. Lumberyard – Mr. Ebert referred the Board to his written report.
 - 2. Centennial Apartments – Mr. Ebert referred the Board to his written report.

SOLICITOR'S REPORT:

Peter Nelson of Grim Biehn & Thatcher, the Authority Solicitor's provided a brief update for ongoing projects.

CHAIRMAN'S MINUTE:

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 8:25 p.m.

Respectfully submitted:

Board Member