

**SCHWENKSVILLE BOROUGH AUTHORITY  
BOARD OF DIRECTORS MEETING  
September 9, 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 August 12, 2020**
- V. VISITORS:**
  - A. Confirmed Appointments – None**
  - B From the Floor:**
- VI. FINANCIAL REPORT:**
  - A. Bill’s list 9/2020 in the amount of \$130,037.58**
    - 1. Checks - \$79,822.76**
    - 2. Payroll and Pension Transfers – \$32,818.04**
    - 3. ACH Bill Pay Withdrawals/Transfers - \$3,846.78**
    - 4. Checks Written Before Meeting - \$13,550.00**
  - B. Bills List 9/2020 B in the amount of \$10,255.00**
    - 1. Robert Slater, Inc. - \$10,255.00**
  - C. Income Statement and Summary**
  - D. Bank Statements**
  - E. Inter Account Transfers**
- VII. MANAGEMENT REPORT**
  - A. ADMINISTRATION**
    - 1. Report of Delinquent Accounts:**  
No Shut Off letters were sent in the month of August. There were Fifty-Three (53) Past Due letters sent totaling \$22,626.33. The total amount collected was \$6,425.26. Twelve (12) customers paid in full, Eight (8) customers made partial payments and Thirty-Three (33) customers did not make a payment at all.
    - 2. Proposed Development Updates**
    - 3. Baghurst Alley/EPA-Proposed Water Main Extension – Update Schedule**
    - 4. Update on Operations and Insurance Claims Associated with the Tropical Storm Damage.**
  - B. WATER DEPARTMENT**
    - 1. Water production – August**
      - a. 333,923 GPD**
      - b. 237,994 GPD**
      - c. 95,929 Interconnection**
  - C. SEWER DEPARTMENT**
    - 1. Discharge monitoring report**
      - a. July – Daily Average Flow 0.1535**
      - b. July – Total Monthly Flow 4.7594**
  - D. OPERATIONS UPDATE**

**E. BOROUGH OPERATIONS – August**

1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week,

**VIII. ENGINEERING REPORT: Refer to enclosed written report.****A. Authority**

1. See Written Report
2. Tapping Fee – Update

**B. Water**

1. See Written Report

**C. Sewer**

1. I & I – Sewer Repairs - Update

**D. Developments**

1. Centennial Apartments
2. See Written Report

**IX. SOLICITOR’S REPORT:****A. Authority****B. Developments****X. CHAIRMAN’S MINUTE:****A. Announcements****XI. ADJOURN:**

**SCHWENKSVILLE BOROUGH AUTHORITY  
BOARD OF DIRECTORS MEETING: SEPTEMBER 9, 2020**

1

The Regular meeting of the Schwenksville Borough Authority was called to order at 7:00 PM by Vice Chairman Donald Whitko. The meeting was held via virtual meeting.

**ROLL CALL:**

In addition to Chairman Markley, other members present were 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. Chairman John Markley arrived at 7:05 and proceeded with the meeting.

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 August 12, 2020, asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of August 12, 2020 by a 4-0 vote.

**VISITORS:**

There were no visitors or other attendees logged in to the meeting.

**FINANCIAL REPORT:**

The Board then reviewed Bill List 9/2020 in the amount of \$130,037.58 The Board reviewed checks to be signed in the amount of \$79,822.76. In addition, payroll and pension transfers in the amount of \$32,818.04, automatic withdrawals in the amount of \$3,846.78. Total Financial transaction of \$130,037.58 which summary is as follows:

Checks at meeting	\$ 79,822.76
Payroll, Pension & Other Transfers	\$ 32,818.04
Automatic Transfers	\$ 3,846.78
<u>Checks Signed prior to meeting</u>	<u>\$ 13,550.00</u>
Total Transfers and Checks	<b><u>\$ 130,037.58</u></b>

Accordingly, Mr. Whitko made a motion to approve Bill List 9/2020 in the amount of \$130,037.58 seconded by Mr. Pippert and approved by the Board 5-0.

The Board then reviewed Bill List 9/2020B in the amount of \$10,255.00 The Board reviewed checks to be signed in the amount of \$10,255.00

Accordingly, Mr. Whitko made a motion to approve Bill List 9/2020B, in the amount of \$10,255.00, seconded by Mr. Pippert and approved by the Board 4-0-1. Mr. Slater abstained from the vote.

**SCHWENKSVILLE BOROUGH AUTHORITY  
BOARD OF DIRECTORS MEETING: SEPTEMBER 9, 2020**

2

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. The 2021 draft budget will be complete and ready to review at the October Authority meeting. Mr. Sullivan discussed with the Board personnel matters.

**MANAGEMENT REPORT:**

**A. Administration:**

1. Report of Delinquent Accounts - There were no Shut Off letters sent in the month of August. There were Fifty-Three Past Due Letters sent totaling \$22,626.33. The total amount collected was \$6,425.26. Eleven (11) customers paid in full, eight (8) customers made partial payments and Thirty-Four (34) customers did not make a payment at all.
2. Baghurst Alley – Mr. Sullivan provided an update to the Board. A meeting is scheduled for September 21, 2020 to discuss the design of the project.
3. Late Fees - Mr. Sullivan generally reviewed the month to month comparison of the Accounts Receivable. Mr. Sullivan revisited the Resolution to waive late fees during the epidemic. Mr. Rash made a motion to extend the resolution to waive late fees, seconded by Mr. Whitko and approved by the Board 5-0.
4. Plant and Administrative Office Restoration – Mr. Sullivan provided an update to the Board.

**B. Water Department:**

Management reported 333,923 gallons per day water usage for the month of August. Authority wells produced 237,994 gallons per day and 95,929 gallons per day were taken from the interconnection.

**C. Sewer Department:**

Management reported on July 2020 flows of a daily average flow of 0.1535 MGD and a total flow of 4.7594 million gallons for the month.

**D. Operations Update:**

**E. Borough Operations – August**

1. Emptied trash at Trailhead, Annex and Pavilion, twice a week, every week

**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 - Mr. Ebert provided an update to the Board and noted that the Authority's grant application

**SCHWENKSVILLE BOROUGH AUTHORITY  
BOARD OF DIRECTORS MEETING: SEPTEMBER 9, 2020**

3

was unsuccessful.

2. DEP – Mr. Ebert provided an update to the Board. The CAP update is due at the end of September.
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 October meeting.

**SOLICITOR’S REPORT:**

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

**ADJOURNMENT:**

The Board noted that the September 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. Pippert and approved by the Board, 5-0, adjourned at 7:55 p.m.

**Respectfully submitted:**

---

**Board Member**