

**SCHWENKSVILLE BOROUGH AUTHORITY  
BOARD OF DIRECTORS MEETING  
FEBRUARY 10, 2021– 7:00 P.M.  
A G E N D A**

- I. CALL TO ORDER - Chairman**
- II. CALL OF THE ROLL**
  - A. Announcement of Board Member Appointment**
- III. PLEDGE TO THE FLAG**
- IV. REVIEW AND APPROVE MINUTES of January 13, 2021**
- V. VISITORS:**
  - A. Confirmed Appointments-None**
  - B. From the Floor:**
- VI. FINANCIAL REPORT:**
  - A. Bills list 2/2021A in the amount of 114,821.08**
    - 1. Checks - \$71,873.80**
    - 2. Checks Prior to Meeting - \$8,618.46**
    - 3. Payroll and Pension Transfers - \$30,416.25**
    - 4. ACH Bill Pay Withdrawals - \$3,912.57**
  - B. Bills List 2/2020B Flood Repair or Replacement Costs in the amount of \$55,263.86**
    - 1. Checks- \$33,663.86**
    - 2. Checks Prior to Meeting- \$21,600.00**
  - 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 December. There were Forty-Eight (48) Past Due letters sent totaling \$22,877.22. The total amount collected was \$9,490.59. Seventeen (17) customers paid in full, Twelve (12) customers made partial payments and Nineteen (19) customers did not make a payment at all.**
    - 2. Proposed Development Updates**
    - 3. Baghurst Alley/EPA- Proposed Water Main Extension – Update**
    - 4. Flood Insurance Claim - Update**
  - B. WATER DEPARTMENT**
    - 1. Water production – January**
      - a. 273,388 GPD**
      - b. 188,230 Wells**
      - c. 85,158 Interconnection**
    - 2. Operations Update**
  - C. SEWER DEPARTMENT**
    - 1. Discharge monitoring Report**
      - a. December – Daily Average Flow 0.3074**
      - b. December – Total Monthly Flow 9.5294 MG**

## **2. Operations Update**

### **VIII. BOROUGH OPERATIONS**

#### **A. Borough Operations – January**

- 1. Emptied trash at Trailhead and Pavilion twice in December**
- 2. Salted & plowed Borough roads**
- 3. Unloaded delivery of planters using backhoe**
- 4. Replaced batteries in Stop Signs**
- 5. Cleaned culverts using backhoe**

### **IX. ENGINEERING REPORT: Refer to enclosed written report.**

#### **A. Authority**

- 1. Update on On-Going Odor Control and Flood Control Evaluations**

#### **B. Water**

- 1. See Written Report**

#### **C. Sewer**

- 1. I & I – Sewer Repairs – Update**
- 2. Chapter 94 Wasteload Management Report - Update**

#### **D. Developments**

- 1. Update on Ongoing and Proposed Developments**

### **X. SOLICITOR’S REPORT:**

#### **A. Authority**

#### **B. Developments**

### **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 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 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, Colby Grim, 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. Markley welcomed the newly appointed Board member, Mr. Joe Giunta.

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 January 13, 2021, asked for approval when, Mr. Pippert moved and Mr. Slater seconded, accepting the Board of Director's meeting minutes of January 13, 2021 by a 4-0-1 vote with Mr. Giunta abstaining.

**VISITORS:**

There were no visitors

**CONFIRMED APPOINTMENTS:**

Vice Chairman – Thomas Slater, motion by Mr. Pippert, seconded by Mr. Rash and passed with a 5-0 vote

Secretary – Darren Rash, motion by Mr. Slater, seconded by Mr. Pippert and passed with a 5-0 vote

Assistant Secretary – Joseph Giunta, motion by Mr. Rash, seconded by Mr. Slater and passed with a 5-0 vote

**FINANCIAL REPORT:**

The Board then reviewed Bill List 2/2021 in the amount of \$114,821.08. The Board reviewed checks to be signed in the amount of \$71,873.80 and checks mailed prior to the meeting in the amount of \$8,618.46 for a total amount of \$80,492.26. In addition, payroll and pension transfers in the amount of \$30,416.25 and automatic withdrawals in the amount of \$3,912.57 for the sub-total \$34,328.82. Total Financial transaction of \$114,821.08 which summary is as follows:

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Checks at meeting	\$ 71,873.80
Checks prior to meeting	\$ 8,618.46
	<b>\$ 80,492.26</b>
Payroll, Pension & Other Transfers	\$ 30,416.25
Automatic Transfers	\$ 3,912.57
	<b>\$ 34,328.82</b>
Total Transfers and Checks	<b>\$ 114,821.08</b>

Accordingly, Mr. Slater made a motion to approve Bill List 2/2021 in the amount of \$114,821.08, seconded by Mr. Pippert and approved by the Board 5-0.

The Board then reviewed Bill List 2/2021B for bills pertaining to the insurance claim in the amount of \$55,263.86. Accordingly, Mr. Slater made a motion to approve Bill List 2/2021B, in the amount of \$55,263.86, 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. Mr. Pippert has reviewed the bank statements and account transfers for the financial statements with the Authority Board.

**MANAGEMENT REPORT:**

A. Administration:

1. Report of Delinquent Accounts - There were no Shut Off letters sent in the month of January. There were Forty-Eight (48) Past Due letters sent totaling \$22,877.22. The total amount collected was \$9,490.59. Seventeen (17) customers paid in full. Twelve (12) customers made partial payments and Nineteen (19) customers did not make a payment at all. Mr. Sullivan provided a detailed review of the delinquent accounts and discussed the continuation of waiving late fees. **The Authority will continue collection efforts on past due accounts.**
2. Proposed Development Update – Mr. Sullivan provided an update to the Board.
3. Flood Insurance Claim – Mr. Sullivan provided an update to the Board and noted that all work including the new generator is complete.
4. Primary Clarifier Influent Pump – Mr. Sullivan reviewed the proposal to rebuild the primary clarifier mechanical equipment. Mr. Slater made a motion to approve the proposal for the upgrade of the clarifiers, in the amount of \$62,429.50, seconded by Mr. Pippert and approved by the Board 5-0.
5. Anaerobic Digester Diamond Plate – Access Plate – Mr. Sullivan provided an overview of the proposal to install a diamond plate access panel on the openings of the digester to help reduce the tank odors. A motion was made by Mr. Pippert, seconded by Mr. Rash to approve the proposal in the amount of \$6,200 and approved by the Board 5-0.

**Water Department:**

- A. Management reported 273,388 gallons per day water usage for the month of January 2021. Authority wells produced 188,230 gallons per day and 85,158 gallons per day were taken from the interconnection.

**Sewer Department:**

- A. Management reported on December 2020 flows of a daily average flow of 0.3074 MGD and a total flow of 9.5294 million gallons for the month.

**BOROUGH OPERATIONS:**

- A. Borough Operations – January
1. Empty trash in Pavilion and at Trailhead every Monday & Friday.
  2. Salted and plowed Borough roads
  3. Unloaded delivery of planters using backhoe
  4. Replaced batteries in Stop Signs
  5. Cleaned culverts using backhoe

**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.

1. Plant Odor Control and Flood Control Evaluation – Mr. Ebert provided an update to the Board and briefly reviewed the progress to date.
2. I&I Sewer Repairs – Mr. Ebert provided an update to the Board.
3. Chapter 94 Report – Mr. Ebert provided an update to the Board and provided several draft documents for the Board to review

**SOLICITOR’S REPORT:**

Colby Grim of Grim Biehn & Thatcher, provided a brief report to the Board.

**CHAIRMAN’S MINUTE:**

The Board had a general discussion regarding the long-term plans of the Borough for the Authority. There was no action taken by the Authority Board.

**ADJOURNMENT:**

There being no further business brought before the Board, Mr. Pippert made a motion to adjourn, seconded by Mr. Slater and approved by the Board, 5-0, adjourned at 9:18 p.m.

**Respectfully submitted:**

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**Board Member**