

**SCHWENKSVILLE BOROUGH AUTHORITY  
BOARD OF DIRECTORS MEETING  
JANUARY 13, 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. DULY ADVERTISED MEETING – Chairman**
- V. REORGANIZATION – Chairman – Pro-Tem**
  - A. Election of Officers**
    - 1. Chairman**
    - 2. Vice-Chairman**
    - 3. Secretary**
    - 4. Treasurer**
    - 5. Asst. Secretary/Treasurer**
  - CLOSE ELECTION**
- VI. APPOINTMENT OF PROFESSIONAL STAFF - Chairman**
  - 1. MANAGEMENT CONSULTANT – Private Utility Enterprises, Inc.**
  - 2. SOLICITOR – Grim, Biehn & Thatcher**
  - 3. ENGINEER – Ebert Engineering, Inc**
  - 4. AUDITOR – Lopez, Teodosio & Larkin, LLC**
  - 5. PENSION TRUSTEE – Uninvest Bank and Trust**
- VII. REVIEW AND APPROVE MINUTES of December 9, 2020**
- VIII. VISITORS:**
  - A. Confirmed Appointments-None**
  - B. From the Floor:**
- IX. FINANCIAL REPORT:**
  - A. Bill’s list 1/2021A in the amount of \$111,343.04**
    - 1. Checks - \$58,462.56**
    - 2. Checks Prior to Meeting - \$8,581.35**
    - 3. Payroll and Pension Transfers - \$40,377.73**
    - 4. ACH Bill Pay Withdrawals - \$3,921.40**
  - B. Bills List 12/2020B Flood Repair or Replacement Costs in the amount of \$15,429.77**
    - 1. Checks- \$15,429.77**
  - C. Income Statement and Summary**
  - D. Bank Statements**
  - E. Inter Account Transfers**
- X. MANAGEMENT REPORT**
  - A. ADMINISTRATION**
    - 1. Report of Delinquent Accounts: No Shut Off letters were sent in the month of December. There were Eighty-Seven (87) Past Due letters sent totaling \$54,059.95. The total amount collected was \$33,278.28. Twenty-Two (22) customers paid in full, Sixteen (16) customers made partial payments and Forty-Nine (49) customers did not make a payment at all.**
    - 2. Proposed Development Updates**

3. Baghurst Alley/EPA- Proposed Water Main Extension – Update
4. Resolution #2021-01: Corporate Pension Plan Authorization Form
5. Update on Community Outreach Program

**B. WATER DEPARTMENT**

1. Water production - December
  - a. 282,753 GPD
  - b. 196,818 Wells
  - c. 85,935 Interconnection
2. Operations Update

**C. SEWER DEPARTMENT**

1. Discharge monitoring Report
  - a. November – Daily Average Flow 0.2118
  - b. November – Total Monthly Flow 6.3538 MG
2. Operations Update

**X. BOROUGH OPERATIONS**

- A. Borough Operations – December
  1. Emptied trash at Trailhead and Pavilion twice in December
  2. Salted & plowed Borough roads
  3. Cold Patched behind 140 Main St
  4. Removed cameras @ 140 Main St & returned them to Anne Klepfer
  5. Placed temporary Stop Signs out & retrieved them due to power outage
  6. Placed salt barrels out throughout the Borough
  7. Unloaded truck of Light poles and fixtures

**XII. ENGINEERING REPORT: Refer to enclosed written report.**

- A. Authority
  1. Report on On-Going Odor Control and Flood Control Evaluations
- B. Water
  1. See Written Report
- C. Sewer
  1. I & I – Sewer Repairs - Update
- D. Developments
  1. Update on Ongoing and Proposed Developments

**XIII. SOLICITOR'S REPORT:**

**A. Authority**

**B. Developments**

**XIV. CHAIRMAN'S MINUTE:**

**A. Announcements**

**XV. 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 Vice Chairman Donald Whitko, 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.

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.

Board Member Appointment – There were no Board Member appointments. Mr. Whitko will continue to serve the Board until replaced or Re-appointed.

**REORGANIZATION:**

**Open for Nominations**

Chairman Markley turned the election of the officers for the Board of Directors over to the Chairman Pro-Tem, Michael Sullivan. Accordingly, the Chairman Pro-Tem opened the floor for nominations. Mr. Sullivan asked if there were any proposed changes to the current slate of officers.

The 2021 Elected Officers for the Schwenksville Borough Authority Board of Directors officers are the following:

1. Chairman - John B. Markley, motion by Mr. Whitko, seconded by Mr. Slater and passed with a 5-0 vote
2. Vice Chairman – Donald Whitko, motion by Mr. Pippert, seconded by Mr. Slater and passed with a 5-0 vote
3. Secretary - Thomas Slater, Sr., motion by Mr. Whitko, seconded by Mr. Slater and passed with a 5-0 vote
4. Treasurer – Brian Pippert, motion by Mr. Whitko, seconded by Mr. Slater and passed with a 5-0 vote
5. Asst. Secretary/Treasurer – Darren Rash, motion by Mr. Whitko, seconded by Mr. Slater and passed with a 5-0 vote

At this time, Chairman Markley proceeded with the presentation and approval of the professional staff for 2021

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**APPOINTMENTS of PROFESSIONAL STAFF:**

Chairman Markley then presented the following firms and requested a motion for approval: Management Consultant – Private Utility Enterprises, Inc., motion by Mr. Whitko, seconded by Mr. Slater and passed with a 5-0 vote.

Engineer - Ebert Engineering, Inc. - Frederick Ebert, P.E., President, motion by Mr. Whitko, seconded by Mr. Slater and passed with a 5-0 vote.

Solicitor - Grim, Biehn & Thatcher – Peter Nelson, Esq. motion by Mr. Whitko, seconded by Mr. Slater and passed with a 5-0 vote.

Auditor – Lopez, Teodosio & Larkin, LLC - motion by Mr. Whitko, seconded by Mr. Slater and passed with a 5-0 vote.

Pension Trustee- Univest Bank and Trust Co., motion by Mr. Whitko, seconded by Mr. Slater and passed with a 5-0 vote.

At this time, Chairman Markley asked for a motion to adjourn the Reorganizational meeting and to move to the Regular Meeting, where upon Mr. Whitko motioned, seconded by Mr. Slater, and passed with a 5-0 vote.

**MINUTES:**

Chairman Markley then presented the minutes of December 9, 2020 and asked for approval when, Mr. Whitko moved and Mr. Slater seconded, accepting the Board of Director’s meeting minutes of December 9, 2020, by a 5-0 vote.

**VISITORS:**

Chris Melville, Borough Board Member requested an update regarding the plant generator delivery. Mr. Sullivan indicated that there is currently a working generator onsite. The new generator is scheduled for delivery January 20, 2021. Once delivered, the generator will need to be wired and installed.

**FINANCIAL REPORT:**

The Board then reviewed Bill List 1/2021 in the amount of \$111,343.04. The Board reviewed checks to be signed in the amount of \$58,462.56 and checks mailed prior to the meeting in the amount of \$8,581.35 for a total amount of \$67,043.91. In addition, payroll and pension transfers in the amount of \$40,377.73 and automatic withdrawals in the amount of \$3,921.40 for the sub-total \$33,205.20. Total Financial transaction of \$ which summary is as follows:

Checks at meeting	\$ 58,462.56
Checks prior to meeting	\$ 8,581.35
	<u>\$ 67,043.91</u>
Payroll, Pension & Other Transfers	\$ 40,377.73
Automatic Transfers	\$ 3,921.40
	<u>\$ 44,299.13</u>
Total Transfers and Checks	<u>\$ 111,343.04</u>

Accordingly, Mr. Whitko made a motion to approve Bill List 1/2021 in the amount of \$111,343.04, seconded by Mr. Pippert and approved by the Board 5-0.

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The Board then reviewed Bill List 1/2021B in the amount of \$15,429.77. Accordingly, Mr. Whitko made a motion to approve Bill List 1/2021B, in the amount of \$15,429.77, seconded by Mr. Slater 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 December. There were Eighty-Seven (87) Past Due letters sent totaling \$54,059.95. The total amount collected was \$33,278.28. Twenty-Two (22) customers paid in full. Sixteen (16) customers made partial payments and Forty-Nine (49) customers did not make a payment at all.
2. Ragusa Tract - The final permit was issued for the last home in the project. Mr. Ebert will work to provide a final punch list to the Developer.
3. Resolution #2021-01: Corporate Pension Plan Authorization Form - Mr. Whitko made a motion to approve Resolution 2021-01, to update the Corporate Pension Plan Authorization Form, seconded by Mr. Slater and approved by the Board 5-0.
4. Update on Community Outreach Program - Mr. Sullivan provided an update to the Board. Staff is working to have an ongoing social media presence that would provide up to date information to residents. Staff will continue to update the website with beneficial Authority updates and information as well as establish a Twitter and Facebook account.
5. Administrative Office Restoration – Mr. Sullivan provided an update to the Board and noted that the work has been completed.

**Water Department:**

- A. Management reported 282,753 gallons per day water usage for the month of December 2020. Authority wells produced 196,818 gallons per day and 85,935 gallons per day were taken from the interconnection.

**Sewer Department:**

- A. Management reported on November 2020 flows of a daily average flow of 0.2118 MGD and a total flow of 6.3538 million gallons for the month.

**BOROUGH OPERATIONS:**

A. Borough Operations – December

1. Empty trash in Pavilion and at Trailhead twice in December.
2. Removed cameras @ 140 Main St & returned them to Anne Klepfer
3. Salted and plowed Borough roads
4. Cold Patched behind 140 Main St
5. Placed temporary Stop Signs out & retrieved them due to power outage
6. Placed salt barrels out throughout the Borough

7. Unloaded truck of light poles and fixtures

**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 a detailed overview and report of the on-going measure taken for odor control. In addition, Mr. Ebert provided additional potential odor control options to the Board. Professional Staff provided detailed measures that have been taken for Flood Control as well as potential added measures to safeguard the plant.
2. Corrective Action Plan – Mr. Ebert provided an update to the Board.
3. Chapter 94 Report – Ebert Engineering is in the process of reviewing the Draft report to be presented at the March meeting.

**SOLICITOR'S REPORT:**

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

1. Baghurst Alley/EPA – Proposed Water Main Extension – Mr. Nelson provided an update to the Board. A Draft Inter-Municipal Agreement is complete. Professional staff is working to finalize the draft which will be transmitted to the Upper Salford Board for review.
2. Centennial Apartments – Mr. Nelson has prepared the necessary agreements and forwarded to Mr. Sullivan and Mr. Ebert for review.

**CHAIRMAN'S MINUTE:**

**ADJOURNMENT:**

There being no further business brought before the Board, Mr. Pippert made a motion to adjourn, seconded by Mr. Whitko and approved by the Board, 5-0, adjourned at 8:25 p.m.

**Respectfully submitted:**

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**Board Member**