

**SCHWENKSVILLE BOROUGH AUTHORITY
BOARD OF DIRECTORS MEETING
JANUARY 10, 2024– 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 & Trust**
- VII. REVIEW AND APPROVE MINUTES of December 13, 2023**
- VIII. VISITORS:**
 - A. Confirmed Appointments:**
 - B. From the Floor:**
- IX. FINANCIAL REPORT:**
 - A. Bills List 1/2024 in the amount of \$123,040.13**
 - 1. Checks – \$90,395.53**
 - 2. Payroll and Pension Transfers – \$32,526.63**
 - 3. Checks Signed Prior to Meeting - \$117.97**
 - B. Income Statement and Summary**
 - C. Bank Statements**
 - D. Inter Account Transfers**
- X. MANAGEMENT REPORT**
 - A. ADMINISTRATION**
 - 1. Report of Delinquent Accounts: There were Eighty-Three (83) Past Due letters sent in the month of December totaling \$17,075.31. The total amount collected was \$15,704.48. Seventy-Three (73) customers paid in full. Nine (9) customers made a partial payment and One (1) customer did not pay.**

2. 2024 Borough Labor Agreement

3. 2024 Fee Schedule

B. WATER DEPARTMENT

1. Water production – December ‘23

a. 252,123 GPD

b. 165,036 Wells

c. 97,955 Interconnections

2. Operations Update

C. SEWER DEPARTMENT

1. Discharge Monitoring Report

a. November’23 – Daily Average Flow 0.1511

b. November’23 – Total Monthly Flow 4.5328

2. Operations Update

XI. BOROUGH OPERATIONS

A. Borough Operations – December

1. Emptied trash at trailhead and pavilion

2. Salted Borough roads

XII. ENGINEERING REPORT: Refer to enclosed written report.

A. Authority

1. See Written Report

2. Water Grant

XIII. SOLICITOR’S REPORT:

A. Authority- Baghurst

B. Developments

XIV. CHAIRMAN’S MINUTE:

A. Announcements

XV. ADJOURN:

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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 Tom Slater.

ROLL CALL:

In addition to Vice-Chairman Slater, other members present were Treasurer Brian Pippert and Secretary Brian Corbin. Treasurer Darren Rash attended the meeting via telephone conference call and Chairman John Markley was excused from attendance.

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; John Scully, President of Private Utility Enterprises, Inc., Management Consultant to the Authority.

REORGANIZATION:

Open for Nominations

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

The 2024 Elected Officers for the Schwenksville Borough Authority Board of Directors officers are the following:

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

At this time, Vice-Chairman Slater proceeded with the presentation and approval of the professional staff for 2024.

APPOINTMENTS of PROFESSIONAL STAFF:

Vice-Chairman Slater then presented the following firms and requested a motion for approval:

Management Consultant – Private Utility Enterprises, Inc., motion by Mr. Corbin, seconded by Mr. Pippert and passed with a 4-0 vote.

Engineer - Ebert Engineering, Inc. - Frederick Ebert, P.E., President, motion by Mr. Corbin, seconded by Mr. Pippert and passed with a 4-0 vote.

Solicitor - Grim, Biehn & Thatcher – Colby Grim, Esq. motion by Mr. Corbin, seconded by Mr. Pippert and passed with a 4-0 vote.

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Auditor – Lopez, Teodosio & Larkin, LLC - motion by Mr. Corbin, seconded by Mr. Pippert and passed with a 4-0 vote.

Pension Trustee- Univest Bank and Trust Co., motion by Mr. Corbin, seconded by Mr. Pippert and passed with a 4-0 vote.

At this time, Vice-Chairman Slater asked for a motion to adjourn the Reorganizational meeting and to move to the Regular Meeting, where upon Mr. Corbin motioned, seconded by Mr. Pippert and passed with a 4-0 vote.

MINUTES:

Vice-Chairman Slater then presented the minutes of December 13, 2023 and asked for approval when, Mr. Corbin moved and Mr. Rash seconded, accepting the Board of Director's meeting minutes of December 13, 2023 by a 4-0 vote.

VISITORS:

- A. Confirmed Appointments - none
- B. From the Floor: Karen Slater

FINANCIAL REPORT:

The Board then reviewed Bill List 1/2024 in the amount of \$123,040.13. The Board reviewed checks to be signed in the amount of \$90,395.53. In addition, payroll and pension transfers in the amount of \$32,526.63, checks signed prior to the meeting in the amount of \$117.97. Total Financial transaction of \$123,040.13 which summary is as follows:

Checks at meeting	\$ 90,395.53
Payroll, Pension & Other Transfers	\$ 32,526.63
Checks Paid Before Meeting	<u>\$ 117.97</u>
Total Transfers and Checks	\$ 123,040.13

Accordingly, Mr. Pippert made a motion to approve Bill List 1/2024 in the amount of \$123,040.13, seconded by Mr. Rash and approved by the Board 4-0.

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

MANAGEMENT REPORT:

Administration:

- A. 1. Report of Delinquent Accounts - There were Eighty-Three (83) Past Due letters sent in the month of December totaling \$17,075.31. The total amount collected was \$15,704.48. Seventy-Three (73) customers paid in full, nine (9) customers made partial payments and One (1) customer did not pay. The water was shut off to the vacant property on January 5, 2024.
- 2. 2024 Borough Labor Agreement - Mr. Scully discussed with the Board the Borough Annual Maintenance Agreement. A motion was made by Mr. Rash, seconded by Mr. Pippert to approve the intermunicipal agreement with the Borough. The motion passed with a 4-0 vote. A copy of the signed agreement will be sent to the Borough.

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3. 2024 Schwenksville Borough Authority Fee Schedule – Upon motion of Mr. Corbin, seconded by Mr. Pippert, the Board approved the 2024 Fee Schedule with by a 4-0 vote.
- B. Management reported 252,123 gallons per day water usage for the month of December 2023. Authority wells produced 165,036 gallons per day and 97,955 gallons per day were taken from the interconnection.

Sewer Department:

- A. Management reported on November 2023 flows of a daily average flow of 0.1511 MGD and a total flow of 4.5328 million gallons for the month.
- B. Operations Update – Three (3) overflows in the last Four (4) weeks

BOROUGH OPERATIONS:

- A. Borough Operations – December
 1. Empty trash in Pavilion and at Trailhead.
 2. Salted & Plowed Borough Roads – It was mentioned that on Facebook that the Authority operations staff did a great job with plowing and salting the Borough roads.

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.

Water Grant Award – Mr. Ebert provided an update to the Board. The Authority was granted \$575,682 in grant funds. Mr. Ebert will provide more information on the project at the February meeting.

SOLICITOR'S REPORT:

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

Baghurst Alley - The Board recessed to an Executive Session at 8:05 pm. No action was taken. The Board reconvened to the regular meeting.

CHAIRMAN'S MINUTE:

- A. Announcements

ADJOURNMENT:

There being no further business brought before the Board, Mr. Pippert made a motion to adjourn, seconded by Mr. Corbin and approved by the Board, 4-0, adjourned at 8:11 pm.

Respectfully submitted:

Board Member