

MINUTES OF THE REGULAR MEETING
OF THE MONTH OF JANUARY
PERKASIE REGIONAL AUTHORITY
MONDAY, JANUARY 10, 2022

The regular meeting of the month was convened in the Authority Office, 150 Ridge Road at 6:30 p.m. on January 10, 2022 by Vice-Chairman J. Thomas Horn (at Authority building). Attending in addition to the Chairman were Board Members Benjamin Rainear (attended virtually), David Bedillion (attended virtually) and Stephen Algeo (attended virtually). Absent, with consent of the Board, was David Watt. Staff members present: Nicholas Fretz (at Authority building), Manager, Peter C. Andersen, Andersen Engineering (attended virtually) and John N. Schaeffer, III, Esquire, Solicitor (attended virtually).

EXECUTIVE SESSION:

None this meeting.

SPECIAL BUSINESS:

The Board decided to table the reorganization and appointment of the Professional Staff until the February Authority Meeting, as the Borough of Perkasio had not made their official appointment to the PRA Board.

MINUTES:

Upon motion by Horn, seconded by Rainear, the Minutes of the regular meeting of December 13, 2021 were unanimously approved as written.

PUBLIC FORUM:

- a) 248 Parkridge Drive – Property owner, Thomas McAndrew (owner not attended-requested were presented by PRA Staff), requested a credit on the sewer portion of their bill for a broken toilet that has since been fixed.
See Official Board Action

CORRESPONDENCE:

None this meeting

PWTA:

- a) Minutes from the November 2021 meeting
- b) November 2021 flow reports
- c) Letter from Kevin Franks, PWTA Manager, regarding Capital Projects Rollover of Funds

FINANCIAL INFORMATION:

- a) Balance Sheet for December 2021
- b) Profit and Loss Budget Overview Reports for December 2021
- c) Statement of Trust Funds – December 2021 and Year-to-Date 2021
- d) Income & Expense by Month – Year 2021
- e) Revenue Fund Requisition Number 564 in the amount of \$301,480.50
- f) Bond Redemption and Improvement Fund Requisition Number 1072 in the amount of \$19,558.00
- g) Construction Fund Requisition Numbers 154 through 155 in the total amount of \$111,852.95
- h) Project Summaries
- i) Developer Escrow Releases & Summaries

Upon motion by Rainear, seconded by Algeo, the Financial Report and the List of Bills – Items f) through i) were unanimously approved.

OPERATIONS REPORT:

- a) Activity Report for December 2021
- b) Average production by month for December 2021
- c) Precipitation Report for December 2021
- d) Water Production Reports for December 2021
- e) Year-end production graphs
- f) Sewer truck reports – Year-to-Date 2021

Upon motion by Rainear, seconded by Horn, the Operations Report was unanimously approved.

SOLICITOR'S REPORT:

- a) T-Mobile Lease - The Solicitor informed the Board that T-Mobile had finally gotten all required approvals and is ready for PRA execution
See Official Board Action
- b) Ridge Road Sewer – The Solicitor updated the Board on the property owners (Wambold's) that had a storm sewer pipe under Ridge Road from the northern side of the road to the southern side of the road. The Solicitor directed the Manager to send correspondence to the owners that the Authority would be willing to have the contractor repair/replace the line, but would require the owner to pay the cost associated with the work and also have the owner agree to a hold harmless agreement indemnifying the Authority in the event something happens to the pipe in the future or PennDOT requires it to be removed.

Upon motion by Algeo, seconded by Bedillion, the Solicitor's Report was unanimously approved.

ENGINEER'S REPORT:

- a) Pressure Reducing Vaults – The Engineer stated that they are waiting for the PRV in Callowhill to be repaired and/or replaced before approving the final payment
- b) Booster Station – The Engineer stated that the station is finally operational and that the PRA Staff has been “fine tuning” the operations.
- c) Ridge Road Sewers – The Engineer stated the contractor was continuing to move at a slow pace due to the rock and the PennDOT-imposed time constraints for working in the road.
- d) Constitution Square – The Engineer stated that the developer has completed the installation of the water and sanitary facilities and that a preliminary punch list would be created.
- e) Storage Tank – The Engineer stated they have requested and received a proposal from GTA to perform test drilling to be used in the design of the tank foundation and that if the Authority Board were to accept the proposal, the company would be able to start within a couple of weeks.

Upon motion by Bedillion, seconded by Rainear, the Engineer's Report was unanimously approved.

MANAGER'S REPORT:

- a) 217 Branch Rd and 922 Bethlehem Pike – The Manager presented draft letters addressed to each of these properties that currently either have paid a sewer tapping fee or were given a sewer EDU via an agreement and neither of the properties have made the physical connection in over 2 years. The Manager stated that per Resolution 2017-01, these properties are required to make the physical connection to the sewer system within two (2) years or they would be required to pay the base charge to “maintain” the EDU. The Board directed the Manager to send out the letters and to begin the billing of the base charges for the EDUs in February 2022.
- b) T-Mobile Lease Agreement – The Manager provided a copy of the lease addendum for the Board Members and all discussion regarding this was done under the Solicitor's Report.

MANAGER'S REPORT (CONTINUED):

- c) Ridge Road Sewer Change Order #1 – The Manager presented the proposed Change Order for the Board to review. This change order is to install a 6” lateral to a twin rather than installing two (2) 4” laterals. Although this change order is for an additional \$10,200.00, the Engineer ensured the Board that there would be a deduct Change Order coming at the end of the project as the contractor will need to deduct the 4” lateral material in addition to a few other items.
See Official Board Action
- d) Reservoir Geo-Technical Proposal – The Manager presented a proposal from Geo-Technology Associates, Inc. for the geotechnical services at the reservoir. This information will be used in the design of the tank foundation and if the Authority Board were to accept the proposal, the company would be able to start within a couple of weeks.
See Official Board Action
- e) Officer's Certificate – The Manager presented the Board with the annual Officer's Certificate that is a requirement of the Bond Indenture. This certificate is just an acknowledgement to the trustee that the Board has adequate insurance coverage for the 2022 calendar year and that there hasn't been any events of default since the last audit.
See Official Board Action
- f) PRA-Perkasie Borough Snow Removal Agreement – The Manager presented to the Board an agreement between the Authority and the Borough of Perkasie that would allow for the Authority Staff to assist the Borough with snow removal during snow events. The agreement calls for auto-renewals every year with a 2% increase in rates.
See Official Board Action
- g) Personnel – The Manager informed the Board that employee Patricia Fluck has informed him that she was offered a position at another company and will be leaving the Authority. She currently lives in Dushore, PA and the new job will be closer to home. She has agreed to stay through the end of May to help hire, train and transition her replacement.
- h) Constitution Square Letter of Credit Release (Certificate of Completion #1) – The Manager presented a completion certificate to the Board that the majority of the water and sewer improvements at the Constitution Square development have been completed. The release will allow the developer to reduce their Letter of Credit with their lender. There was some discussion regarding the incorrect valve boxes and the Engineer explained that there was additional retainage held to ensure the correct valve boxes were installed.
See Official Board Action

Upon motion by Rainear, seconded by Algeo, the Manager's Report was unanimously approved.

OFFICIAL BOARD ACTION:

Upon motion by Rainear, seconded by Algeo, the Board unanimously approved to credit 248 Parkridge Drive, account #2552, the sewer charges for a malfunctioning toilet that was since fixed in the amount of \$426.85.

Upon motion by Algeo, seconded by Rainear, the Board unanimously approved the T-Mobile lease addendum.

Upon motion by Bedillion, seconded by Rainear, the Board unanimously approved Change Order #1 to Ankiewicz Enterprises for the Ridge Road sewer extension for an increase of \$10,200.00.

Upon motion by Rainear, seconded by Bedillion, the Board unanimously approved the proposal from Geo-Technology Associates, Inc. for the geo-technical work at the reservoir in the amount of \$8,500.00.

Upon motion by Algeo, seconded by Rainear, the Board unanimously approved the 2022 Officer's Certificate as presented.

OFFICIAL BOARD ACTION (CONTINUED):

Upon motion by Bedillion, seconded by Rainear, the Board unanimously approved the PRA-Perkasie Borough Snow Removal Agreement.

Upon motion by Algeo, seconded by Horn, the Board unanimously approved the Constitution Square Letter of Credit reduction (Certificate of Completion #1) as presented.

UNFINISHED BUSINESS/NEW BUSINESS:

None this meeting.

CHAIRMAN'S REMARKS:

None this meeting.

PUBLIC FORUM II:

None this meeting.

EXECUTIVE SESSION:

None this meeting.

ADJOURN:

There being no further business to come before the Board in the regular session and upon motion by Rainear, seconded by Bedillion, the meeting was adjourned at 7:30 p.m.

Respectfully Submitted,



Nicholas T. Fretz, Recording Secretary



David Bedillion, Secretary