

MINUTES OF THE REGULAR MEETING  
OF THE MONTH OF SEPTEMBER  
PERKASIE REGIONAL AUTHORITY  
MONDAY, SEPTEMBER 13, 2021

The regular meeting of the month was convened in the Authority Office, 150 Ridge Road at 6:30 p.m. on September 13, 2021 by Chairman David Watt. Attending in addition to the Chairman were Board Members J. Thomas Horn, Stephen Algeo, Benjamin Rainear and David Bedillion. Staff members present: Nicholas Fretz, Manager, Peter C. Andersen, Andersen Engineering, John N. Schaeffer, III, Esquire, Solicitor and Patricia Fluck, Accounting Assistant.

**EXECUTIVE SESSION:**

The Board had an Executive Session regarding personnel prior to the Public meeting. No decisions were made.

**MINUTES:**

Upon motion by Horn, seconded by Bedillion, the Minutes of the regular meeting of August 9, 2021 were unanimously approved as written, with Watt and Algeo abstaining.

**PUBLIC FORUM:**

- a) 851 Poplar Street, Perkasio, PA – Property owner Clifford Bock requested a credit on the sewer portion of their bill for an outside hose bib that was unknowingly being metered (the other hose bib on the property is not metered) that has since been fixed to not be metered.  
**See Official Board Action**

**CORRESPONDENCE:**

- a) NPWA Golf Outing – The Manager informed the Board of the invitation for the NPWA Golf Outing and stated that if any Board member would like to attend to let him know.
- b) PMRS MMO - 2022 MMO Obligation – The Manager presented the 2022 Minimum Municipal Obligation (MMO) for PRA which was calculated based on the 2021 payroll and would need to be paid in the beginning of 2022.  
**See Official Board Action**

**PWTA:**

- a) Minutes from the July 2021 meeting
- b) July 2021 flow reports

**FINANCIAL INFORMATION:**

- a) Balance Sheet for August 2021
- b) Profit and Loss Budget Overview Reports for August 2021
- c) Statement of Trust Funds – August 2021
- d) Revenue Fund Requisition Number 560 in the amount of \$158,271.29
- e) Construction Fund Requisition Numbers 143 through 144 in the total amount of \$7,633.25
- f) Project Summaries
- g) Developer Escrow Releases & Summaries

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

**OPERATIONS REPORT:**

- a) Activity Report for August 2021
- b) Average production by month for August 2021
- c) Precipitation Report for August 2021
- d) Water Production Reports for August 2021
- e) Sewer truck reports

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

**SOLICITOR'S REPORT:**

None this meeting.

**ENGINEER'S REPORT:**

- a) Pressure Reducing Vaults – The Engineer stated that he continues to request a final payment/change order request from the contractor. It is believed that all of the work is complete and the leak has been repaired.
- b) Booster Station – The Engineer stated that progress had been made regarding the operation of the booster station.
- c) Ridge Road Sewers – The Engineer stated that a pre-construction meeting was held and the contractor indicated a start date in about two (2) weeks.
- d) Green Ridge Estates – The Engineer stated the PRA Manager would be providing the Agreements for execution for this development during the Manager's Report.
- e) Constitution Square - The Engineer stated that the developer has begun the sanitary sewer work.
- f) Storage Tank – The Engineer provided a sketch plan submitted to the Borough of Perkasio to determine the requirements for PRA to request relief from the Zoning Hearing Board.

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

**MANAGER'S REPORT:**

- a) McClennen Tract Review Agreement – The Manager presented the Reservation of Capacity and Review Agreement for approval and execution. He stated that this was a 198-unit subdivision comprising of singles and townhouses. Since this development was in East Rockhill Township, PRA would only be providing water service as East Rockhill Township would be providing the sewer service. He further stated that the Engineer had begun doing preliminary reviews and there were some issues with the design submission so PRA has asked the design engineer to make some changes to put the plans in the appropriate format.  
**See Official Board Action**
- b) 2022 Budget – The Manager presented the 2022 preliminary budget overview, rate schedule and salary projection. He further stated that the 2022 budget did not need to be approved until the October 2021 meeting, which would allow for ample time for review by Board members.
- c) Delbar Apartment Tapping Fee Agreement – The Manager presented the Delbar Tapping Fee Agreement. He further stated that PWTA was requiring PRA to allocate 1 EDU for each residential unit, regardless of size. Therefore, PRA would need to allocate 91 EDUs for this project as there are 7 EDUs already assigned from the commercial building. The Manager stated that the Solicitor drafted the Agreement that called for allocating the 91 additional sewer EDUs and then 26 additional water EDUs. The water EDUs are based on the additional 4" water metered service and the historical usage data provided by the developer as to how much the entire 98 unit complex will use. He further stated that he was suggesting PRA waive the distribution and collection charges of the tapping fee as this was a re-development of an existing lot, therefore they have already paid for the infrastructure to get water and sewer to/from the location. In addition to that, PRA does not believe any upsizing of mains was required  
**See Official Board Action**

- d) Green Ridge Estates Agreement – The Manager presented the Tapping Fee and Construction Agreements, which have been funded and executed by the developer, for approval and execution.

**See Official Board Action**

- e) Water Tank Maintenance – The Manager stated that PRA has a maintenance agreement with Southern Corrosion to maintain the water tank and part of that maintenance agreement calls for painting the exterior of the tank every 7-8 years. He further stated that this maintenance was being done this year and a crew has been cleaning and painting the exterior of the tank, which should be completed in the next few weeks.
- f) 2020 Financial Audit (final) – The Manager stated that PRA finally received the information from PMRS that PRA had been waiting on and presented the updated Audit Report. He further stated that the items highlighted in yellow were the items that changed, which was not anything major. He further stated that they would just need a formal motion to approve the 2020 Financial Audit.

**See Official Board Action**

- g) Personnel – The Manager stated that the Accounting Assistant/Account Payable employee would begin working half days on Mondays and Fridays (coming in late on Monday and leave early on Fridays). He further stated that the employee is planning on using leave time to cover those hours and when the employee's leave time runs out they would take those hours unpaid. The Manager stated that in the event that either the Manager or Accounts Receivable/Billing Clerk would be on vacation or out, the employee has agreed to be here full days those days. The Manager stated the second item to discuss was the COVID protocol for PRA employees. PRA had one of the employees test positive for COVID on Monday, September 6th and was hospitalized. He further stated that luckily, this employee was on vacation the week prior, so PRA did not have to worry about contact tracing as no one from work had contact with them for at least a week and a half. The Manager stated that he would like to have a plan/policy in place for how we should be compensating (if at all) employees who test positive for COVID. During the 2020 year when the pandemic started, we were giving all of the employees 2 weeks of paid leave if they tested positive or were in close contact with someone who tested positive. He further stated that PRA staff looked into PRA's Short Term Disability policy (STD), which goes into effect after a 5 day waiting period and pays up to 2/3 of your weekly salary up to a maximum amount of \$750/week. He further stated that his recommendation would be to pay the employees for the two (2) weeks of time like PRA has done and then let it up to each individual employee on how they want to handle their leave. If they want to go on STD right after that two (2) week period, then they can do that and if they would prefer to use any and/or all of their leave time prior to going on STD, then they can do that as well. The Board agreed to continue the 2 week pay policy from 2020 and after that period it would be up to the employee how they wished to move forward.

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

**OFFICIAL BOARD ACTION:**

Upon motion by Watt, seconded by Rainear, the Board unanimously approved to credit 851 Poplar Street, account #6169, the sewer charges for an outside hose bib that was unknowingly being metered (the other hose bib on the property is not metered) that has since been fixed to not be metered in the amount of \$288.60.

Upon motion by Bedillion, seconded by Rainear, the Board unanimously approved the 2022 Minimum Municipal Obligation (MMO).

Upon motion by Watt, seconded by Bedillion, the Board unanimously approved the McClennen Tract Reservation of Capacity and Review Agreement.

Upon motion by Watt, seconded by Bedillion, the Board unanimously approved the Delbar Apartment Tapping Fee Agreement.

Upon motion by Watt, seconded by Bedillion, the Board unanimously approved the Green Ridge Estates Tapping Fee and Construction Agreements.

Upon motion by Watt, seconded by Rainear, the Board unanimously approved the 2020 Financial Audit (final).

**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 Horn, seconded by Bedillion, the meeting was adjourned at 8:19 p.m.

Respectfully Submitted,

  
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Patricia Fluck, Recording Secretary

  
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David Bedillion, Secretary