

MINUTES OF THE REGULAR MEETING
OF THE MONTH OF NOVEMBER
PERKASIE REGIONAL AUTHORITY
MONDAY, NOVEMBER 8, 2021

The regular meeting of the month was convened in the Authority Office, 150 Ridge Road at 6:30 p.m. on November 8, 2021 by Chairman David Watt. Attending in addition to the Chairman were Board Members Benjamin Rainear and David Bedillion. Board members absent with the consent of the Board were J. Thomas Horn and Stephen Algeo. Staff members present: Nicholas Fretz, Manager, Peter C. Andersen, Andersen Engineering, John N. Schaeffer, III, Esquire, Solicitor and Patricia Fluck, Accounting Assistant.

EXECUTIVE SESSION:

None this meeting.

MINUTES:

Upon motion by Rainear, seconded by Bedillion, the Minutes of the regular meeting of October 11, 2021 were unanimously approved as written.

PUBLIC FORUM:

- a) 309 S. 4th Street – PRA Staff presented on behalf of the property owner Rachel Bedford requesting relief from her bill due to a leaking toilet that has since been fixed.
See Official Board Action
- b) RF Hill Radio Club – Mr. Daniel Mitten, President of RF Hill Radio Club and Mr. Charles Schmell, Member of RF Hill Radio Club were in attendance to discuss the possibility of PRA allowing them to continue to have their antenna and equipment on PRA's tank and property. The club asked the Board to reconsider allowing them to keep the antenna and equipment on the PRA property and at the very least grant an extension for them to find a new location for their equipment. After discussion with the Board, the Board allowed them to continue to have the antenna and equipment on the property through the current month. The Board requested the club continue to look for alternative locations and return to the Board next month with an update.
- c) PAWSC – Mr. Brian Preski returned at the request of the PRA Board to discuss the back-flow prevention control. The Board discussed the program in more detail with examples of how the program is conducted, however, not all PRA Board members were in attendance so a decision was not made regarding the back flow prevention program. The Manager reminded the Board that this program would be at no cost to the Authority and would be subsidized by the customers that would be required to have a backflow prevention device.
- d) Best Bev Company (Pennridge Business Park) – Mr. Angus Rittenhouse was in attendance to discuss the potential water capacity at the Pennridge Airport Business Park for a bottling company. He stated that his company was potentially interested in buying/leasing Building #2 at the Pennridge Airport Business Park. The Manager presented an email from the company detailing the amount of water consumption they would require, roughly 100k – 300k gallons of water per day, which comes to roughly 3 million – 9 million gallons per month (which is between 15% and 40% of PRA's current production). The Board, the Manager and Mr. Rittenhouse discussed the concerns, namely water production and sewer collection/treatment don't believe that PRA's current sewer collection system can handle this type of volume. There were several options discussed (i.e., have them post an escrow to have an engineer do a review of our current collection system and see if that amount of volume would overtax the existing system). The Manager stated that PRA only had roughly 100 EDUs that were not allocated to any project, so PRA would not have enough EDUs to handle this kind of volume. In addition, he stated that if PRA were to reserve capacity for this business, PRA would need to allocate roughly 350 EDUs (at the very least) for this business.

CORRESPONDENCE:

- a) Low Income Household Water Assistance Program (LIHWAP) Agreement – The Manager stated that this agreement would allow the Authority to collect money for delinquent water/sewer accounts from the State, caused by the COVID-19 pandemic. He further stated that with speaking with PRA’s Solicitor, he agreed that PRA does not have many (or any) accounts that are in arrears since PRA re-instituted shut-offs and did not believe PRA had a need for this agreement.

PWTA:

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

FINANCIAL INFORMATION:

- a) Balance Sheet for October 2021
- b) Profit and Loss Budget Overview Reports for October 2021
- c) Statement of Trust Funds – October 2021
- d) Revenue Fund Requisition Number 562 in the amount of \$156,614.68
- e) Construction Fund Requisition Numbers 148 through 150 in the total amount of \$173,648.45
- f) Project Summaries
- g) Developer Escrow Releases & Summaries

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

OPERATIONS REPORT:

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

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

SOLICITOR’S REPORT:

- a) T-Mobile Lease - The Solicitor presented the Lease for T-Mobile for execution.
See Official Board Action

Upon motion by Rainear, seconded by Bedillion, the Solicitor’s Report was unanimously approved.

ENGINEER’S REPORT:

- a) Pressure Reducing Vaults – The Engineer stated that he continues to request a final payment/change order request from the contractor.
- b) Booster Station – The Engineer stated that the pumps were functioning properly, but there is an issue with the pressure “bleeding” into the low pressure system, so the PRA crew was looking to figure out where the “weak point” was in the system that was causing the issue. He further stated that once that issue was resolved, the pump station would be turned on indefinitely.
- c) Ridge Road Sewers – The Engineer stated the contractor was moving at a slow pace due to the rock and the PennDOT-imposed time constraints for working in the road. He further stated that the contractor was now planning to replace the cold patch with temporary “hot mix” and once the hot mix was installed, the complaints regarding the bumpy road should diminish.
- d) Green Ridge Estates – The Engineer stated that the project was moving along slowly as revised plans had been reviewed and found to be satisfactory. He further stated that construction was anticipated to start within a couple of weeks

ENGINEER'S REPORT (CONTINUED):

- e) Constitution Square – The Engineer stated that the developer had completed the installation of the sanitary sewer and next should be the storm sewer and then finally the water distribution mains.
- f) Storage Tank – The Engineer stated they have requested a proposal from a local geotechnical firm for testing to ultimately result in a foundation design. He further stated that they are also working on the application for DEP.

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

MANAGER'S REPORT:

- a) 2021 Employee Bonus – The Manager presented the proposed 2021 Employee Bonus. He stated that the calculation for 2021 was based on PRA Board feedback last year regarding increasing the longevity part of the bonus. The Manager stated that the total bonus payout would be \$6,250. He further stated that Authority's Worker's Compensation premium refund covers a good amount of the bonuses, over \$3,100.00.
See Official Board Action
- b) Grant Payment Request – The Manager presented the grant request from the Commonwealth Financing Authority for approval. He stated that this would be the first (1st) payment request of the \$200k grant PRA received for the Ridge Road sewer project.
See Official Board Action
- c) Best Bev Company (Pennridge Airport Business Park) – The Manager stated that this was summarized under the Public Forum section.
- d) Training at PRA Building – The Manager stated that PRA had the first post-COVID in-person training at our building the week of October 24th. There were roughly 20 people in attendance and everything went very smooth and no issues.
- e) Server Failure – The Manager stated the PRA had 3 of the 5 hard drives completely fail on the server causing PRA to be down for the better part of 2 weeks. He further stated that thanks to the PRA staff (Accounting Assistant and Billing Clerk) everything was recreated that was lost and PRA was currently back up and running.

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

OFFICIAL BOARD ACTION:

Upon motion by Watt, seconded by Rainear, the Board unanimously approved to credit 309 S. 4th Street, account #7879, the sewer charges for a malfunctioning toilet that was since fixed in the amount of \$221.50.

Upon motion by Watt, seconded by Rainear, the Board unanimously approved the T-Mobile Lease.

Upon motion by Watt, seconded by Rainear, the Board unanimously approved the 2021 Employee Bonus.

Upon motion by Rainear, seconded by Bedillion, the Board unanimously approved the Grant Payment Request to the Commonwealth Financing Authority.

UNFINISHED BUSINESS/NEW BUSINESS:

None this meeting.

CHAIRMAN'S REMARKS:

Chairman Watt made a request to have the Manager's Report moved to the beginning of the Board Packet for future meetings. The Manager stated that he would make sure the Manager's Report was at the beginning of the Board Packet for the next 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 8:00 p.m.

Respectfully Submitted,



Patricia Fluck, Recording Secretary



David Bedillion, Secretary