

MINUTES OF THE SECOND REGULAR MEETING
OF THE MONTH OF OCTOBER
PERKASIE REGIONAL AUTHORITY
TUESDAY, OCTOBER 16, 2018

The second regular meeting of the month was convened in the Authority Office, 150 Ridge Road at 7:00 p.m. on October 16, 2018 by Chairman David Watt. Attending in addition to the Chairman were Board Members J. Thomas Horn, David Bedillion, Robert Wasson and Stephen Algeo. Staff members present: Nicholas Fretz, Manager, Peter Andersen, Engineer, John N. Schaeffer, III, Esquire, Solicitor and Patricia Fluck, Accounting Assistant.

MINUTES:

Upon motion by Horn, seconded by Wasson, the Minutes of the regular meeting of October 1, 2018 were unanimously approved as written.

PUBLIC FORUM:

- a) 3 N. 7th Street – Mr. Brown (tenant) requested a credit on the sewer portion of his bill for a running toilet that was since replaced.
See Official Board Action
- b) 132 S. 4th Street – Ms. Rhodes (property owner) requested a credit on the sewer portion of her bill for a leaking hot water tank that was since replaced.
See Official Board Action
- c) Perkasio Borough Council person, and PWTA representative, Steve Rose of Parkridge Drive was present.

CORRESPONDENCE:

None at this meeting.

PWTA:

- a) Minutes from the August 2018 meeting
- b) August 2018 flow reports
- c) 2019 Budget – Mr. Wasson presented the 2019 Budget for PWTA with the total budget increasing about \$80k over 2018 or about 3.6%.

FINANCIAL INFORMATION:

- a) Balance Sheet for September 2018
- b) Profit and Loss Budget Overview Reports for September 2018
- c) Statement of Trust Funds – September 2018
- d) Revenue Fund Requisition Number 515 in the amount of \$203,700.77
- e) Construction Fund Requisitions Numbers 25 in the amount of \$2,738.90
- f) Bond Redemption & Improvement Fund Requisition Number 1048 in the amount of \$8,725.18.
- g) Project Summaries

Upon motion by Wasson, seconded by Bedillion, the Financial Report and the List of Bills – Items e) through f) were unanimously approved.

OPERATIONS REPORT:

- a) Activity Report
- b) Sewer truck report
- c) Average production by month for September 2018
- d) Precipitation Report for September 2018
- e) Water Production Reports for September 2018

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

SOLICITOR'S REPORT:

- a) Projects – The Solicitor deferred all discussion regarding projects to be discussed under the Manager Report.

The Solicitor's Report was deferred to the Manager's Report.

ENGINEER'S REPORT:

- a) Pennridge Airport Development – The Engineer informed the Board that the Airport Engineer is revising the plans and hopefully they will finalize the revised plans soon.
- b) Hidden Meadows – The Engineer stated that the developer is set to construct Phase 3, but it was his understanding that there were a few things the developer needed to iron out with Hilltown Township, since this phase is in Hilltown.
- c) Country Ridge – The Engineer stated that the developer is set dedicate the water and sewer lines to Perkasi Regional Authority very soon.
- d) Old Bethlehem Pike/Ridge Run Contamination – The Engineer stated that there was nothing new to report until the DEP responds and makes a decision on the project.
- e) Booster Station – The Engineer stated that his office is continuing to work on the hydraulic model to develop required flows to Almont, Ridge Run and a possible hotel along Ridge Road.

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

MANAGER'S REPORT:

- a) 2019 Budget – The Manager stated that the budget has a relatively small increase, but with the additional developments coming online PRA was able to restructure the rates so that the average customer saw their bill stay relatively the same and customers that use less than 15k gallons per quarter will see a decent decrease in their bill.
- b) Resolution 2018-03 2019 Budget
See Official Board Action
- c) Resolution 2018-04 Water and Sewer Rates
See Official Board Action
- d) Resolution 2018-05 Wages and Salaries
See Official Board Action

MANAGER'S REPORT (CONTINUED):

- e) Resolution 2018-06 2019 Board Meeting Dates
See Official Board Action
- f) 2019 Holidays
See Official Board Action
- g) Health Department Re: Branch Road – The Manager stated that the Health Department sent a letter to Brian Matakonis, the owner of 217 E. Branch Rd. in West Rockhill Township, requiring connection to the PRA's public sewer system by the end of October. He further stated that had not heard anything from the property owner in regards to posting an escrow or entering into an agreement to have PRA extend the public sewer main in Hughes Ave. In addition, this property in particular is what necessitated the Agreement with Sellersville Borough to allow PRA to discharge the sewer into Sellersville's collection system to then have it transported to PWTA. The Manager informed the Board that it is probably best to complete the sewer main extension sooner rather than later due to the fact that it will soon be too cold to blacktop. The Board directed the Manager to line up all the work, contact all property owners and start the work within the next couple of weeks.
- h) Notice of Claim for Damages – The Manager stated that he had received a letter from the Attorneys of Swartz Culleton. It appears that on August 15th of this year an individual was thrown from his bicycle due to a drain cover that was not secured down that caused severe and serious bodily injury. He further stated that this occurred at 111 N. 7th St. and included a picture of the hazard for the Board's reference. This drain cover is on the sidewalk and has nothing to do with PRA. He further stated that we believe this metal cover to be covering a sump pump discharge line from Vacu-Braze Inc. (the business located at 111 N. 7th St.). The Manager has notified PRA's insurance company of the potential pending suit and the insurance company will send out their own investigators to determine responsibility. The insurance company also stated that they will be reaching out to the Borough of Perkasio for the sidewalk ordinance since this drain cover was in the sidewalk and the sidewalk was the responsibility of the property owner.
- i) Diversified Refrigeration – The Board directed the Manager to get quotes to replace the heat pump unit and report back to the Board.
- j) Jet Trailer – The Manager stated that they received quotes (with all additional equipment requested) and the new jet trailer would be around \$48K. He further stated that the Manager and System Supervisor will be setting up demos to see how the jet trailer operates and what types of jet trailers would be most appropriate for PRA.
- k) PPL Easement – The Manager stated that PP&L was requesting to move some of the utility poles on PRA property (parcels #12-009-009 and #12-009-094) located up at the Well Fields by Well #9.
See Official Board Action
- l) Perkasio Garden Club – The Manager stated that the Perkasio Garden Club would like to use PRA's Board Room to host monthly meetings during the winter months of the year. He further stated that he has spoken to the President of the Garden and she stated she had called many places in the area to hold their meetings, but they all either charge to use the space or were not handicap accessible. The Manager presented an Agreement that would allow them to use PRA's Board Room 5 times throughout the 2019 calendar year (once every month from January through May) and in exchange for them utilizing the Board Room, the Garden Club will weed and trim our roses 3 times during the growing season.
See Official Board Action.

MANAGER'S REPORT (CONTINUED):

m) Borough Snow Removal – The Manager stated that he was asked by Perkasio Borough if PRA would be able/willing to help again this year with snow removal in the Borough. Again, PRA would not be plowing the streets and PRA would only be helping if the Borough received more than 4 inches of snow and would have to remove the snow from the downtown area. He further stated the Borough would like to have the ability to use PRA's crew and machines (dump truck and loader) to help remove the snow. This work could be done either after hours or during normal businesses hours, depending upon the amount of snow. He further stated that if we offer this service to the Borough of Perkasio, we should also offer this same service to ERT and WRT in the event that those municipalities need help with removing snow (not plowing). The Manager stated that if PRA's staff would "volunteer" to work during normal business hours, PRA would pay their normal pay rate to do snow removal. If they "volunteer" to work overnight, PRA would pay them double time. In addition, he recommended that PRA charge \$75/hour during normal business hours and \$100/hour during non-business hours. The Manager stated that charging those amounts would cover all payroll costs as well as fuel and maintenance cost of the machines.

See Official Board Action

n) 204 N. Ridge Road – The Manager stated that he received a request from the new property owner of 204 N. Ridge Road regarding public sewer connection to the property. He further stated that at this time, PRA does not have public sewer mains connected, however, there were sewer pipes installed by PRA for future development in that area at a cost of \$8,490.00 several years ago, which that cost only reflects the collection portion of the tapping fee. The Board directed the Manager to design a way to connect these sewer mains and provide sewer service to the property.

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

OFFICIAL BOARD ACTION:

Upon motion by Algeo, seconded by Bedillion, the Board unanimously approved to credit 3 N. 7th Street, account #6189, the sewer charges due to a running toilet that was since replaced in the amount of \$294.10.

Upon motion by Algeo, seconded by Bedillion, the Board unanimously approved to credit 132 S. 4th Street, account #1429, the sewer charges due to a leaking hot water tank that was since replaced in the amount of \$258.00.

Upon motion by Algeo, seconded by Wasson, Resolution 2018-03: Establishing the 2019 Budget was unanimously approved.

Upon motion by Algeo, seconded by Wasson, Resolution 2018-04: Establishing the 2019 Water and Sewer Rates was unanimously approved.

Upon motion by Algeo, seconded by Wasson, Resolution 2018-05: Establishing the Wages and Salaries for 2019 was unanimously approved.

Upon motion by Bedillion, seconded by Algeo, Resolution 2018-06 2019 Board Meeting Dates and 2019 Holidays were unanimously approved.

Upon motion by Wasson, seconded by Algeo, the Board approved, with a vote of 4-1 with Horn opposed, to the PPL Easement requesting to move utility poles on PRA property (parcels #12-009-009 and #12-009-094) located at Well Fields by Well #9.

Upon motion by Watt, seconded by Horn, the Board unanimously approved the Rental Space Agreement with the Perkasio Garden Club, contingent upon the Solicitor adding liability information to the Agreement and Manager verifying liability insurance.

Upon motion by Horn, seconded by Algeo, the Board unanimously approved to allow PRA to help with Borough, ERT and WRT snow removal for snows that are 4 inches or more at rates of \$75/hr during normal business hours and \$100/hr during non-business hours.

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 Wasson, seconded by Horn, the meeting was adjourned at 8:46 p.m.

Respectfully Submitted,

Patricia Fluck, Recording Secretary

Robert Wasson, Secretary