

**Minutes of the Meeting
of the
Collegetville-Trappe Joint Public Works Department**

**Trappe Borough Hall
Trappe, Pennsylvania
January 24, 2016**

Vice Chairwoman Johnson called the Collegetville-Trappe Joint Public Works Committee meeting to order on the above date at 7:44 PM. Members present were Mr. Keenan, Mr. Traupman, Mr. Scholl, Ms. Webster, Mrs. Johnson and Mr. Mann. Also present were attorneys Joe Clement and Dave Onorato, Matt Boggs of Entech Engineering, and Director Joseph Hastings.

The members stood for the Pledge of Allegiance to the Flag.

At this time Attorney Joe Clement took control of the meeting for the purpose of reorganization.

Attorney Clement asked for nominations for the position of Chairman. The Chairman Representative must rotate between the two boroughs annually. Mr. Mann nominated Mrs. Johnson for the position of Chairman. There being no further nominations, Mr. Traupman moved to close the nominations and to elect Mrs. Johnson as the Chair of the Collegetville-Trappe Joint Public Works Department. Mr. Mann seconded the motion and it passed unanimously. Attorney Clement turned the meeting over to Chairwoman Johnson.

The Chairwoman called for nominations for Vice Chairman. Mr. Mann nominated Mr. Keenan for the position of Vice Chairman. There being no further nominations, Mr. Scholl moved to close the nominations and to elect Mr. Keenan as Vice Chairman. Mr. Keenan seconded the motion and it passed unanimously.

The Chairwoman called for nominations for Treasurer. Mr. Mann nominated Mr. Scholl for the position of Treasurer. There being no further nominations, Ms. Webster moved to close the nominations and to elect Mr. Scholl as Treasurer. Mr. Scholl seconded the motion and it passed unanimously.

The Chairwoman called for nominations for Assistant Treasurer. Mr. Scholl nominated Mr. Mann for the position of Assistant Treasurer. There being no further nominations, Mr. Keenan moved to close the nominations and to elect Mr. Mann as Assistant Treasurer. Mr. Traupman seconded the motion and it passed unanimously.

The Chairwoman called for nominations for Secretary. Mr. Mann nominated Mr. Traupman for the position of Secretary. There being no further nominations, Mr. Keenan moved to close the nominations and to elect Mr. Traupman as Secretary. Mr. Mann seconded the motion and it passed unanimously.

The Chairwoman called for nominations for Assistant Secretary. Mr. Keenan nominated Ms. Webster for the position of Assistant Secretary. There being no further nominations, Mr. Mann moved to close the nominations and to elect Ms. Webster as Assistant Secretary. Mr. Scholl seconded the motion and it passed unanimously.

Mr. Mann made a motion to appoint Entech Engineering, Inc as the Public Work's Engineer for 2017. Mr. Scholl seconded the motion and it passed unanimously.

Mr. Mann made a motion to confirm the appointment the law firms of Wisler Pearlstine, LLP and Hladik, Onorato & Federman, LLP to serve as the Public Works' co solicitors for 2017. Ms. Webster seconded the motion and it passed unanimously.

MINUTES:

Mr. Mann made a motion to approve the meeting minutes of December 20, 2016, as presented. Mr. Traupman seconded the motion and it passed unanimously.

PUBLIC INPUT:

Mr. Siomko from 460 Betcher Road inquired about the water line being installed. The Director explained that Public Works will be providing a connection point for each property. Homeowners will have an opportunity to provide input as to the location of the connection.

Mr. Vitelli from 295 East Third Ave, which is located at the corner of Betcher Road and Rt. 113, had some concerns about having to cut his driveway. The Director assured him that it would be properly patched. Mr. Vitelli also inquired to the locations of the Fire Hydrants.

Chairwoman Johnson thanked the public for coming.

ENGINEERING REPORT:

Mr. Boggs presented the Engineer's Report to the committee and is attached herewith. The permits are filed for the 3rd and Betcher project along with the E and S. Mr. Mann made a motion to approve the advertising and bid opening on Feb 23rd. Mr. Traupman seconded. The motion passed unanimously. Mr. Boggs anticipates the Notice of Award to be March 1st, Notice to Proceed on March 15th, with substantial completion by July 15th in anticipation of PennDOT paving of 3rd Avenue and final completion by August 15th.

TREASURER'S REPORT:

Mr. Mann presented the check register which is attached herewith. The beginning balance on the Customers Bank's check register as of December 17, 2016 was \$133, 519.52, deposits were \$145,530.71, and disbursements were \$102,167.51, leaving an ending balance of \$176,882.72 on January 20, 2017. Mr. Mann made a motion to approve check numbers 15638 through 15687, the three voided checks listed on the register and all EFTs along with interim check numbers 15688 through 15690. Mr. Scholl seconded the motion and the motion passed unanimously.

Mr. Mann stated that a \$42,000 bond is coming due in February and motioned for permission to move all of the money including interest except for a dollar from the Schwab account to the Customers Bank checking account. Mr. Scholl seconded and the motion passed unanimously.

Mr. Scholl motioned to transfer the funds from the two CDs that will be maturing before the next meeting into Customers Bank which will be approximately \$250,000 from Alliance and \$242,000 from First Niagara/Key Bank. Mr. Mann seconded and the motion passed unanimously.

Mr. Scholl motioned to transfer \$250,000 from Customers Bank to Victory Savings Bank. Mr. Mann seconded the motion and it passed unanimously.

Mr. Scholl made a motion to set up electronic transfer between the Victory Bank Savings account and Customers Bank Checking account and authorize Elizabeth Veres to make the transfers up to \$50,000 when requested by the treasurer. Mr. Mann seconded and the motion passed unanimously.

Mr. Mann reviewed the financial reports which are attached herewith.

DIRECTOR'S REPORT:

Mr. Hastings presented the Director's Report to the Committee and is attached herewith. The Director explained the cause of the last water main break. An update was given on the billing software issue where the

readings and consumption were incorrectly printed on the bills with the addition of extra zeros; however the bill amounts were correct. The excavation has been done for the generator and the concrete pad will be poured shortly. The property surveys are almost done; a few open items need to be tied up. One of which was that the surveys couldn't get any corners for Well #9 so they will have to go across the street to tie into points on the other side. Well #14 needed an updated deed because of the county trail. It is anticipated that they will be done by the end of January. Mr. Scholl recommended that the Director send a letter notifying the Betcher road residents of the fees and process to connect to the new water line and the incentive of not having to pay for road restoration.

SOLICITOR'S REPORT:

Joe Clement reported that the deeds are all ready with the exception of the information from the survey and thanked the board for his firm's reappointment.

Mr. Onorato updated the board about the Upper Providence Intermunicipal Agreement. Their new solicitor has reviewed the agreements and has suggested to the township that they execute them.

Mr. Scholl made a motion to approve the Business Reports, which was seconded by Mr. Keenan. The motion passed unanimously.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

Mr. Keenan made a motion to change the May meeting from the 23rd to the 24th. Mr. Mann seconded and the motion passed unanimously.

The meeting was adjourned at 8:32 PM.

Respectfully submitted



Catherine A. Johnson, Chairwoman



James Traupman, Secretary