

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

**Collegeville Borough Hall  
Collegeville, Pennsylvania  
November 27, 2018**

Chairman McKnight called the Collegeville-Trappe Joint Public Works Committee meeting to order on the above date at 7:47 PM. Members present were Mr. Traupman, Mr. Scholl, Mr. Mann, Mr. Strauss, Mrs. Johnson and Mr. McKnight. Also present were attorneys Jessica Bowman of The Law Offices of Sean Kilkenny and Dave Onorato of Hladik, Onorato & Federman, LLP, and the engineer, Matt Boggs of Entech Engineering. The Director, Joseph Hastings, was absent.

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

**MINUTES:**

Mr. Mann made a motion to approve the October 23, 2018 minutes as presented. Mr. Scholl seconded the motion and it passed unanimously.

**PUBLIC INPUT:**

Two representatives from Eye Designs, attorney Richard Kessler, and William Lithgow, were in attendance and addressed the board in reference to the electrical line that supplies Well #8. Mr. Kessler stated the property was purchased 20 years ago. There was no indication that there was an electrical line running through the property at that time. The title report came back without any easements. Approximately 4-5 years ago, when a backhoe showed up to fix the line, is when they discovered that there was in fact an electrical line running through the property. This line is in conflict of Eye Designs' business decision to expand the facility. Eye Designs position is that it is unfair to have to pay for the cost of relocating the line that they were unaware of when the property was purchased. Eye design is willing to pay the excavation costs of \$6,720 and is willing to provide an easement for the new electric line at the edge of the property.

**ENGINEERING REPORT:**

Mr. Boggs presented the Engineer's Report to the committee and is attached herewith

The engineer distributed copies of tapping fee study. Mr. Mann made a motion to recommend to both Boroughs that they adopt and advertise a resolution increasing the tapping fee from \$2,780 to \$3,238 effective January 1, 2019. Mrs. Johnson seconded the motion and the motion passed unanimously.

Mr. Boggs reported that the 199 W. Third Avenue project agreements have been received and the developer is waiting for the contractor to get back on site to complete the sewer lines. The water construction will follow the sewer.

The engineer issued a second review letter for the Royal Farms project on October 18, 2018.

Mr. Boggs recommended approval of Escrow Release #4 for the Stearly Tract. Mr. Mann made a motion to approve the escrow release in the amount of \$ 31,352.73, contingent upon the 18 month maintenance bond being established. Mr. Strauss seconded and the motion passed unanimously.

The engineer recommended approval of Escrow Release #2 for the Stearly Tract Phase II. Mr. Mann made a motion to approve the Escrow Release in the amount of \$1,426.58, contingent upon the 18 month maintenance bond being established. Mr. Traupman seconded and the motion passed unanimously.

Mr. Boggs reported the design for Leslen Lane Water Main Replacement project has been completed. The bid documents have been prepared. The bids went out last week and bid opening is scheduled for December 17, 2018. He anticipates a recommendation for awarding the bid at the next meeting. Mr. Scholl stated the importance about having a video documenting the quality of the road before the project begins. Mr. Boggs stated the bid does specify the need for preconstruction photos and video and he plans on emphasizing the importance at the preconstruction meeting.

The engineer requested approval of a EWO for the Leslen Lane project. Mr. Mann made a motion to approve the EWO in the amount of \$19,600; the observation of the construction is estimated at \$11,000 and the engineering services during construction is estimated at \$8,600. Mrs. Johnson seconded and the motion passed unanimously.

A revised EWO for updating the Capital Plan has been prepared. Mrs. Johnson made a motion to approve the EWO in the amount of \$4,800 to be shared with CTMA 50/50. Mr. Scholl seconded the motion and the motion passed unanimously.

**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 October 23, 2018, was \$36,176.21, deposits were \$101,867.81, and disbursements were \$168,060.46 leaving an ending balance of \$(30,016.44) on November 26, 2018. Mr. Mann made a motion to approve check numbers 16688 through 16729, all EFTs and journal entries. Mr. Scholl seconded the motion and the motion passed unanimously. Sufficient funds will be transferred from the Customers Money Market Fund prior to issuing the above referenced checks if necessary.

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

**DIRECTOR’S REPORT:**

The Director’s Report to the Committee is attached herewith.

**SOLICITORS’ REPORT:**

Mr. Onorato stated the recording of the deeds and easements in both Boroughs’ names now need Borough Council action to proceed.

Mrs. Johnson made a motion to approve the business reports. Mr. Mann seconded and the motion passed unanimously.

**OLD BUSINESS:**

There was no old business.

**NEW BUSINESS:**

Mr. Onorato reviewed multiple correspondences received from T-Mobile in reference to their lease agreements on the towers for their cellular equipment. After discussion it was decided that Mr. Onorato should consult with Cohen and Cohen on how the merger with Sprint will affect the current leases with possible consolidating equipment and how evolving technology might affect the future leases.

Mr. Mann made a motion to engage Styer & Associates for the 2018 Audit in the amount of \$6,840. Mr. Scholl seconded and the motion passed unanimously.

Mr. Mann made a motion to approve payment for the pension MMO. Mr. Scholl seconded the motion and it passed unanimously. Mr. Scholl stated that this year there was an excess interest award in the amount of \$28,677 for the non uniform portion of the plan. This was the first excess interest award since 2007 and in accordance with current law 100% went into the Plan.

Mr. Scholl reviewed the 2019 budget and highlighted the significant changes from the current year's budget. No rate increase was proposed. Mr. Mann made a motion to recommend to both Boroughs to adopt the 2019 Budget. Mrs. Johnson seconded and the motion passed unanimously.

Mr. Strauss motioned that the board to instruct the Director to vote for Mr. Scholl for the PIRMA board. Mrs. Johnson seconded the motion and the motion passed unanimously.

Mr. Scholl distributed an hourly cost analysis of the fulltime maintenance employees with benefits. After discussion, Mr. Scholl made a motion to increase the hourly rate currently being charged to the boroughs from \$45 to \$55 and from \$65 to \$75 for overtime, effective January 1, 2019. Mrs. Johnson seconded and the motion passed unanimously.

The meeting was adjourned at 8:51 PM to an executive session.

One item of potential litigation and one personnel issue were discussed in executive session.

The meeting resumed at 9:00 PM. Mr. Scholl made a motion to approve payment of \$859.53 to the Director per a schedule dated 11/5/18. The schedule reported a higher hourly rate due for overtime during the period 9/1/12 to 10/31/18 as a result of the latest employment agreement approved previously by both Collegeville and Trappe Councils. The motion was seconded by Mr. Mann and passed unanimously.

The meeting was adjourned at 9:05 PM.

Respectfully submitted,

Mathew McKnight, Chairman

  
James Traupman, Secretary