

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

**Collegeville Borough Hall
Collegeville, Pennsylvania
February 26, 2019**

Vice Chair Johnson called the Collegeville-Trappe Joint Public Works Committee meeting to order on the above date at 7:28 PM. Members present were Mr. Traupman, Ms. Perlin, Mrs. Johnson, and Mr. Mann. Mr. McKnight and Mr. Strauss were absent. Also present were attorneys Dan Greiser of Kilkenny Law, LLC, and Dave Onorato of Hladik, Onorato & Federman, L.L.P, and the engineer, Matt Boggs, of Entech Engineering and the Director, Joseph Hastings.

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

Vice Chair Johnson asked for nominations for the position of Chairman. The Chairman Representative must rotate between the two boroughs annually. Mr. Mann made a slate of nominations. He nominated Mrs. Johnson for the position of Chairman, Mr. McKnight for the position of Vice Chairman, Ms. Perlin for the position of Treasurer, Mr. Mann for the position of Assistant Treasurer, Mr. Traupman for the position of Secretary, and Mr. Strauss for the position of Assistant Secretary. There being no more nominations, Mr. Traupman made a motion to close the nominations and appoint the nominees to their respective positions. Mrs. Johnson seconded the motion and it passed unanimously.

Mr. Mann made a motion to appoint Entech Engineering, Inc., as the Public Work's Engineer, and The Kilkenny Law, LLP and Hladik, Onorato and Federman LLP, as co-solicitors. Ms. Perlin seconded the motion and it passed unanimously.

MINUTES:

Mrs. Mann made a motion to approve the amended meeting minutes of December 19, 2018, as presented today. Mr. Traupman seconded the motion and it passed unanimously.

PUBLIC INPUT:

There was no public input.

ENGINEERING REPORT:

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

The engineer reported that an escrow release payment for the 199 W. Third Avenue project was released last month. Mr. Traupman made a motion to ratify the release of payment in the amount of \$44,621.28 in January. Mr. Mann seconded and the motion passed unanimously.

Mr. Boggs recommended approval of Payment Application #1 for the Leslen Lane Water Main Replacement Project. Mr. Traupman motioned to approve the recommended payment in the amount of \$54,873.90 to Shainline Excavating, Inc. Mr. Mann seconded the motion and it passed unanimously.

The engineer reported the first draft for the Capital Improvement Plan has been completed. There are additional revisions which need to be updated. Mr. Hastings will email the members the draft copy. The engineer expects the final draft to be completed by the March meeting.

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 20, 2018 was \$140,408.54, deposits were \$233,925.92, and disbursements were \$211,194.44, leaving an ending balance of \$163,140.02 on February 22, 2019. Mr. Mann made a motion to approve check numbers 16769 through 16863, all EFTs and journal entries along with interim check numbers 16864 through 16867. Mr. Traupman seconded the motion and the motion passed unanimously.

Mr. Mann reviewed the investment schedule and motioned to move \$250,000 from PLIGT Prime to PLGIT Term of 3 months with a minimum of rate of 2.57 percent. Mr. Traupman seconded and the motion passed unanimously.

Mr. Mann reviewed the Cell site report. A conversation ensued about the two Boroughs coming to an agreement about funding the costs related to the salt shed project.

Mr. Mann reviewed the other 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 presented a proposal from Allied Control Services to upgrade the electric at Well 8 and Well 11 with VFDs for the booster pumps for a total of \$21,485. Mr. Mann made a motion to engage ACS for the upgrades needed. Mr. Traupman seconded and the motion passed unanimously.

The Director reviewed the quarterly production report. The chlorine analyzers use a constant flow of water and he just recently installed meters on them to see how much water they collectively use.

Mr. Hastings reported that the Aqua PA interconnection for the Cranberry system in Perkiomen Township has been removed as the project is complete.

SOLICITOR'S REPORT:

Dave Onorato updated the board on the status of the recording of the property deeds. The Borough of Collegeville's solicitor needs to review them and then the Borough's will need to sign them so they can be filed.

The easement for the Well 8 electric relocation needs to be drawn up once the surveyors have a description with meets and bounds completed.

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

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

There was a discussion about the rates charged by Public Works to the Boroughs. It was agreed that Mr. Hastings would provide information to both boroughs as to why the committee is recommending an increase in the rate.

The Director noted that Public Works donated \$100 to the Trappe Fire Company in honor of Nevin Scholl's memory.

Mr. Mann reported there was a discrepancy in the budget spreadsheet that was approved for 2019. All the line items are correct however there was an incorrect formula resulting in a different net income. The correct net income for the budget is \$9,827. Mr. Mann motioned to accept the budget with the corrected net income. Mr. Traupman seconded and the motion passed unanimously.

The meeting was adjourned at 8:16 PM to an executive session to discuss legal matters.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Cath Johnson", written in black ink.

Catherine A. Johnson, Chairwoman

A handwritten signature in cursive script, appearing to read "James Traupman", written in black ink.
James Traupman, Secretary