

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

**Trappe Borough Hall
Trappe, Pennsylvania
May 27, 2014**

Chairman Keenan called the Collegeville-Trappe Joint Public Works Committee meeting to order on the above date at 7:00 PM. The Chairman called for the Pledge of Allegiance to the Flag.

Members present were Mr. Mann, Mr. Keenan, Mr. Traupman, Mr. Scholl, Mrs. Johnson, and Ms. Webster. Also present was Attorney Mark Hosterman, Doug Berg of Entech Engineering, and Director Joseph Hastings.

MINUTES:

Mr. Scholl made a motion to approve the meeting minutes of April 22, 2014 as submitted, which was seconded by Mr. Mann. The motion passed unanimously.

PUBLIC INPUT:

There was no Public Input.

Attorney Ditter entered the meeting at 7:11 PM.

At this time, Mr. Ron Ely of Styer and Associates reviewed the Draft Copy of the 2013 Public Works Audit Report. After review and discussion of a few minor corrections, it was decided to wait until a corrected copy can be disseminated before the Committee Members vote to pass the Audit at the next meeting.

ENGINEERING REPORT:

The Engineer reported on the Well 15 Chlorine Contact Pipe Project and that the project should be ready to start by the end of July.

The Engineer reviewed a Work Order for the East Seventh Avenue Water Main Replacement Project. After discussion, Mr. Mann made a motion to authorize and sign the East Seventh Ave. Water Main Replacement Project Work Order in the amount of \$26,400.00. Mr. Scholl seconded the motion and it passed unanimously.

TREASURER'S REPORT:

Mr. Mann presented to the Committee the Bank Check Register, Balance Sheet, and Profit and Loss Budget Report. The beginning balance was \$183,073.03, there were deposits of \$129,125.34 and disbursements were \$97,654.60 leaving an ending balance of \$214,543.77. Mr. Mann made a motion to approve all EFTs and Check No. 13833 through No. 13882 including interim checks for Direct Energy and Verizon. Mr. Scholl seconded the motion and it passed unanimously.

Attorney Ditter reported that there was an overcharge on the Hladik Onorato bill for \$280.00 which will be credited on the next bill.

Mr. Mann made a motion authorizing the transfer of the securities that were being held by Pershing Advisor Solutions into a new Charles Schwab Investment Account. Mr. Scholl seconded the motion and it passed unanimously.

The Treasurer reported that an investment in the Schwab Investment Account will mature at the end of the month, and the proceeds will go into the Schwab Money Market Account. Mr. Mann will then transfer the entire Money Market into the TD Checking Account.

DIRECTOR'S REPORT:

Mr. Hastings presented the Director's Report to the Committee and is attached herewith.

There was a discussion on the Production Report.

There was a discussion on disbursing money to the Boroughs from the cell site fund. The Committee decided to wait until the tub grinding was completed before determining what amounts can be disbursed.

SOLICITOR'S REPORT:

Solicitor Ditter reported that they are still working on updating the By-Laws, the AT&T Lease exhibit, and Zayo Lease correction. Mr. Scholl requested that the Solicitor email him and the Director the status of these two leases.

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

OLD BUSINESS:

There was a discussion on the Water Quality Report being posted on both Boroughs' websites.

There was a discussion on the Intermunicipal Agreement with Upper Providence and the installation of the curb boxes on Borough Line Road.

NEW BUSINESS:

There was no New Business.

The meeting was adjourned to an executive session for personnel matters at 8:21 PM. No action was taken.

Respectfully submitted

Rowan Keenan, Chairman

Pat Webster, Secretary

CT Public Works Work Completed May 24, 2014 through June 20, 2014 Water System

Water System

- Production wells were inspected daily for Cl₂ and potential problems.
- Changed CI 17 analyzer reagent.
- Monthly bacteria and semi-annual SOC samples were collected and analyzed.
- May Cl₂ entry point residuals to PA DEP.
- Depth to water was measured at all wells not equipped with transmitters.
- 32 mark outs were completed for PA One Call.
- Installed 30 new Neptune meters for a total of 804.
- Located, checked and repaired all curb boxes at Collegeville Greene Development.
- Marked out the water main and services on E. 7th Ave. for the main replacement survey.
- 80 red tag shut off notices were delivered for nonpayment.
- Replaced a control float at Well 11 holding tank. Cleaned and disinfected tank.
- Installed new Cl₂ tank and head at Well 10.
- Inspected a new service installation.

Equipment

- Serviced the mowers weekly.
- Replaced the helper wheel bearings and a deck hanger on the new 1435.
- Cleaned and greased the backhoes.
- Made welding repairs to the dump truck body.
- The van and F-250 were inspected at Dewane's.
- The plate compactor was repaired by Godshalls.

Water Works Park

- Checked trash.
- Daily inspection and cleaning of the pavilion, parking lot, and playground areas.
- Cleaned up tree that fell in the park.
- Cleaned up from Memorial Day Parade.

Compost Site

- Piled brush and rolled grass/leaf piles after each opening.
- LW Clearing ground up and hauled out all of the brush on site.
- Cleaned up the site after the grinding was completed.

Borough Work

Collegeville

- Cut and trimmed grass at all mow sites weekly.
- Checked trash weekly.
- Patched potholes throughout the Borough.
- Installed new swings at the Collegeville Playground.
- Repaired the split rail fence at Hunsberger Woods and the E. 3rd Ave. parking lot.
- Top soiled a road berm on Clamer Ave. near the Scout Cabin.
- Rotary mowed at Hunsberger Woods.

Trappe

- Cut and trimmed grass at all mow sites weekly.
- Checked trash weekly.
- Patched potholes throughout the Borough.
- Rotary mowed at Rambo and Main St. open space.
- Installed a rubber mat on the frog rider foundation at Rambo.