

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

**Trappe Borough Hall
Trappe, Pennsylvania
June 24, 2014**

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

Members present were Mr. Mann, Mr. Traupman, Mr. Scholl, Mrs. Johnson, and Ms. Webster. Mr. Keenan was absent. Also present were Attorneys George Ditter and Joseph Clement, Doug Berg of Entech Engineering, and Director Joseph Hastings.

MINUTES:

Mr. Mann made a motion to approve the meeting minutes of May 27, 2014 as corrected, which was seconded by Mr. Scholl. The motion passed unanimously.

PUBLIC INPUT:

There was no Public Input.

ENGINEERING REPORT:

The Engineer reported that the Well 15 Chlorine Contact Pipe Project will start this week. The Engineer stated that the large diameter pipe and end cap delivery has been delayed by the manufacturer due to a fire which has delayed the project. Also, now that summer is here, grass will be difficult to grow at the construction area. Mr. Mann made a motion to grant a time extension change order to delay the final completion date to October 15, 2014. Ms. Webster seconded the motion and it passed unanimously. The Director was authorized to sign the change order.

The Engineer reported that the survey field work was completed for the East Seventh Avenue Water Main Replacement Project in Trappe. Once the base sheet for design work is completed, the project will be ready for the bidding process.

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 \$214,543.77, there were deposits of \$169,768.59 and disbursements were \$87,281.04 leaving an ending balance of \$297,031.32. Mr. Mann made a motion to approve all EFTs and Check Nos. 13883 through 13930. Mr. Scholl seconded the motion and it passed unanimously.

The Treasurer reported on the Investment Spreadsheet and the changes in reporting the investments. It was decided to have the investment spreadsheet match the financial reports by having the cutoff date the end of the previous month. Investment changes will be reviewed and approved in this new format. The Treasurer referenced the Schwab Brokerage Account changes, and stated that the Cost Basis will change every time a Treasury bond comes due.

There was a discussion on the Cell Site Fund Report and waiting for the tub grinding bill to be paid.

The Director reported on two escrow accounts that have been closed out and refunded.

At this time Ms. Bobbie Alexander, a resident of Collegeville, spoke to the Committee about the Water Works Park. A picnic had taken place over the weekend and there was a water melon smashed around the wooded area. She requested that a sign be placed next to the pavilion requesting that all events must have a reservation so park patrons could be contacted about any clean up issues. The Director was concerned about enforcement since these events occur after hours or on weekends. Discussion ensued. The Board thanked Ms. Alexander for her input.

DIRECTOR'S REPORT:

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

The Director requested approval to enter into an annual service agreement for the SCADA System with Allied Control Services. The cost would be \$1,844.00 for 2 one day visits. Emergency service will also be provided under this agreement which will be billed out at time and materials. Mr. Mann made a motion to authorize entering into the Allied Control annual service agreement for the SCADA System at a cost of \$1,844.00. Mr. Traupman seconded the motion and it passed unanimously.

SOLICITOR'S REPORT:

Solicitor Ditter reported that the By Laws will be ready before the July 2014 meeting.

Solicitor Ditter reported on the Verizon negotiations, the AT&T exhibits, and the Zayo First Amendment Agreement date. It was decided it wasn't worth the effort to correct the Zayo First Amendment Lease Agreement which incorrectly references the date of July 14, 2010 to September 10, 2010 as it won't really change anything of importance. Zayo will be informed of this date discrepancy and how the Public Works views these agreements.

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

OLD BUSINESS:

Mr. Mann made a motion to approve the corrected 2013 Public Works Audit that was sent out to the members prior to the meeting. Ms. Webster seconded the motion and it passed unanimously.

The Director reported that our insurance carrier, EMC, stated that the Treasurer is covered under the current blanket policy for public official's dishonesty up to an amount of \$500,000.00. If Public Works chooses to buy a Treasurer's Bond, then the Treasurer is no longer covered under the blanket policy. Prices for separately bonding the Treasurer for \$100,000.00 would be \$210.00 annually, \$250,000.00 would be \$525.00 annually, and \$500,000.00 would be \$1,050.00 annually. EMC will only bond up to \$500,000.00. Discussion ensued. The Director stated that the renewal of the EMC policy is up in August and he will be requesting quotes from other providers.

NEW BUSINESS:

Mr. Scholl reported on a PADOT grant application he drew up for the replacement and upgrading of all traffic signs in Collegetown and Trappe Boroughs. Public agencies will have to replace any regulatory, warning, or post-mounted guide signs and replace any street name signs and overhead guide signs that are identified by the assessment or management method as failing to meet the minimum retroreflectivity levels as required by the Federal Highway Administration. After discussion, Mr. Scholl made a motion to submit the joint grant application to PADOT, which was seconded by Mr. Mann. The motion passed unanimously.

The Schwab Securities were analyzed and divided into three categories. It was suggested that Tier One investments totaling a face value of \$385,000.00 with due dates through February 2016 be held to maturity and Tier Two investments totaling a face value of \$267,000.00 with due dates from August 2016 through February 2017 be sold gradually over the next five months. Tier Three investments with a face value of \$265,000.00 with due dates from November 2017 through February 2022, at this time, should be held to maturity. They will be analyzed at the end of the year in order to determine if this was the correct decision or if some or all should be sold. Mr. Scholl made a motion to follow these guidelines and that the Treasurer is authorized to sell Tier Two Investments gradually over the next 5 months. Ms. Webster seconded the motion and it passed unanimously.

The meeting was adjourned to an executive session for personnel matters at 8:08 PM. No action was taken.

Respectfully submitted


Cathy Johnson, Vice Chairman


Pat Webster, Secretary