

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

**Collegetville Borough Hall
Collegetville, Pennsylvania
January 20, 2015**

The Collegetville-Trappe Joint Public Works Committee meeting was called to order on the above date at 7:35 PM. The members stood for the Pledge of Allegiance to the Flag.

At this time Attorney Mark Hosterman took control of the meeting for the purpose of reorganization.

Attorney Hosterman asked for nominations for the position of Chairman and Vice Chairman of the Collegetville-Trappe Joint Public Works Committee. The Chairman Representative must rotate from Collegetville to Trappe. Ms. Webster made a motion nominating Mrs. Johnson for the position of Chairman and Mr. Keenan for Vice Chairman. There being no further nominations, Mrs. Webster made a motion to elect Mrs. Johnson as Chairman and Mr. Keenan as Vice Chairman. Mr. Scholl seconded the motion and it passed unanimously. Attorney Hosterman turned the meeting over to Vice Chairman Keenan.

Mr. Keenan nominated Mr. Traupman for the position of Secretary. There being no further nominations, Mr. Traupman made a motion to elect himself as Secretary. Mr. Scholl seconded the motion and it passed unanimously.

Mr. Keenan nominated Ms. Webster for the position of Assistant Secretary. There being no further nominations, Mr. Traupman made a motion to elect Ms. Webster as Assistant Secretary. Mr. Scholl seconded the motion and it passed unanimously.

Mr. Keenan nominated Mr. Scholl for the position of Treasurer. There being no further nominations, Mr. Traupman made a motion to elect Mr. Scholl as Treasurer. Mr. Scholl seconded the motion and it passed unanimously.

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

Mr. Traupman made a motion to appoint Entech Engineers as the Public Work's Engineer for 2015. Ms. Webster seconded the motion and it passed unanimously.

Mr. Traupman made a motion to appoint the law firms of Wisler Pearlstine, LLP and Hladik, Onorato & Pearlstine to serve as the Public Works' solicitors for 2015. Ms. Webster seconded the motion and it passed unanimously.

Members present were Mr. Keenan, Mr. Traupman, Mr. Scholl, and Ms. Webster. Mrs. Johnson and Mr. Mann were absent. Also present were attorneys Mark Hosterman and George Ditter, Mr. Matt Boggs of Entech Engineering, and Director Joseph Hastings.

MINUTES:

Mr. Scholl made a motion to approve the meeting minutes of December 17, 2014, as presented. Mr. Traupman seconded the motion and it passed unanimously.

PUBLIC INPUT:

There was no Public Input.

ENGINEERING REPORT:

The Engineer reported that the bid for the E. Seventh Ave., Trappe, Water Main Replacement was advertised on January 12, 2015 and the bid opening is scheduled for February 10, 2015.

The Engineer has communicated with EMF&RF, a radio frequency monitoring and testing company in California, regarding the Board's concern with radio frequency radiation and FCC compliance by the cell site vendors. EMF&RF Request for Proposal to monitor the cell sites and provide a report would cost between \$5,000 and \$7,000. There was a discussion that the lawyers contact the cell site vendors requesting they provide RF testing compliance data and how the results were obtained. The Attorneys will present a draft copy of this letter to be approved at the next meeting.

The Engineer submitted an Engineering Work Order for the Water Tapping Fee Study at a cost of \$10,500.00. The cost is higher than the estimate provided at the last meeting due to the fact that this study must be created from scratch. After discussion, Mr. Scholl made a motion to approve the Water Tapping Fee Study at a cost of \$10,500.00. Mr. Traupman seconded the motion and it passed unanimously.

The Engineer passed out a revised estimated cost sheet for 3 different generators for the office/garage buildings. Director Hastings passed out a Water Supply Power Outage analysis. The members decided to look at the information provided and make a decision at the next meeting.

TREASURER'S REPORT:

Mr. Scholl presented to the Committee the Bank Check Register, Balance Sheet, and Budget Profit and Loss Report. The beginning balance was \$134,162.80, there were deposits of \$55,208.60 and disbursements were \$87,322.68 leaving an ending balance of \$102,048.72. Mr. Scholl made a motion to approve all EFTs and Check Nos. 14228 through No. 14297 which includes interim checks for AJ Blosenski, Alpine Sanitation, Angelo Petrillo, Colonial Electric, DiPrinzio, Exeter Supply, Gambone, Grainger, MD Development, Mrs. Harvey Turner, Reliable, Shred One Security, and The Mercury. Ms. Webster seconded the motion and it passed unanimously.

The Treasurer was authorized to continue the Schwab Investments Tier 2 liquidation of investments.

DIRECTOR'S REPORT:

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

SOLICITOR'S REPORT:

Attorney Ditter has communicated with Spring House Apartments regarding the Bill of Sale for the water meter.

The Intermunicipal Agreements have been sent to Upper Providence for approval.

The CTMA Resolution to shut off water service for non-payment of sewer fees is still being reviewed.

Mr. Colavita has appealed the lawsuit settlement.

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

OLD BUSINESS:

Mr. Scholl will meet with Mr. Mann regarding the By-Laws.

NEW BUSINESS:

Mr. Scholl reported that the February 2010 Capital Improvement Plan for Public Works should be updated. The Engineer will provide a proposal at the next meeting.

The meeting was adjourned to an executive session for personnel matters at 8:30 PM.

Respectfully submitted

Catherine Johnson, Chairman

James Traupman, Secretary

CT Public Works Work Completed January 16, 2015 through February 12, 2015

Water System

- Production wells were inspected daily for Cl₂ and potential problems.
- Changed Cl 17 analyzer reagent.
- Monthly bacteria, quarterly VOC, and quarterly N0₃ samples were collected and analyzed.
- Jan Cl₂ entry point residuals to PA DEP.
- Depth to water was measured at all wells not equipped with transmitters.
- 31 mark outs were completed for PA One Call.
- Installed 34 new Neptune meters for a total of 1103.
- Three curb box repairs.
- Installed a new heater in the WF Cl₂ room.
- Installed a sump pump in the Clear Well Altitude Valve Pit.
- Installed a meter pit and meter for the office and pole barn.
- Installed new digital Cl₂ scales at Well 8, 10, and 11.
- Replaced the Cl₂ tank at Well 10.
- Repaired a leak in the Cl 17 analyzer at Well 14 and replaced the chlorimeter.
- Replaced the finished water sample spigots at Well 11 and 12.
- Replaced the Cl 17 flow valve at Well 12.
- Scrap metal to the recycle center.

Property

- Replaced a light ballast in the wash bay.
- Cleaned and organized tools, equipment, and hardware in the Pole Barn and Shop.

Equipment

- Installed new front tires on the old 1435.
- Installed new marker flags on the F-250 plow.
- Changed the oil in the compressor air system.
- Santori's Garage inspected the dump truck and replaced the rear axle and master cylinder.

Water Works Park

- Checked trash.
- Weekly inspection and cleaning of the pavilion, parking lot, and playground areas.

Compost Site

- Piled brush and rolled grass/leaf piles after each opening.

Borough Work

Collegeville

- Checked trash weekly.
- Snow removal for 6 storms.
- Repaired 1 sign.
- Patched potholes throughout the Borough.
- Repaired a broken water line in the Scout Cabin.
- Replaced the light bulbs in the welcome sign on 2nd Ave.

Trappe

- Checked trash weekly.
- Snow removal for 6 storms.
- Investigate the clogged inlet on W. 1st Ave.