

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

**Collegeville Borough Hall
Collegeville, Pennsylvania
June 16, 2015**

Chairman Johnson called the Collegeville-Trappe Joint Public Works Committee meeting to order on the above date at 7:37 PM. The Chairman called for the Pledge of Allegiance to the Flag.

Members present were Mrs. Johnson, Mr. Traupman, Mr. Scholl, Mr. Keenan, Mr. Mann and Ms. Webster. Also present were Attorneys Joseph Clement and Richard Watt, Director Joseph Hastings, and Matt Boggs of Entech Engineers.

MINUTES:

Mr. Mann made a motion to approve the meeting minutes of May 20, 2015, as presented. Mr. Scholl seconded the motion and it passed unanimously. Ms. Webster abstained from voting.

At this time, Mr. Greg Ede of Styer and Associates reviewed the Draft Copy of the 2014 Public Works Audit Report. After review and discussion, Mr. Scholl made a motion to approve the 2014 Public Works Audit with related management comments along with changes that were provided during the presentation. Ms. Webster seconded the motion and it passed unanimously.

PUBLIC INPUT:

There was no Public Input.

ENGINEERING REPORT:

The Engineer reported that the E. Seventh Ave. Main Replacement Project has been completed. After the close out documents are received, it will be recommended to release the retainage. Per recommendation of the Engineer, Mr. Mann made a motion to authorize Payment No. 2 to Joao & Bradley Construction in the amount of \$117,875.70. Mr. Scholl seconded the motion and it passed unanimously.

The Notice of Award for the procurement bid for the natural gas emergency generator for the office-garage was issued to Cummins/Onan. PECO will provide a recommendation for additional gas service in mid June. Once the Agreement is signed by Cummins/Onan and Public Works, a Notice to Proceed will be issued. Once PECO has replied on the gas service, direction for an installation can be performed.

Entech has reviewed revised plans for the Stearly Tract that were recently received. A meeting with the developer and engineer was conducted to review the sanitary sewer and water infrastructure. Revised plans for the Stearly Tract are anticipated later in June.

The Engineer is working with the Director on revising the Capital Improvements Plan.

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 \$89,894.94, there were deposits of \$120,068.09 and disbursements

were \$85,734.33 leaving an ending balance of \$124,228.70. Mr. Scholl made a motion to approve all EFTs and Check Nos. 14483 through No. 14531 which includes interim checks for Comcast, Commonwealth of PA, Creamery Tire, Entech, Exeter, Nextel, Office Depot, PECO, Print Copy, TD Card Services, and Teamsters. Mr. Mann seconded the motion and it passed unanimously.

DIRECTOR'S REPORT:

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

There was a discussion on the Consumer Confidence Report.

The Director has a meeting with PERMA Insurance on Friday and will report back to the Committee with information at the July meeting.

The Director passed the W 10 Operator Certification Examinations for organics removal.

There was a discussion on the 6" meter installation at Pine Woods Apartments owned by Sam Colavita that will take place this quarter. After discussion, Mr. Keenan made a motion to bill Sam Colavita for the Pine Woods Apartments at the 6" water meter rate starting the second quarter of 2015. Ms. Webster seconded the motion and it passed 5 to 1 with Mr. Scholl voting nay.

SOLICITOR'S REPORT:

Attorney Watt reported on the Intermunicipal Agreement with Upper Providence. The draft copy that Attorney Watt sent to Upper Providence should be approved at their next meeting in July.

Attorney Watt reported on the RF letters sent to the Cell Site Carriers and still waiting for a reply from Verizon and Sprint.

Attorney Watt reported on the CTMA Water Shut Off Resolution and that Trappe Borough does have an authorized water ordinance in place.

Attorney Clement reported on a 3 home subdivision that is connecting to the Claymont Development water service lines and the CTMA Water Shut Off Resolution.

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

OLD BUSINESS:

Mr. Mann and Mr. Scholl met to discuss the Public Works By-Laws. Mr. Scholl passed out a copy of the By-Laws with suggested revisions and improvements. The members and lawyers need to review these revisions for discussion at the next meeting.

NEW BUSINESS:

There was a discussion on the office generator and the need for battery backups for computers to prevent loss of data when there is a break transition.

There was a discussion on the Developer Well Site Contribution Ordinance. This contribution can be waived or collected if needed in order to supply capacity for future development.

The meeting was adjourned at 8:46 PM.

Respectfully submitted

Catherine Johnson, Chairman

James Traupman, Secretary