

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

**Collegeville-Trappe Joint Public Works Dept.  
Trappe, Pennsylvania  
November 17, 2015**

Chairman Johnson called the Collegeville-Trappe Joint Public Works Committee meeting to order on the above date at 7:40 PM. The Chairman called for the Pledge of Allegiance to the Flag.

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

**MINUTES:**

Mr. Scholl made a motion to approve the meeting minutes of November 17, 2015, as presented. Mr. Mann seconded the motion and it passed unanimously.

**PUBLIC INPUT:**

There was no Public Input.

**ENGINEERING REPORT:**

The East Seventh Ave. Main Replacement construction is complete and the Contractor has been paid in full. The Maintenance Bond runs through May 2016.

The automatic transfer switch for the generator has been delivered. The generator is scheduled to be delivered in November.

The submittals have been reviewed and processed for the Stearly Tract. It is anticipated that a few additional shop drawing submittals will be received and reviewed by Entech. Construction is to commence in November and Entech will provide observation services for the construction of the water infrastructure.

Comments were submitted to the Developer in early October for the Monument at Glenwood subdivision. Revised plans are anticipated for later in November from the Developer incorporating these comments.

Land development plans were reviewed for the proposed subdivision Old School/New House located at the intersection of College Ave. and E. First Ave. The proposed development consists of 22 units and repurposing the existing school for multi-family units. The plans were reviewed in accordance with the Public Works standards. A letter was issued in November to the developer and engineers.

**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 \$32,459.84, there were deposits of \$100,465.60 and disbursements were \$82,344.84 leaving an ending balance of \$50,580.60. Mr. Scholl made a motion to approve all EFTs,

transfers, and Check Nos. 14739 through No. 14777 which includes interim checks for Entech, Fox Tapping, Shred One, TD Card Services, and Teamsters Local 830. Mr. Traupman seconded the motion and it passed unanimously.

Mr. Scholl reported that a \$55,000.00 Schwab bond will mature soon and would like to transfer this amount into the TD Checking. Mr. Scholl made a motion to move the Schwab Bond proceeds of \$55,000.00 into the TD Checking Account. Mr. Keenan seconded the motion and it passed unanimously.

After discussion, Mr. Scholl made a motion to distribute \$35,000.00 to each Borough from the Cell Site Fund for the December Meeting. Mr. Mann seconded the motion and it passed unanimously.

Mr. Scholl reported that Schwab didn't provide a statement for the end of October since there was no activity.

Mr. Scholl reviewed the updated budget that was passed out to the members which shows a deficit of \$64,000.00. Mr. Scholl made a motion to adopt the 2016 Public Works Budget as presented. Mr. Mann seconded the motion and it passed unanimously.

Mr. Scholl reviewed possible sources of income to resolve the deficit budget such as new customers, tapping fees, and interest rates on investments. None of these scenarios would generate enough income to cover the deficit budget. Mr. Scholl also reported on a Quarterly Water and Sewer Rate Comparison sheet showing annual water and sewer charges by neighboring Municipalities. After discussion, Mr. Scholl made a motion to recommend to the Boroughs that water rates be increased from \$3.25/1,000 gallons to \$3.50/1,000 gallons and increase the Public Works labor charges to the Boroughs from \$40.00/hr. to \$45.00/hr., and the mowing labor from \$25.00/hr to \$30.00/hr effective January 1, 2016. Mr. Mann seconded the motion and it passed unanimously.

Mr. Scholl made a motion to revise the recently adopted Public Works budget for 2016 to reflect the approved rate increase from \$3.25/1,000gals. to \$3.50/1,000 gals. Mr. Mann seconded the motion and it passed unanimously. This amended budget is contingent upon approval of the rate increase by both Boroughs.

#### **DIRECTOR'S REPORT:**

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

#### **SOLICITOR'S REPORT:**

There was no Solicitor's Report.

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

#### **OLD BUSINESS:**

The By-Laws were passed out to the Committee Members for review and discussion at the December meeting.

The Trappe Borough Manager met with Upper Providence and they are still reviewing the Intermunicipal Water Agreement.

After reviewing the proposed service fee increases for the Public Works Cert Fee, Shut Off/Turn On Fee, NSF Fee and Hydrant Fee, Mr. Keenan made a motion to recommend to the Boroughs to adopt by Resolution

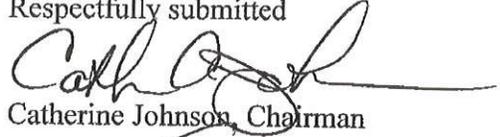
the new Public Works Service Fees Schedule effective January 1, 2016. Mr. Mann seconded the motion and it passed unanimously.

**NEW BUSINESS:**

There was no New Business.

The meeting was adjourned at 8:42 PM.

Respectfully submitted



Catherine Johnson, Chairman



James Traupman, Secretary