

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

**Collegeville Borough Hall
Collegeville, Pennsylvania
October 20, 2015**

After a Joint Executive Session with CTMA for personnel matters, Chairman Johnson called the Collegeville-Trappe Joint Public Works Committee meeting to order on the above date at 7:54 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 September 15, 2015, as presented. Mr. Mann seconded the motion and it passed unanimously.

PUBLIC INPUT:

There was no Public Input.

STEARLY TRACT:

The Director reported that he has received the Stearly Project Developer's Agreements and they are ready to sign. The one item that was not finalized during the last meeting was the 350' of water line outside of the scope of this project for the benefit of Public Works. Attorney Watt added a provision for this water line where reimbursement will be made back to the developer after invoices are submitted. After discussion, Mr. Mann made a motion to approve and execute the modified PPG Stearly Water Service Developer's Agreement and the Security Fund Agreement. Mr. Keenan seconded the motion and it passed unanimously. Mr. Scholl made a motion to approve the Storm Water Easement and recommends that Trappe Borough also approves and executes this agreement. Mr. Mann seconded the motion and it passed unanimously.

ENGINEERING REPORT:

The Engineer reported that the E. 7th Ave. Main Replacement construction is complete and currently there is \$1,000.00 of retainage for seeding. The Contractor has performed this seeding and the Engineer recommends release of the \$1,000.00 upon receipt of the final payment application. Mr. Mann made a motion to release the \$1,000.00 of retainage after receipt of the final payment application. Mr. Traupman seconded the motion and it passed unanimously.

The emergency generator will be delivered to Public Works in October. A plan has been prepared by Entech which will be used for permitting with the Borough. Installation will be addressed after delivery of the generator and the gas line installation.

The preconstruction meeting was held for the Stearly Tract on September 30th. Drawings were received for the water infrastructure and comments were issued. Revised drawings by the Contractor are anticipated.

Construction is anticipated to commence within the next few months. Observation services for the water infrastructure will be handled by Entech. Entech has estimated that \$22,191.00 will be reimbursed to the developer for the water line that the developer is installing that directly benefits Public Works. The escrow for the water system improvements was also revised by the developer to take into account the infrastructure being reimbursed.

Revised plans have been received for the proposed 14 unit subdivision known as Monument at Glenwood. The project was previously reviewed in May 2013 and additional comments are to be incorporated by the developer and revised plans are anticipated for late October 2015.

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 \$38,781.96, there were deposits of \$141,968.45 and disbursements were \$148,290.57 leaving an ending balance of \$32,459.84. Mr. Scholl made a motion to approve all EFTs, transfers, and Check Nos. 14680 through No. 14738 which includes interim checks for A J Blosenski, Allied Control, Hladik Onorato, M. Hess, Santoni's Garage, Shred One, TD Card Services, Teamsters Local 830, and The MacMain Law Group. Ms. Webster seconded the motion and it passed unanimously.

The Treasurer passed out the proposed 2016 Public Works Budget for review by the Committee Members.

A Public Works Services Fee Sheet was passed out to the members for their review. This sheet compares Public Works Cert Fees, Tapping Fees, Hydrant/Fire Line Fees, Shut Off Fees, Lien Fees, and NSF fees with other neighboring water suppliers. These fees will be discussed at the November Meeting.

DIRECTOR'S REPORT:

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

SOLICITOR'S REPORT:

Attorney Watt reported that the Cell Site carriers have all responded stating they are compliant with the FCC guidelines regarding radio frequency emissions.

There was a discussion on the Trappe Water Tower fence.

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

OLD BUSINESS:

Attorney Hosterman reported he had distributed the Public Works By-Laws with revisions to Collegeville Council and is awaiting their comments.

The Trappe Borough Manager will be meeting with Upper Providence and will discuss the status of the UP Intermunicipal Water Agreement.

There was a discussion on the 2016-2023 Public Works Cash Flow Budget that was passed out at the last meeting and future road projects. Discussion ensued.

NEW BUSINESS:

The PMRS MMO information was provided to the Committee members for their review.

The meeting was adjourned to an Executive Session 8:30 PM for personnel matters.

Respectfully submitted

Catherine Johnson, Chairman

James Traupman, Secretary