

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

**Collegetville Borough Hall  
Collegetville, Pennsylvania  
September 25, 2018**

Chairman McKnight called the Collegetville-Trappe Joint Public Works Committee meeting to order on the above date at 7:43 PM. Members present were Mr. Traupman, Mr. Scholl, Mr. McKnight and Mr. Mann, Mr. Strauss and Mrs. Johnson. Also present were attorneys Jessica Bowman of The Law Offices of Sean Kilkenny and Dave Onorato of Hladik, Onorato & Federman, LLP, Matt Boggs of Entech Engineering and the Director Joseph Hastings.

The members stood for the Pledge of Allegiance to the Flag.

**MINUTES:**

Mr. Mann made a motion to approve the August 28, 2018 minutes as presented. Mr. Strauss seconded the motion and it passed unanimously.

**PUBLIC INPUT:**

There was no public input.

**ENGINEERING REPORT:**

Mr. Boggs presented the Engineer's Report to the committee and is attached herewith

The engineer stated there has been no movement on the Waterworks Lighting Project or on the tapping fee study as the 2017. After discussion and a review of an estimated increase in fees, Mr. Mann made a motion to authorize the tapping fee study in the amount of \$2,500. Mr. Scholl seconded the motion and the motion passed unanimously.

Mr. Boggs reported that the 199 W. Third Avenue project's water construction should start in mid October.

The engineer has received revised plans today for the Royal Farms project.

Mr. Boggs reported that he is working on the Leslen Lane Water Main Project and survey is expected to be complete by the end of the week.

**TREASURER'S REPORT:**

Mr. Mann presented the check register which is attached herewith. The beginning balance on the Customers Bank's check register as of August 25, 2018, was \$66,855.53, deposits were \$231,082.07, and disbursements were \$275,527.85 leaving an ending balance of \$22,409.75 on September 21, 2018. Mr. Mann made a motion to approve check numbers 16613 through 16653, all EFTs and journal entries along with interim check numbers 16654 through 16658, and also the withdrawal needed for the bank certified check in the amount of \$147,000 that was needed for the land purchase. Mr. Strauss seconded the motion and the motion passed unanimously.

Mr. Mann reported that \$25,000 was needed and transferred from Customers Bank Money market account to the checking account on September 21, 2018, as mentioned last month to ensure payment of all liabilities for the month.

Mr. Mann discussed the land purchase funding. It was decided the members from both boroughs would review the options prior to budgeting for next year.

Mr. Mann reviewed the other financial reports which are attached herewith.

**DIRECTOR'S REPORT:**

Mr. Hastings presented the Director's Report to the Committee and is attached herewith. The director explained the compost site overtime.

The Director discussed the water main replacement on Leslen Lane. The project area will be videoed prior to the commencement of any work.

**SOLICITORS' REPORT:**

Ms. Bowman reported that the land for the salt shed was purchased earlier this month. Mr. Onorato discussed our tax exemption status as it relates to transfer tax. Mr. Mann made a motion to issue a check in the amount of \$1,550 for the transfer tax required to have the deed recorded. Mr. Johnson seconded the motion and the motion passed unanimously.

Mr. Onorato received a court order decreeing Trappe borough the owner of the Waterworks Park property and he intends to record the deed mid-October along with the other deeds.

Mrs. Johnson made a motion to approve the business reports. Mr. Traupman seconded and the motion passed unanimously.

**OLD BUSINESS:**

There was no old business.

**NEW BUSINESS:**

The Director reported he received several bids for the replacement of the shop roof, he recommended accept the low bid from Douglass Wanamaker Roofing and Siding. Mr. Mann made a motion to accept the recommended quote for the roof in the amount of \$9,700 to be shared with CTJPWD. Mr. Strauss seconded the motion and the motion passed unanimously.

The meeting was adjourned at 8:37 PM to an executive session to discuss legal and personnel matters.

The meeting resumed at 8:57 PM. Mrs. Johnson made a motion to accept the Director's recommendation for merit raises, those being 2% for Mr. McGuigan, 3.0225% for Mr. McMenamain and 4.04% for Ms. Veres. Mr. Scholl seconded and the motion passed unanimously.

The meeting was adjourned at 9:00 PM.

Respectfully submitted,

Mathew McKnight, Chairman

  
James Traupman, Secretary