

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

**Collegetville Borough Hall
Collegetville, Pennsylvania
August 16, 2016**

The Collegetville-Trappe Joint Public Works Committee meeting was called to order on the above date at 7:35 PM. Members present were Mr. Traupman, Mr. Scholl, Ms. Webster, Mrs. Johnson, Mr. Mann and Mr. Keenan. Also present were attorneys Mark Hosterman and Dick Watt, and Matt Boggs of Entech Engineering. The Director Joseph Hastings was absent

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

MINUTES:

Mr. Mann made a motion to approve the meeting minutes of July 19, 2016 as presented. Mrs. Johnson seconded the motion and the motion 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.

There has been no activity on either the Stearly Tract or the Monument at Glenwood project.

Construction of the water infrastructure for the Newhouse portion of the Oldschool/Newhouse development is almost complete. The engineer recommended payment of Escrow Release #1 in the amount of \$5,179.14. Mr. Mann made a motion to approve the payment request. Mrs. Johnson seconded. The motion passed unanimously. There are still some outstanding items for the Oldschool portion which are waiting follow up from the developer.

The 3rd & Park Avenue water service replacement project is substantially complete with only reseeding work remaining. All the close out documents have been submitted and reviewed. The engineer recommended approval of payment application #2 in the amount of \$3,500. Funds have been earmarked to cover the re-seeding in the amount of \$1,000. Mr. Mann made a motion to approve payment for the recommended amount. Mrs. Johnson seconded. The motion passed unanimously.

The preliminary layout was prepared for the 3rd Avenue & Betcher Road water main extension project. The design is anticipated to be complete before the end of the month. A conversation ensued about the design elements.

TREASURER'S REPORT:

The Treasurer, Mr. Mann presented both check registers which are attached herewith. The beginning balance on the TD Bank's check register as of July 15, 2016 was \$89,310.57, deposits were \$1,109.73, and disbursements were \$58,675.30, leaving an ending balance of \$31,745.00 on August 11, 2016. Mr. Mann made a motion to approve check numbers 15170 through 15180 and all Efts. Mr. Scholl seconded the motion and the motion carried unanimously. The beginning balance on the Customers Bank's check register as of July 15, 2016 was \$124,591.99, deposits were \$132,758.87, and there were disbursements of \$185,103.07, leaving an ending balance of \$72,247.79 on August 11, 2016. Mr. Mann made a motion to approve check numbers 15400 through 15433, along with interim check number 15434. Mr. Scholl seconded the motion and the motion carried unanimously. Mr. Mann made a motion to move all or most of the money from TD Bank to Customers Bank

dependent on TD Bank's requirements for payment of their fees prior to closing the account. Mrs. Johnson seconded the motion. The motion passed unanimously. Mr. Mann reviewed the other financial reports which are also attached herewith.

DIRECTOR'S REPORT:

The Director's report is attached herewith.

SOLICITOR'S REPORT:

Mr. Hosterman reported that the Monument at Glenwood documents are completed and are waiting for signatures from the developer. The documents should be ready for approval next month.

Mr. Hosterman spoke with Mr. Clement and his comment in reference to the FDIC insurance is that it is most likely that the joint venture would be covered. His advice was to contact the banks and request a letter from them. His belief is that any reputable bank would be willing to put it in writing.

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

OLD BUSINESS:

Mr. Traupman inquired about storm water management. Mr. Hosterman stated that storm water management plans are submitted by each borough on an annual basis.

Mr. Scholl reported that there has been no response from Upper Providence in reference to the intermunicipal agreement. They have recently changed solicitors.

Mr. Mann reported that there are three Public Works' facilities which sit on borough owned land that require easements. Mr. Keenan commented that those properties will need a survey prior to requesting each borough to accept the easements. Mr. Mann made a motion to hire Aston Surveyors/Engineers, Inc., to do the surveying for these properties. Mrs. Johnson seconded the motion. The motion passed unanimously.

Mr. Mann made a motion to recommend to the boroughs to accept the easements once the surveying is complete and change the deed names for the six properties that are not currently owned jointly by the two boroughs. Ms. Webster seconded the motion and it passed unanimously.

NEW BUSINESS:

There was no new business.

The meeting was adjourned at 7:59 PM.

Respectfully submitted,

Rowan Keenan, Chairman

Patricia Webster, Secretary