

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

**Collegeville Borough Hall  
Collegeville, Pennsylvania  
July 19, 2016**

The Collegeville-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, Kim Mazur of Entech Engineering, and Director Joseph Hastings.

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

**MINUTES:**

Mr. Scholl made a motion to approve the meeting minutes of June 21, 2016 as presented. Mr. Mann seconded the motion and the motion passed unanimously.

**PUBLIC INPUT:**

There was no public input.

**ENGINEERING REPORT:**

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

The Stearly Tract's water infrastructure is approximately 95% complete. A meter pit and meter still remain to be installed.

Construction of the water infrastructure for the Newhouse portion of the Oldschool/Newhouse development will begin once the sanitary sewer is complete, most likely starting in August. There are still some outstanding items for the Oldschool portion which is waiting follow up from the developer.

There was no activity to report on the Monument of Glenwood.

The 3<sup>rd</sup> & Park Avenue water service replacement project is substantially complete. A punch list was submitted to Anreich, Inc. and most items have been addressed except for some close out documents and reseeding. A payment application has been received, reviewed and is recommended for payment in the amount of \$133,448.08. Funds have been earmarked to cover remaining punch list items in the amount of \$4,500. Mr. Mann made a motion to approve payment for the recommended amount. Mrs. Johnson seconded. The motion passed unanimously.

The surveys began work on the 3<sup>rd</sup> Avenue & Betcher Road water main extension. Once the survey has been completed, which is scheduled for July 27<sup>th</sup>, the design by Entech will begin.

**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 June 18, 2016 was \$241,422.07, deposits were \$31,941.32, and disbursements were \$184,052.82, leaving an ending balance of \$89,310.57 on July 15, 2016. Mr. Mann made a motion to approve check numbers 15127 through 15169 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 June 18, 2016 was \$0.00, deposits were \$124,591.99, and there were no disbursements, leaving an ending balance of \$124,591.99 on July 15, 2016.

Mr. Mann reviewed the other financial reports which are also attached herewith. During the review of investments there was a discussion about the amount of FDIC insurance on Public Works' funds due to the fact that it is owned by the two boroughs. Mr. Hosterman will look into this.

**DIRECTOR'S REPORT:**

Mr. Hastings presented the Director's Report to the Committee and is attached herewith. Mr. Hastings reported damage to two hydrants caused by vehicle accidents. The Director requested approval for replacing the bill folding machine as it is broken and parts are unavailable. Mrs. Johnson made a motion to purchase the recommended machine at a cost of \$4,200 to be shared with CTJPWD and CTMA equally. Mr. Mann seconded the motion. The motion passed unanimously. Mr. Hastings will not be in attendance at the next meeting as he will be on vacation.

**SOLICITOR'S REPORT:**

Mr. Hosterman reported that we have received the money from T-Mobile and the Glenwood Escrow has been replenished.

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

**OLD BUSINESS:**

Mr. Mann reported that he has not yet have had the opportunity to meet with Mr. Scholl to discuss the Bylaws. Mr. Scholl reported that he spoke with one of the supervisors of Upper Providence in regard to the intermunicipal agreement, and was advised to send an email to both the supervisor and the township manager and has not yet received a response.

**NEW BUSINESS:**

Mr. Ede presented the 2015 Audit. Mr. Ede explained the new reporting requirements for the pension fund liability as well as highlighted and explained the variances from the previous year. Mr. Mann made a motion to approve the audit as presented. Mr. Scholl seconded the motion. The motion passed unanimously.

Mr. Mann reported that the parcels of land on which the Public Works' facilities sit are deeded several different ways and suggests that they should be uniform. Also some easements might be needed. He will have all the information for the next meeting.

The meeting was adjourned to an executive session on personnel matters at 8:35 PM.

Respectfully submitted,

Rowan Keenan, Chairman

Patricia Webster, Secretary