

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

**Collegetville Borough Hall
Collegetville, Pennsylvania
March 15, 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. Keenan, Mr. Traupman, Mr. Scholl, Ms. Webster, Mrs. Johnson and Mr. Mann. Also present were attorneys Joe Clement and Dick Watt, Matt Boggs of Entech Engineering, and Director Joseph Hastings.

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

MINUTES:

Mrs. Johnson made a motion to approve the revised meeting minutes of February 16, 2016. Mr. Mann seconded the motion and it passed unanimously.

PUBLIC INPUT:

There was no Public Input.

ENGINEERING REPORT:

The Engineer reported the generator plans have been approved by Trappe Borough.

The Stearly Tract water infrastructure is approximately 55% complete. This includes the offsite portion that benefits Public Works. Mr. Boggs recommended payment for the offsite work that was in the agreement in the amount of \$22,191.00. Mr. Mann made a motion to approve the payment. Mr. Scholl seconded. Motion passed unanimously.

There is nothing to report for the Old School/ New House project as there has been no correspondence with Gorski Engineering.

The 3rd & Park Avenue project is now out to bid. We had a pre-bid meeting last week which was not mandatory, and none of the bidders attended. The bid opening is still scheduled for March 24th at 1:30 PM. And a special meeting for bid award is scheduled for March 31st at 2pm. Four contractors have already picked up plans.

TREASURER'S REPORT:

Treasurer Mr. Mann presented the check register. The beginning balance on the check register was \$110,759.77, there were deposits of \$190,424.60 and disbursements were \$78,240.90 leaving an ending balance of \$222,943.47. Mr. Mann made a motion to approve all EFTs and checks numbered 14920 through 14964, and interim checks 14965 to 14973. Mr. Scholl seconded the motion and it passed unanimously.

Mr. Mann reported that a Victory Bank CD came due. This was deposited into the Victory Fortress Savings.

Mr. Mann reviewed the other financial reports presented.

DIRECTOR'S REPORT:

Mr. Hastings presented the Director's Report to the Committee and is attached herewith. Mr. Scholl inquired about T-Mobile's outstanding receivable. Mr. Clement advised that more than likely Mr. Hosterman will be sending a certified letter in an effort to collect this receivable.

SOLICITOR'S REPORT:

There was no solicitor's report.

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

OLD BUSINESS:

Mr. Hastings reported that he did receive correspondence from Upper Providence's engineer with a list of the current addresses serviced by the Public Works. This list was unchanged from the one in the agreement.

Mr. Scholl reported that TD Bank, First Niagara and Customers Bank have submitted proposals for their banking fees. Citizens Bank did not. Customers Bank's proposal included charges for returned checks and stop payments only, which will result in a very nominal amount yearly. TD Bank's proposal included itemized fees for every transaction and First Niagara's proposal was a flat monthly fee. Proposals are attached. Mrs. Johnson made a motion to approve changing banks from TD Bank to Customers Bank, with the timing left up to the Public Works Department. Ms. Webster seconded. The motion passed unanimously.

NEW BUSINESS:

Mr. Hastings provided information on a new copier as the existing copy machine's lease is about to end. After a discussion, Mr. Mann made a motion to approve Mr. Hastings' request to lease the Sharp MX-3070N for 60 months at \$213.25 per month to be split with CTMA. Mrs. Johnson seconded. The motion passed unanimously.

The meeting was adjourned to an executive session for personnel matters at 8:05 PM.

Respectfully submitted

Rowan Keenan, Chairman

Patricia Webster, Secretary