

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

**Collegetville Borough Hall  
Collegetville, Pennsylvania  
May 17, 2016**

The Collegetville-Trappe Joint Public Works Committee meeting was called to order on the above date at 7:25 PM. Members present were Mr. Keenan, Mr. Traupman, Mr. Scholl, Ms. Webster, Mrs. Johnson and Mr. Mann. Also present were attorneys Mark Hosterman and Dick Watt, Matt Boggs 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 April 19, 2016 with one correction. Mr. Mann seconded the motion and it passed unanimously.

**PUBLIC INPUT:**

There was no Public Input. Mr. Scholl recognized Connor Whitson, a resident of Trappe, a graduate of PVHS, and a current student at American University, whom is in attendance because of his interest in government.

**ENGINEERING REPORT:**

The Stearly Tract is unchanged. The pits, in which the meters will be installed, still need to be installed.

The New House agreements are in place and they are ready for a preconstruction meeting and to review shop drawings.

Revised plans have been received for the Monument at Glenwood which is now the Glenwood Reserve Townhome Project. The plans are in order and the construction escrow has been adjusted and is now good.

The 3<sup>rd</sup> & Park Avenue project is moving along. The preconstruction meeting was in late April. The shop drawings have been processed and construction has started. A payment application can be expected by the next meeting.

**TREASURER'S REPORT:**

Treasurer Mr. Mann presented the check register. The beginning balance on the check register was \$183,004.51, there were deposits of \$142,573.20, a voided check to PECO for \$2,295.00 and disbursements were \$116,553.18 leaving an ending balance of \$211,319.53. Mr. Mann made a motion to approve all EFTs, transfers and checks numbered 15027 through 15069, and interim checks 15070 to 15075. Mr. Scholl seconded the motion and it passed unanimously.

Mr. Mann reviewed the cell site report. Ms. Johnson made a motion to disburse a total of \$50,000, \$25,000 to each borough. Mr. Traupman seconded the motion and it passed unanimously.

Mr. Mann reviewed the other financial reports presented. There was a discussion on various escrow balances.

**DIRECTOR'S REPORT:**

Mr. Hastings presented the Director's Report to the Committee and is attached herewith. He reported that there was one water main break since the date of his report which will be on the next report. There was a

conversation about the Swift Reach notification system. The Director reported that we can request an update and that those customers who have made changes to their preferred method of notification will not be overwritten. Mrs. Johnson made a motion to update the system for \$545.00. Mr. Scholl seconded the motion and it passed unanimously. The Director reported that the 2003 Ford F-350 is in bad shape and needs to be replaced and is expected to cost \$42,325.00. The Director also reported that the 2001 1435 JD mower needs to be replaced and is expected to cost \$23,295.89. Mr. Mann made a motion to replace the existing truck with a 2016 Ford F350 and the existing mower with a 2016 JD 1570 mower through the Costars program. Ms. Webster seconded and it passed unanimously.

**SOLICITOR'S REPORT:**

Mr. Hosterman reported that the Water Service Agreements for the Glenwood Project have been completed and have been given to the director and the engineer for review. The engineers changes have been implemented. A triparty agreement is also required. The Director will provide the solicitor the Customer Facilities figures soon since the plans were just received. Mr. Hosterman sent a letter by certified mail to T-Mobile to the address provided in the agreement to collect for damage to the water tank and the letter was returned undeliverable. The additional copies sent to the home office and legal department were not returned. It is their responsibility to provide an updated address for notifications. There has been no response. Phone call follow ups will be made. If these are unsuccessful then we will have to consider filing suit for breach of the lease agreement. A conversation ensued.

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

**OLD BUSINESS:**

The Upper Providence Intermunicipal Agreement has not yet been received. Mr. Mann and Mr. Scholl reported that they have not yet come to an agreement as to the changes of the Bylaws but they will continue to work on it. Mr. Hosterman commented by referring to the original motion made which was to add an alternate and form a personnel committee. Mr. Mann and Mr. Scholl will continue to work on this.

**NEW BUSINESS:**

The meeting was adjourned to an executive session for personnel matters at 8:10 PM.

Respectfully submitted,

Rowan Keenan, Chairman

Patricia Webster, Secretary