

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

**Collegetville Borough Hall
Collegetville, Pennsylvania
November 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. Traupman, Mr. Scholl, Mr. Mann, Mr. Keenan, Mrs. Johnson and Ms. Webster. Also present were attorneys Mark Hosterman and Dick Watt, 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 meeting minutes of October 18, 2016 as corrected. Mr. Traupman 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.

The 3rd & Park Avenue contractor has completed the reseeding. The final payment is recommended to be released. Mr. Mann made a motion to release final payment to Anrich Inc. in the amount of \$1,000. Mrs. Johnson seconded the motion and the motion passed unanimously.

The Engineer reported he has contacted five companies in reference to the required Wetland Delineation and the Phase I Study of the Bog Turtles for the 3rd and Betcher proposed water main project and expects to have it completed by the next meeting. Access needs to be acquired from property owners in the area for this work to be completed. The Director will contact the property owners for permission to access their properties.

TREASURER'S REPORT:

The Treasurer, Mr. Mann presented the check register which is attached herewith. The beginning balance on the Customers Bank's check register as of October 15, 2016, was \$57,845.26, deposits were \$95,335.70, and there were disbursements of \$73,260.38, leaving an ending balance of \$79,920.58 on November 11, 2016. Mr. Mann made a motion to approve all EFTs and check numbers 15537 through 15578. Mr. Scholl seconded the motion and the motion passed unanimously.

Mr. Mann reviewed the other financial reports which are also attached herewith. After the review of the Cell Site Report, Mr. Mann made a motion to disperse \$35,000.00 to each borough from the cells site account and \$6,000.00 to the Public Works to cover some of the additional expense accrued for the tank maintenance this year. Mr. Traupman seconded and the motion passed unanimously.

Mr. Mann reviewed the escrow accounts. The Director reported the PPG Stearly's escrow account reimbursement is anticipated to be paid next week.

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

Mr. Mann presented the proposed budget. Due to a projected loss for 2017 a proposal for a rate increase is recommended. The anticipated additional depreciation due to multiple capital projects and the reduction of investment income funding these projects' costs were discussed along with the effect of a rate increase on the customers' bills. Mr. Keenan recommended that in lieu of large rate increase small annual increases should be

considered. Mr. Mann made a motion to revise the budget to reflect the recommended rate increase and to recommend to the Boroughs that they approve both the revised budget and the proposed rate increase from \$3.50 to \$4.10 per thousand gallons effective January 1, 2017. Mr. Scholl seconded the motion. The motion passed 5 to 1 with Mr. Keenan voting nay.

DIRECTOR'S REPORT:

The Director's report is attached herewith. The Director reported that all the hydrants that were prepped were now completed and additional hydrants are being prepped for painting. The Collegetown Tank has been painted and will begin filling tomorrow. The Director distributed the production reports. The retesting of the Lead & Copper sample of the one property that originally exceeded the acceptable limit has come back within the acceptable limits.

SOLICITOR'S REPORT:

Mr. Watt reported that the work on the Deeds is almost complete. He also reported that the required letter to Trappe Center was sent in reference to the Perc contamination matter. Mr. Scholl stated they will be providing an Action Plan to the DEP within the next 6-8 weeks.

Mr. Hosterman stated that the last rate increase ordinance had a provision in it to allow the rates to be changed by resolution. The solicitors were instructed to prepare them for the Boroughs.

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

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

The Director stated the audit proposal was received. Mrs. Johnson made a motion to engage Styer Associates to perform the 2016 Audit for \$6,445. Mr. Mann seconded the motion and it passed unanimously.

Mr. Kennan mentioned that the Collegetown Fire Company is looking for open land to construct two large pole barns 40 x 50 feet with access to water and electric while their new building is being built. Several options were discussed.

The meeting was adjourned to an executive session for personnel matters at 8:45 PM.

Respectfully submitted,

Rowan Keenan, Chairman

Patricia Webster, Secretary