

January 19, 2010

**POTTSTOWN BOROUGH AUTHORITY
WATER**

CALL TO ORDER

Solicitor Garner called the meeting to order at 7:00 p.m. Present were Ronald Downie, Doug Dilliplane, Don Read, Aram Ecker and Tom Carroll. Also in attendance were Interim Authority Manager Jason Bobst, Solicitor David Garner, Tom Weld, BCM Engineers, Public Works Director Doug Yerger, Bookkeeper Janice Lee, Utilities Coordinator Brent Wagner and Borough Secretary Virginia Takach.

REORGANIZATION

Mr. Dilliplane moved to nominate the slate as is for 2010 as follows: Ron Downie, Chairman; Doug Dilliplane, Vice Chairman; Don Read, Secretary; Thomas Carroll, Treasurer; Aram Ecker, Assistant Secretary/Treasurer. Mr. Carroll seconded the motion.

There were no other nominations and the motion carried unanimously.

Chairman Downie thanked the Board for its confidence. He also commented on the recent ceremony in honor of his late son-in-law.

PUBLIC COMMENT

a. Ray & Deborah Gasper, 367 North Franklin Street – provided a brief background of their water shut-off problem, stating that they did not have a water leakage problem prior to their water being shut off by the Borough. He stated that the water continues to come from the curb box. Mr. Gasper requested relief from the Board in reinstating the main.

Chairman Downie advised that these circumstances would be taken under advisement and would provide an answer to Mr. Gasper.

b. Nick Conti, Stewart & Conti – explained the hydrant-billing situation at the Douglas Village complex. He advised that the private community owns the hydrants and cannot understand the billing for maintaining the hydrants. He requested the Board's consideration for a bulk rate or to have the Authority take over the lines.

Chairman Downie advised that this matter would also be reviewed with Staff, the Engineer and the Solicitor.

CORRESPONDENCE

Mr. Bobst referred to a letter from George Wausnock requesting a waiver on the Carousel's \$173 for sewer charges. He added that it does not have water service at this time. Mr. Bobst advised that the fee is the base rate for sewer.

January 19, 2010

Chairman Downie requested that Mr. Bobst reply to Mr. Wausnock suggesting that the Carousel change the number of EDU's from eleven to six to resolve this matter.

COMMITTEE REPORTS

MARKETING

Mr. Read requested that he be assigned to the Energy Committee and recommended the Mr. Ecker be assigned to the Marketing Committee.

Chairman Downie agreed to reassign these positions and suggested that the other committees remain as is until further notice.

Mr. Wagner suggested that a meeting be scheduled with EnerNOC and the new Energy Committee.

ODOR

There were no odor reports.

RESTRUCTURING

Solicitor Garner advised that the analysis of the Management and Lease Agreements are being completed by Attorney Robert Jones of Saul Ewing. He added that the review should be completed within a few weeks and will be distributed to the Board.

FINANCIAL REPORT

Solicitor Garner advised that Council may have presentations by Portnoff and Accounts Recovery at the February Council meeting and the Authority Board is invited to attend.

Mr. Read suggested moving forward with Accounts Recovery as previously voted upon. He added that Portnoff has been terminated and is collecting only amounts previously outstanding.

Mr. Carroll informed the Board of two incidences of property transfers with outstanding utility amounts and no liens on the properties. He also suggested a wireless or automated system.

Ms. Lee agreed to look into these matters.

Mr. Bobst also noted that the internal process needs to be reviewed and updated and become more aggressive.

Mr. Carroll requested a comparison on how many gallons leave the plant and how many are getting billed.

Ms. Lee agreed to provide this report.

January 19, 2010

CERTIFICATE OF DEPOSITS

Ms. Lee requested authorization to place 10% of the total annual debt service payments for the annual bond requirement, set aside in the form of a Certificate of Deposit.

Mr. Ecker moved to authorize the Finance Director to proceed with obtaining Certificates of Deposit from the 2010 Water and Sewer existing capital fund and continue on an annual basis. Mr. Read seconded the motion and it passed unanimously.

NORTH COVENTRY BULK WATER RATE¹

Mr. Dilliplane moved to adopt a Resolution amending the current rate schedule to reflect that the bulk water rate for North Coventry is \$3.56 per 1,000 gallons. Mr. Carroll seconded the motion and it passed unanimously.

POTTSGROVES

Ms. Lee explained that the Pottsgroves are requesting that the Borough assist them in collecting sewer bills by sharing shut-off information for its customers.

It was the consensus of the Board to authorize Staff to proceed with this procedure on a trial basis and requested that Ms. Lee report results to the Board.

DOUGLASS VILLAGE

Solicitor Garner confirmed that the outstanding hydrant fee with Douglass Village does not constitute a utility and therefore not under the shut off policy. He also commented that municipal water flows through the hydrants and even though on private property it is expected to be in working order and agreed to review the issues.

BUDGET/EXPENDITURES

Chairman Downie commented on the Authority's share of expenses throughout the Borough, including electric, janitorial and salaries. He added that the Authority members have never been provided a swipe card for the building. Mr. Downie emphasized that the Authority must oversee its responsibilities of the expenditures of the direct and indirect allocations. He also suggested going out for bid for the management of the water system.

Mr. Bobst explained that the allocation across the different funds is based upon he management agreement and since 2004, the water side was allocated more of a tab and has followed that breakdown.

Mr. Weld also explained that an agreement exists with the Townships for the breakdown on the sewer side.

¹ See March 16, 2010 Water minutes for correction and clarification.

January 19, 2010

ENGINEERS CERTIFICATION

Mr. Weld referred to the Engineer's Certification for the 2010 budget and requested the Board's review.

TAX ANTICIPATION NOTE

Solicitor Garner advised that he has been provided the original Tax Anticipation Note and a copy of the Resolution for the Agreement between the Authority and the Borough.

CAPITAL REQUEST – TAMPER

Mr. Bobst explained the request to purchase a new tamper at a cost of \$2,979. He added that the cost of renting a tamper was \$124 on each of three separate occasions.

Mr. Carroll moved to authorize the purchase of a new tamper at a cost not to exceed \$2,979. Mr. Dilliplane seconded the motion and it passed unanimously.

OLD BUSINESS

MINUTES

Chairman Downie asked for additions or corrections to the minutes of the December 15, 2009 meeting. Hearing none, the minutes stood approved.

AUTOMATION

Mr. Wagner provided an update on the automation. He advised that the automation is at its maximum with the staff on hand.

Mr. Weld agreed to provide a report for the February meeting.

DIRTY WATER

Chairman Downie requested the Solicitor to provide a letter on behalf of the Board to Verna Latick explaining the Authority's policy on dirty water and how it pertains to her situation.

ADJOURNMENT

The meeting adjourned at 8:40 p.m. on motion by Mr. Ecker.

Submitted by

Virginia Takach, Borough Secretary
for Don Read, Secretary