

February 16, 2010

**POTTSTOWN BOROUGH AUTHORITY  
WATER**

**CALL TO ORDER**

Vice Chairman Dilliplane called the meeting to order at 7:00 p.m. Present were 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. Chairman Downie was absent.

**PUBLIC COMMENT**

a. Stephen Toroney, 833 Logan Street ó commented that he was concerned over comments made that the Borough was not upholding the Management Agreement with the Authority.

**CORRESPONDENCE**

Mr. Bobst advised that the Solicitors for the Borough and Lower Pottsgrove are corresponding on several outstanding issues.

Mr. Bobst also referred to a letter from Cornerstone Realty for BCW, Armand Hammer Boulevard, part of the Occidental Chemical site, regarding a loss of one million gallons of water and requested consideration in reducing the cost of \$3,700 for the loss.

Doug Yerger provided some background on the parcel.

Vice Chairman Dilliplane referred this matter to the Finance Committee for review and requested that a recommendation be brought to the Board.

**COMMITTEE REPORTS**

**MARKETING**

Mr. Ecker advised that he has communicated with surrounding townships.

**ENERGY**

Mr. Wagner noted that RFPø for fixed energy rates should be out in April to accept bids in May. He added that all but the Wastewater Treatment Plant will be a fixed rate.

Mr. Bobst agreed to provide statistical information from EnerNOC to the Board.

**ODOR**

There were no reports.

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## RESTRUCTURING

Mr. Read reported that recommendations have been passed on to the Borough. Additional information will be discussed under the Financial Report.

Mr. Dilliplane added that the Executive Board members met and discussed several issues.

President Toroney added that the Authority Administrator position was also a matter of discussion.

Mr. Bobst added that this would be a financial position to assist the Finance Director/Authority Bookkeeper, Janice Lee. He added that the description is under final review and will be advertised and taken before Borough Council.

Mr. Read commended the Staff on their efforts during the recent water main breaks.

## FINANCIAL REPORT

Ms. Lee reviewed the Finance Report for January. She advised that the audit began on February 9<sup>th</sup>. She also reported that the sheriff sale procedure has started on delinquent accounts. Ms. Lee also noted that a policy decision for collections would be provided at the March Committee of the Whole. She also advised that all the Pottsgroves have paid their first quarter payments prior to the February 15<sup>th</sup> deadline.

Ms. Lee also provided a spreadsheet with the Cell Tower January rent fees and a listing of rooming houses with respect to the number of EDUø.

Mr. Bobst added that the target date for the Administrative position for Finance is June 2010 and will need to be advertised. A salary will be in the \$50,000 to \$60,000 range.

Solicitor Garner added that he is awaiting a report from Attorney Robert Jones.

## COLLECTIONS

Mr. Read reviewed the action previously taken by the Board regarding the disengagement of Portnoff and the entering into a contract with Accounts Recovery Bureau for the collection of outstanding accounts.

President Toroney commented that Council found no fault with Portnoff only that Portnoff was not getting information needed to proceed with collections. He added that the budget preparation was priority. He also noted that the Borough Solicitor reviewed the Management Agreement and is of the opinion that the process of collections is a Council decision.

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Vice Chairman Dilliplane stated that the process would proceed with the recommendation of Staff and the Executive Committees.

### **OLD BUSINESS** **MINUTES**

Vice Chairman Dilliplane asked for additions or corrections to the minutes of the January 19, 2010 meeting. Hearing none, the minutes stood approved.

### **CLOSEOUT OF HANOVER SQUARE**

Solicitor Garner provided information regarding the finalization of agreements with Wright Pottstown, LP for the closeout of the construction phase of Hanover Square.

Mr. Carroll moved to authorize the appropriate officers to execute the documents for the closeout of the construction phase of Hanover Square. Mr. Ecker seconded the motion and it passed unanimously.

### **DOUGLASS VILLAGE WATER SYSTEM**

Solicitor Garner responded to last month's inquiry regarding the acceptance of the Douglass Village water system. He advised that after review with the Engineers and Staff, it is the recommendation and analysis that there would be no benefit to the Authority in taking on the Douglass Village system.

### **SWIFT REACH**

Mr. Wagner reported that the Swift Reach system should be on line by March 1<sup>st</sup>.

### **GENERATOR**

Mr. Weld provided information and statistics on the current generator at the Water Treatment Plant, noting that it is too small for the operations as needed. He also advised that it could be moved and installed for use at the Borough Hall. Mr. Weld's recommendation is to amend the specifications for the Utility Water Pump project for the Wastewater Treatment Plant.

Mr. Carroll moved to authorize an amendment of plans and specifications to the Utility Water Pump project for the Wastewater Treatment Plant project to include a new generator for the Water Treatment Plant. Mr. Read seconded the motion and it passed unanimously.

### **NEW BUSINESS**

### **PENNDOT RECONSTRUCTION OF 422**

Mr. Weld provided an update of PennDOT's plans for the reconstruction of the Stowe exit of Route 422, which will result in a new tunnel on the east side of the existing

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tunnel that links the water plant intake structure and the Water Treatment Plant. No action is required at this time.

#### HOWARD STREET WATER MAIN BREAK

Mr. Weld explained that several issues and conditions are still being evaluated including the disconnection of the Stowe Reservoir at the time of the water main breaks on Howard Street.

Mr. Bobst added that a policy would be instituted to avoid future incidences.

#### (OLD BUSINESS) AUTOMATION

Mr. Wagner advised the Board that the system is being addressed considering the cost and process of changing the system along with the computer system.

#### CELL PHONE REPORT

Mr. Ecker commended the Finance Director for her diligence in reporting an accurate and up to date report on the Cell Tower leases.

#### ADJOURNMENT

The meeting adjourned at 8:00 p.m. on motion by Mr. Ecker.

Submitted by

Virginia Takach, Borough Secretary  
for Don Read, Secretary