

May 17, 2010

**POTTSTOWN BOROUGH AUTHORITY
WATER**

CALL TO ORDER

Chairman Downie called the meeting to order at 7:00 p.m. Present were Ron 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.

PUBLIC COMMENT

a. Glen Gillette, North End Swim Club – requested consideration in the water and sewer bills due to the fact that the pool is operational only three months out of the year. He added that there has been a drop in membership, which also contributed to the Club’s financial difficulties. Mr. Gillette also noted the difficulties in covering the pool with the cost of a cover being \$40,000. He also advised that it would be more expensive to use truck service to fill the pool.

Mr. Yerger reviewed the costs per EDU and noted he was not aware of prior exceptions being made.

Chairman Downie advised that Staff would review the situation in order to provide a recommendation to the Board and would offer an answer to Mr. Gillette.

CORRESPONDENCE

Chairman Downie thanked the Solicitor and Engineer in their consideration in billing rates for the Authority.

Chairman Downie also referred to an article regarding aging infrastructure and Lancaster’s capital asset replacement fund and suggested that the Board review these articles.

COMMITTEE REPORTS

MARKETING

Mr. Bobst reported on his meeting with Lower Pottsgrove Township Manager, Rod Hawthorne and referred to his letter of May 17th regarding the proposed development of the Sanatoga Interchange and the Township’s willingness to work with the Authority as a water supplier.

Mr. Weld agreed to provide the Board with information regarding the rates of PA America for that area.

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ENERGY

Mr. Wagner advised that he is working with a company in Connecticut, along with EnerNOC, in seeking information on the use of natural gas.

RESTRUCTURING

Solicitor Garner reviewed the progress and recent memorandum from Attorney Robert Jones of Saul Ewing regarding the analysis of the Lease and Management Agreements. The memorandum discussed the cost of Phase I and Phase II of the task. Solicitor Garner suggested allowing Attorney Jones to complete a draft document for review, which would be the extent of the engagement with Saul Ewing on this project. Mr. Garner also reminded the Board that Attorney Jones is requesting any suggestions or comments from the members.

Mr. Carroll moved to authorize the Authority Solicitor and the Borough Solicitor to negotiate an agreement with Attorney Jones to prepare draft lease and management agreements as outlined in Phase I and II of the May 7, 2010 memorandum for a total sum in an amount not to exceed \$20,000. Mr. Dilliplane seconded the motion and it passed unanimously.

AUTHORITY MANAGER'S REPORT

Mr. Bobst again reviewed his meeting with Mr. Hawthorne regarding the Sanatoga Interchange. He added that also under review is a joint effort in billing collections for Lower's outstanding sewer bills. This would be initiated under a 90-day trial period. Mr. Bobst also noted that a monthly billing cycle and automatic debits are being considered along with certain personnel matters in light of several upcoming retirements. Mr. Bobst also reported that the SwiftReach program is in progress and available through the website and the new upgrades to Caselle have begun. He advised that the application period has closed for the Utilities Administrator position and noted that a primary task would be for the individual to prepare a policy and procedures manual for the Authority. He also referred to Trappe Borough's five-year budget manual and reported that the draft document for Labor negotiations will be presented to the Borough Solicitor for review in the next few weeks.

FINANCIAL REPORT

Ms. Lee reported that the 2009 audit is completed and the deadline with the Pottsgrove's has been met ahead of time. She added that the accounts with the Pottsgrove's are current. Ms. Lee also referred to the Portnoff status lists and a review of the Authority grants and Cell tower leases. She added that Upper Pottsgrove received its H2O grant. Ms. Lee noted that she is working on the developers' escrow list and will provide for next meeting. She also advised the Board that she is in the process of

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changing banks from Harleysville to Susquehanna with significant savings being gained through fees and charges.

Ms. Lee also reviewed the audit report and advised that she would seek clarification under investment earnings and the trustee statements and would provide an explanation to the Board.

Mr. Wagner provided a brief update on the outstanding haulers' accounts.

Solicitor Garner suggested that this might be an item for executive session.

OLD BUSINESS

MINUTES

Chairman Downie asked for additions or corrections to the minutes of the April 20, 2010 meeting.

Mr. Dilliplane noted that a page was missing from the minutes.

Mr. Bobst provided the original page to the members for review.

Chairman Downie advised that the minutes would stand approved, pending the page being distributed to the members through email.

UTILITIES COORDINATOR REPORT

Mr. Wagner advised that the Filter project has been completed with mandatory training to be scheduled. He also provided a report on the cleaning of the basins and lagoons, along with the benefits of not using the pre-chlorination process and the five-year target of replacing the valves. Mr. Wagner also reported that he would be meeting with the Engineer to proceed with the automation of the plant.

Mr. Wagner advised that the Stowe Reservoir project is completed and the 1890 plaque will be restored and hung in the foyer of the Water Treatment Plant.

Mr. Weld suggested video taping any training in order to provide to new operators if needed.

REPLACEMENT OF WATER METERS

Mr. Weld provided a comparison and options of water meters as a follow up to last month's presentation from Johnson Controls. He advised that the next master plan would address the water meter issue. Mr. Weld also referred to the AWWA manual addressing water meters with a replacement schedule, percentage of performance and

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cost factor associated with replacing. He also explained the process and benefits of the self-contained automated meter.

It was the consensus of the Board to authorize Staff and the Engineer to proceed with a random sampling of approximately 70 meters for testing.

Mr. Weld agreed to have a cost analysis available for next month's meeting.

STOWE RESERVOIR UPDATE

Mr. Bobst advised that a letter was received from West Pottsgrove Township Manager Ed Whetstone, expressing a concern with the location of the fence at the Berks Street Reservoir. He added that a mutual compromise was made to extend the passage area to 38" to allow for the sidewalk.

Mr. Weld added that he met with Mr. Whetstone at the site and all is satisfactory.

NEW BUSINESS

None.

ADJOURNMENT

The meeting adjourned at 8:30 p.m. on motion by Mr. Carroll.

Submitted by

Virginia Takach, Borough Secretary
for Don Read, Secretary