

June 15, 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, and Aram Ecker. Also in attendance were Interim Authority Manager Jason Bobst, Solicitor David Garner, Tom Weld, BCM Engineers, Bookkeeper Janice Lee, Utilities Coordinator Brent Wagner and Borough Secretary Virginia Takach. Mr. Carroll and Mr. Yerger were absent.

PUBLIC COMMENT

None.

CORRESPONDENCE

Chairman Downie referred to the PMAA Conference material scheduled for September in Pittsburg.

Mr. Read advised that he would be attending.

Mr. Downie also referred to the annual Drinking Water Report distributed in the packets.

COMMITTEE REPORTS

MARKETING

It was the consensus of the Board to allow Mr. Ecker to open a dialogue with Louise Knight, Solicitor for Superior Water Authority, for the possibility of marketing water.

ENERGY

Mr. Wagner advised that the energy requirements have not increased and may be difficult to prove the 25% in energy reductions for the grant requirements.

RESTRUCTURING

Solicitor Garner advised that he had correspondence with Attorney Jones and reported that a draft of the revised agreements should be received in the near future with the cost totaling under \$20,000.

June 15, 2010

AUTHORITY MANAGER'S REPORT

Terry Jones, Streets Supervisor, thanked the Board for allowing the expenditure for new equipment and explained the cost savings in maintenance, time and energy saved with the new units.

Mr. Bobst advised that he would be seeking further information regarding the International Plumbing Code specifications for the requirement of hooking up to public utilities. He will be working with the Public Works Director with overlay maps for all the surrounding municipalities. Mr. Bobst added that the Solicitor would also be involved in the process.

Mr. Bobst also reported on a landlocked parcel situated on a well at 16 North Evans Street and was investigating the possibility of coordinating with the AutoZone project for resolution.

Mr. Bobst advised that four candidates will be interviewed for the Utility Administer position.

Chairman Downie appointed Doug Dilliplane to participate with the interviews on behalf of the Authority.

Mr. Bobst also reported that the revisions to the FOG Ordinance are under review. He also advised that West Pottsgrove Township is in the process of purchasing Colonial Pool and is requesting consideration for back fees against the Pool.

Chairman Downie noted that this would be listed for the next Finance Committee meeting for discussion.

Mr. Bobst also reviewed the proposed changes under review with the Solicitors regarding the Rental Registration Licensing ordinance. He also advised that he and Mr. Wagner are working on a 5-10-15 year plan for capital items. Mr. Bobst reported that the Prince matter, 323 King Street, has reached a settlement, reducing the unit to one EDU, along with a payment agreement. Mr. Bobst also advised that the North End Pool reduced the size of the meter and the bill is up to date.

FINANCIAL REPORT

Ms. Lee presented information with respect to charging customers a base rate for each unit. She noted that 475 properties in the Borough have two units and being charged only one base rate resulting in an approximate loss of \$228,000.

Solicitor Garner advised that there is an obligation to treat all classes of customers consistently.

June 15, 2010

Ms. Lee also reviewed the status of the Portnoff accounts and requested further direction from the Board regarding shut off and Sheriff sales.

Solicitor Garner commented that the Board has suggested that it wants to be as absolutely aggressive as the law allows. He also reviewed the process and requirements to follow regarding shut off for rental properties.

Ms. Lee also reviewed the revenues and expenditures for the water and sewer operating funds.

Chairman Downie requested a graph to compare water consumption to water income and the amount billed to the amount collected.

Mr. Read also requested an explanation for the unrealized gains from 2008.

Ms. Lee agreed to provide these reports for the next meeting.

OLD BUSINESS

MINUTES

Chairman Downie asked for additions or corrections to the minutes of the May 17, 2010 meeting. Hearing none, the minutes stood approved.

UTILITIES COORDINATOR REPORT

Mr. Wagner referred to the Utilities Coordinator Report distributed, which included operational and training status of the Water Treatment Plant.

WATER METER TESTING PROGRAM

Mr. Weld reported on the cost of a water meter testing program at the recommendation of American Water Works Association to test 70 existing meters. The cost would be approximately \$16,000. Mr. Weld's suggested that based on the accuracy range and cost, it would not be beneficial to implement the testing program at this time. He suggested revisiting this in the year 2013 or closer to the 20-year range of the meters.

Chairman Downie recommended that the Board consider a sinking fund for this project.

AUTOMATION REPORT

Mr. Wagner advised that the target for total automation of the Water Treatment plant is March 2011.

June 15, 2010

UPPER POTTS GROVE'S ORDINANCE #440

Solicitor Garner provided an update on Upper Pottsgrove ordinance regarding sewer and sewage disposal, establishing a small class of commercial users which changes the manner of billing, which was not communicated to the Finance Department. He added that the responsibility for accuracy of the meters was indicated as the Township's, which was incorrect due to the fact that the meters do not belong to the Township. Solicitor Garner added that these inconsistencies have been addressed with the Township's Solicitor and the changes will be made and provided to the Board.

WEST POTTS GROVE TOWNSHIP – LEMON STREET

Mr. Weld advised that West Pottsgrove Township has requested authorization for approval of \$9,000 lump sum for the Authority's part of the Lemon Street Water system. This will result in new sewer line for the cost of the water line and no repaving costs. Mr. Weld added that this is the same amount approved as in the two previous joint projects with West Pottsgrove Township.

Mr. Dilliplane moved to authorize the Finance Director to forward a check in the amount of \$9,000 for the coordination of the Water Replacement project on Lemon Street. Mr. Read seconded the motion and it passed unanimously.

NEW BUSINESS

AUTHORITY MANAGER

Mr. Read moved to appoint Jason Bobst as Authority Manager from the position of Interim Authority Manager. Mr. Dilliplane seconded the motion and it passed unanimously.

WATER RATES

Mr. Ecker addressed Mr. Bobst, Ms. Lee and Mr. Yerger (in his absence) and expressed a concern with staff considering a change in base rates and meters and suggested that this energy be spent on collecting the delinquent accounts owed to the Borough and the Authority.

ADJOURNMENT

The meeting adjourned at 8:45 p.m. on motion by Mr. Read.

Submitted by,

Virginia Takach, Borough Secretary
for Don Read, Secretary