

July 21, 2009

**POTTSTOWN BOROUGH AUTHORITY
WATER**

CALL TO ORDER

Chairman Downie called the meeting to order at 7:00 p.m. Present were Ronald Downie, Don Read, Aram Ecker and Doug Dilliplane. Also in attendance were Acting Manager Jason Bobst, Solicitor David Garner, Tom Weld, BCM Engineers, Public Works Director Doug Yerger, Bookkeeper Janice Lee, Utilities Coordinator Brent Wagner and Grants Assistant Erica Weekley. Mr. Carroll was absent.

PUBLIC COMMENT

a. Verna Latick, 1240 Chestnut Street – stated that she continues to have a problem with dirty water and explained the constant changing and cost to replace the filters.

Mr. Yerger explained the measures already taken to try and resolve this problem, including increased monthly flushings and increasing the circulation. He added that the older pipes to the west will have to be tested further.

Mr. Ecker suggested an automatic backwash system.

Mr. Yerger agreed to consult with Mr. Ecker and will have a report for next month.

b. Charles Overwise, 16 Rice Street – expressed a concern regarding the overgrowth on the adjacent paper alley, including shut off valves at the site.

Mr. Yerger advised that these are water valves and agreed to investigate and report to the Board.

CORRESPONDENCE

Chairman Downie referred to the *Pottstown Borough Authority* booklet and requested that it be copied for the Authority members and Council.

COMMITTEE REPORTS

MARKETING

Mr. Read reported that a follow-up meeting was held with Superior Water and information was shared.

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ENERGY

Mr. Wagner provided a list of EnerNOC clients as requested from last month.

ODOR REPORT

Mr. Wagner referred to the written report indicating one complaint of odor, which was mitigated within 10 minutes of the report.

RESTRUCTURING

Mr. Read advised that a meeting was held with no recommendation for an Authority Manager. He added that a report would be provided in writing for next month's meeting.

FINANCE

Ms. Lee provided copies of letters from residents requesting consideration on late fees.

It was the consensus of the Board to not grant exceptions but reconsider prior to being shut-off.

Ms. Lee also advised that she would address the issue of the fire hydrant matter at the Jay Bown, Industrial Complex property, along with the payment history of the property.

Ms. Lee also reported the balance in the Sewer Line fund is \$1,394,000.

Ms. Lee requested that the Board consider allowing Zelenkofse and Axelrod perform the 2009 audit and requested authorization to proceed with Request for Proposals for future years.

Mr. Diliplane moved to accept the one-year proposal of Zelenkofse and Axelrod to perform the 2009 audit for the Pottstown Borough Authority in an amount not to exceed \$30,430, subject to review of the Solicitor and to authorize the Finance Director to proceed with seeking Request for Proposals. Mr. Read seconded the motion

Mr. Bobst added that the audit is complete and is awaiting final information regarding the GASB 45 pension report and would expect an audit presentation in August.

Ms. Lee also reported on the ongoing meetings with the Townships to resolve outstanding payment issues along with a bank account of over \$9,000 to be resolved. She added that a meeting was also held regarding the dryer issues. Ms. Lee also stated that a more detailed review of the finances will be presented at next month's meeting.

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Mr. Bobst added that he is awaiting information on the Build America Bonds and will provide when received.

The motion passed unanimously.

OLD BUSINESS

MINUTES

Chairman Downie asked for additions or corrections to the minutes of June 16, 2009. Hearing none, the minutes stood approved.

Mr. Ecker explained the situation with the property at 220 Glasgow Street as presented by Larry Carter at the June meeting. He advised that it is a rainwater issue and also explained the problem to Mr. Carter. He also advised Mr. Carter that the sewer line to the main should be replaced and it is his responsibility.

Mr. Yerger added the he also spoke with Mr. Carter and advised him to meet with West Pottsgrove officials to further resolve the problem.

CAPITAL PLAN

Mr. Weld referred to the Analysis of the Sewer Fund/Combined Cash report, noting that the balance as of June 30, 2009 was \$6,475,025. He added that withholding the recommended 25% balance and the withholding construction funds, results in an available fund balance of \$4,792,134. Mr. Weld reviewed the proposed projects for the WWTP totaling \$2,650,000 and sewer system projects in the amount of \$3,750,000. He noted that no grant money was awarded for these projects.

Mr. Ecker moved to authorize Mr. Weld and BCM Engineers to proceed with the application for the PA Conservation Grant in the amount of \$250,000 for the Replacement of the Digester Blowers. Mr. Dilliplane seconded the motion.

Mr. Weld noted that the cost of the application would be approximately \$2,500.

The motion passed unanimously.

Mr. Weld also reviewed the York Street project of which a portion of the amount will be reimbursed by the H2O PA Grant, with the approximate amount of \$941,803.

Mr. Weld also explained the Analysis of the Water Fund/ Combined Cash with an available balance of \$1,639,180. He added that after payment of outstanding projects the balance remains at \$430,180. Mr. Weld also reviewed the proposed projects for the Water Treatment Plant and the Water Distribution system.

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It was the consensus of the Board to include Mrs. Lee in all on going projects in order to track the finances of the projects and to authorize her to investigate loan information for the future water projects.

PUBLIC NOTIFICATION REGULATIONS

Mr. Wagner reviewed the quotes from CodeRED, Geo Decisions and Swiftreach for a public notification system. He added that it is Staff's recommendation to accept the proposal from CodeRED.

Mr. Read moved to accept the proposal of the CodeRED Emergency Communications Network, Ormond Beach, Florida, for an annual cost of \$10,000 subject to review and approval of the Authority Solicitor. Mr. Dilliplane seconded the motion.

Solicitor Garner recommended that the proposal be corrected, changing "the City of Pottstown" to the "Pottstown Borough Authority."

The motion passed unanimously.

SUNNYBROOK VILLAGE WATER SYSTEM

Solicitor Garner provided a brief status and information of the Sunnybrook Village project advising that there were procedural issues that have been addressed and satisfied.

CLOSEOUT OF CONTRACT 127 & 128

Mr. Weld explained the completion of Contracts No. 127 and 128 for the Water Treatment Plant Raw Water Pump Structural Work and the Electrical Work projects, with a recommended deduction amount of \$12,000.

Mr. Dilliplane moved to authorize the execution of the Closeout Documents for Contracts 127 and 128 for the Water Treatment Plant Raw Water Pump Structural and Electrical projects. Mr. Read seconded the motion and it passed unanimously.

RATE INCREASES

Chairman Downie advised that this would be addressed next month after review of the borrowing rate information.

NEW BUSINESS

Mr. Read volunteered to work with Mrs. Lee to possibly increasing the interest return in the cash balances to 2%.

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It was the consensus of the members to authorize Mr. Read to proceed.

Mr. Weld explained the overflow drain line with respect to the Washington Hill Tank, which assists in treating the chlorine prior to its going into the storm water system.

ADJOURNMENT

The meeting adjourned at 9:06 p.m. on motion by Mr. Ecker.

Submitted by Virginia Takach, Borough Secretary
for Don Read, Secretary