

MINUTES OF THE REGULAR MEETING  
OF THE MONTH OF DECEMBER  
PERKASIE REGIONAL AUTHORITY  
MONDAY, DECEMBER 13, 2021

The regular meeting of the month was convened in the Authority Office, 150 Ridge Road at 6:34 p.m. on December 13, 2021 by Chairman David Watt. Attending in addition to the Chairman were Board Members J. Thomas Horn, Benjamin Rainear, David Bedillion and Stephen Algeo. Staff members present: Nicholas Fretz, Manager, Peter C. Andersen, Andersen Engineering, John N. Schaeffer, III, Esquire, Solicitor and Patricia Fluck, Accounting Assistant.

**EXECUTIVE SESSION:**

The Board met in executive session prior to the meeting at 6:00 to discuss personnel. No decisions during the executive session were made and the Board adjourned at 6:30 to convene the regular meeting.

**MINUTES:**

Upon motion by Bedillion, seconded by Watt, the Minutes of the regular meeting of November 8, 2021 were unanimously approved as written with Horn and Algeo abstained.

**PUBLIC FORUM:**

- a) 317 S. 5<sup>th</sup> Street – The property owner, Courtney Virtue, was present to request relief from her bill due to a leaking toilet that has since been fixed.  
**See Official Board Action**
- b) 316 Race Street - This property owner was present to request relief from their December 1, 2021 bill due to a leaking toilet.  
**See Official Board Action**
- c) RF Hill Radio Club – Mr. Charles Schmell, Member of RF Hill Radio Club was in attendance to discuss the possibility of PRA allowing them to continue to have their antenna and equipment on PRA's tank and property. The Manager informed the Board that the Authority had received the back rent as well as a certificate of insurance from the Club since the last meeting. Mr. Schmell was informed that if the Club were to continue leasing space on the tank, the rent would most likely be somewhere in the \$50-\$150 per month. Rather than have the Authority Solicitor draft an agreement since that cost may be prohibitive to the Club, it was decided that the club continue to look for alternative locations and report back to the Board no later than June on a decision.
- d) PAWSC – Mr. Brian Preski returned at the request of the PRA Board to discuss the back-flow prevention control. The Board discussed the program in depth with examples of how the program is conducted and what the customers would receive. The Board agreed that the program should start with all non-residential accounts and any accounts that have sprinkler systems. The Board directed the Solicitor to work with Mr. Preski regarding an agreement as well as a Resolution for the Authority to adopt regarding backflow prevention.

**CORRESPONDENCE:**

None this meeting

**PWTA:**

- a) Minutes from the October 2021 meeting
- b) October 2021 flow reports

**FINANCIAL INFORMATION:**

- a) Balance Sheet for November 2021
- b) Profit and Loss Budget Overview Reports for November 2021
- c) Statement of Trust Funds – November 2021
- d) Revenue Fund Requisition Number 563 in the amount of \$104,963.00
- e) Construction Fund Requisition Numbers 151 through 153 in the total amount of \$221,556.50
- f) Project Summaries
- g) Developer Escrow Releases & Summaries

Upon motion by Horn, seconded by Bedillion, the Financial Report and the List of Bills – Items d) through g) were unanimously approved.

**OPERATIONS REPORT:**

- a) Activity Report for November 2021
- b) Average production by month for November 2021
- c) Precipitation Report for November 2021
- d) Water Production Reports for November 2021
- e) Sewer truck reports

Upon motion by Horn, seconded by Bedillion, the Operations Report was unanimously approved.

**SOLICITOR'S REPORT:**

- a) T-Mobile Lease - The Solicitor informed the Board that T-Mobile had to get required approvals on their end to approve and execute the final changes to the addendum to the lease agreement. It is anticipated to have the final addendum ready for PRA execution at the next meeting.
- b) Pennridge Airport Agreements – The Solicitor has been working with the representatives from the Pennridge Business Park on transferring ownership to a new entity. The owner will remain unchanged, but the corporate name will be changing. The Solicitor has prepared agreements for the Board to execute to transfer ownership to the new entity.

Upon motion by Horn, seconded by Algeo, the Solicitor's Report was unanimously approved.

**ENGINEER'S REPORT:**

- a) Pressure Reducing Vaults – The Engineer stated that he continues to request a final payment/change order request from the contractor. The Authority Staff was able to determine that one of the pressure reducing valves was faulty and not working properly. The Authority has taken removed it is having it inspected by the manufacturer's representative to have it replaced.
- b) Booster Station – The Engineer stated that the pumps were functioning properly, but there was an issue with the pressure “bleeding” into the low pressure system, and it was determined to be a faulty pressure reducing valve. That valve has been closed and the booster station is working as anticipated.
- c) Ridge Road Sewers – The Engineer stated the contractor was moving at a slow pace due to the rock and the PennDOT-imposed time constraints for working in the road. He further stated that the contractor is anticipating working through the winter.
- d) Constitution Square – The Engineer stated that the contractor has completed the installation of the sanitary sewer and public water facilities and the next step was the testing of the pipes.

**ENGINEER'S REPORT (CONTINUED):**

- e) Storage Tank – The Engineer stated they have sent a request for geotechnical services for this project. He further stated that they should have the submittal to DEP completed next month.
- f) Spruce Street Townhouses – The Engineer stated that they had a pre-construction meeting regarding this 10 unit townhouse development. He further stated that this project is scheduled to start in January 2022.

Upon motion by Algeo, seconded by Bedillion, the Engineer's Report was unanimously approved.

**MANAGER'S REPORT:**

- a) Insurance Renewals – The Manager presented the insurance renewals for 2022. He further stated that the health and dental insurance increased less than 2%. He further stated that he received a quote for Life, Short and Long Term Disability Insurance through the DVHT Trust and the quote was a savings of almost 25% from the previous provider.
- b) Storm Sewer Pipe at Wambold property – The Manager stated that when the contractor was installing the sewer main, they dug through a small “conduit” type storm water pipe about 1 (one) foot below the road. The contractor didn't repair or replace it as it wasn't marked by any underground utility company. It was determined after speaking with the Wambold's that it was their line and it was for storm water issues at the old farm house on the north side of Ridge Road. After discussion with the Board members, it was agreed that there was no easement or agreement with PennDOT allowing this pipe to be under the road and the Authority would not want to take any liability if the pipe causes settlement of the road so the Board members agreed that the Authority should not repair the storm pipe.
- c) Grant Payment Request – The Manager presented the grant request from the Commonwealth Financing Authority for approval. He stated that this was the final payment request of the \$200k grant PRA received for the Ridge Road sewer project.  
**See Official Board Action**
- d) 2022 Capital Projects List – The Manager presented the potential 2022 Capital Projects List to the Board. He further stated that the biggest item (and the one we are currently working on) was replacing the reservoir. He further stated that they anticipated going out to bid sometime in early 2022 with hopefully construction to start in Spring of 2022.
- e) Spruce Street Townhouse Development Agreements – The Manager presented the Board with the Spruce Street Townhouse Development Agreements for approval and execution.  
**See Official Board Action**
- f) 2021 Audit Engagement Letter – The Manager presented the Board with the 2021 Audit Engagement Letter (audit is conducted in 2022) for approval and execution.  
**See Official Board Action**
- g) Garden Club Agreement – The Manager presented the Board with the Garden Club Agreement for rental space at the Authority building for 2022 for approval and execution.  
**See Official Board Action**

Upon motion by Rainear, seconded by Bedillion, the Manager's Report was unanimously approved.

**OFFICIAL BOARD ACTION:**

Upon motion by Watt, seconded by Algeo, the Board unanimously approved to credit 317 S. 5<sup>th</sup> Street, account #5549, the sewer charges for a malfunctioning toilet that was since fixed in the amount of \$657.85.

Upon motion by Watt, seconded by Bedillion, the Board unanimously approved to credit 316 Race Street, account #0155, the sewer charges for a malfunctioning toilet that was since fixed in the amount of \$350.20.

Upon motion by Bedillion, seconded by Horn, the Board unanimously approved Grant Payment Request #2 to the Commonwealth Financing Authority.

Upon motion by Watt, seconded by Rainear, the Board unanimously approved the Spruce Street Townhouse Development Agreements.

**OFFICIAL BOARD ACTION (CONTINUED):**

Upon motion by Watt, seconded by Algeo, the Board unanimously approved Chairman Watt's request to have the increase in the employee base bonus effective for the year 2021 as well as 2022 from the base amount of \$75 to a base amount of \$250 THAT would supersede the prior approval of the 2021 bonuses not to exceed \$8,120.00.

Upon motion by Rainear, seconded by Bedillion, the Board unanimously approved the 2021 Audit Engagement Letter.

Upon motion by Watt, seconded by Algeo, the Board unanimously approved the 2022 Garden Club Agreement.

**UNFINISHED BUSINESS/NEW BUSINESS:**

None this meeting.

**CHAIRMAN'S REMARKS:**

Chairman Watt made a request to have the increase in the employee base bonus effective for the year 2021 as well as 2022 from the base amount of \$75 to a base amount of \$250. He further stated that this request would supersede the prior approval of the 2021 bonuses not to exceed \$8,120.00.

**See Official Board Action**

**PUBLIC FORUM II:**

None this meeting.

**EXECUTIVE SESSION:**

None this meeting.

**ADJOURN:**

There being no further business to come before the Board in the regular session and upon motion by Rainear, seconded by Horn, the meeting was adjourned at 8:10 p.m.

Respectfully Submitted,

  
\_\_\_\_\_  
Patricia Fluck, Recording Secretary

  
\_\_\_\_\_  
David Bedillion, Secretary