

MINUTES OF THE SECOND REGULAR MEETING  
OF THE MONTH OF OCTOBER  
PERKASIE REGIONAL AUTHORITY  
TUESDAY, OCTOBER 22, 2019

The second regular meeting of the month was convened in the Authority Office, 150 Ridge Road at 6:30 p.m. on October 22, 2019 by Chairman David Watt. Attending in addition to the Chairman were Board Members J. Thomas Horn, Stephen Algeo and David Bedillion. Absent with consent of the Board was Robert Wasson. Staff members present: Nicholas Fretz, Manager, Peter C. Andersen, Engineer, John N. Schaeffer, III, Esquire, Solicitor and Patricia Fluck, Accounting Assistant.

**EXECUTIVE SESSION:**

The Chairman announced that the Board did not meet in an executive session prior to the regular Board meeting.

**MINUTES:**

Upon motion by Algeo, seconded by Bedillion, the Minutes of the first meeting of October 7, 2019 were approved as written.

**PUBLIC FORUM:**

- a) 7 N. 7<sup>th</sup> Street, Perkasio, PA – Property owner did not attend the meeting so the Board tabled this item to the next meeting.
- b) Richard Brooks (Brooks Development Group) and Ed DiLello (Kay Builders) - Mr. Brooks stated to the Board that his company was taking over the development of Constitution Square and requested the Board consider an extension to pay base rate charges for the property's EDUs. He further stated that the charges were to begin January 2020 (through the previous developer's agreement) and requested that the Board allow him to "reset the clock" and allow him to defer those charges for another two (2) years.  

See Official Board Action
- c) Dave Worthington, Old Castle Precast - Mr. Worthington made a presentation to the Board on the proposed prefabricated building for the new booster station in East Rockhill Township.

**CORRESPONDENCE:**

- a) PMAA Region 1 Dinner Meeting - The Manager informed the Board of the PMAA Region 1 Dinner Meeting and advised if anyone would like to attend, please let him know.
- b) Letter from PWTA Chairman Wasson Regarding I & I - The Board tabled this item since Mr. Wasson could not attend the Board Meeting.

**PWTA:**

- a) Minutes from the August 2019 meeting
- b) August 2019 flow reports – The Board tabled this item since Mr. Wasson could not attend the Board Meeting.

**FINANCIAL INFORMATION:**

- a) Balance Sheet for September 2019
- b) Profit and Loss Budget Overview Reports for September 2019
- c) Statement of Trust Funds – September 2019
- d) Revenue Fund Requisition Number 536 in the amount of \$216,781.46.
- e) Construction Fund Requisitions Number 60 in the amount of \$6,206.70.
- f) Bond Redemption & Improvement Fund Number 1052 in the amount of \$13,513.00.
- g) Project Summaries

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

**OPERATIONS REPORT:**

- a) Activity Report
- b) Average production by month for September 2019
- c) Precipitation Report for September 2019
- d) Water Production Reports for September 2019
- e) Sewer truck report – Internal Use Value Report

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

**SOLICITOR'S REPORT:**

- a) Country Ridge – Dedication of Facilities - The Solicitor presented the Dedication of Facilities for Country Ridge to the Board.

See Official Board Action

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

**ENGINEER'S REPORT:**

- a) Booster Station – The Engineer stated they had a successful appearance at the East Rockhill Township Planning Commission. He further stated that the Planning Commission recommended approval of PRA's Conditional Use application, requested Land Development waivers and Land Development application.
- b) Pennridge Airport - The Engineer stated they were working with the contractor to relocate existing water services in conjunction with Phase 1 of the Ridge Road widening.
- c) Perkasio Woods – The Engineer stated they have stopped working on this project as per the developer's request.
- d) Ridge Road Sewer to Mountain View Road – The Engineer stated they have revised the plans to place the sanitary sewer in the cartway of Ridge Road.

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

**MANAGER'S REPORT:**

- a) 1213 Tunnel Road – The Manager stated that the PRA crew installed two (2) meter pits and the property owner did the physical connections to the water system the same day. He further stated that they were able to remove the old meters, get final readings off the old meters and installed new meters in the pits.
- b) 2019 Bond Issue – The Manager presented the Board with a two (2) page summary from Stifel as to what entities purchased our bonds and what the rate of returns were for each of those purchases. He further stated that the total savings (net the \$2M principal pay down of the existing debt with the Bond Reserve Fund) over the life of the debt was approximately \$535K.
- c) Fleet GPS Units – The Manager presented a quote to the Board for six (6) GPS units for PRA trucks/equipment.

See Official Board Action

- d) Meter Replacement Program – The Manager stated that since PRA only has roughly 40 residents who have not yet changed out their meter, the Solicitor and he agreed that it might be best to send a letter to each of those residents informing them that they have until the end of the year to replace the meter or they may be subject to the \$10 fee each time the meter would need to be read. In addition, he stated that also in that letter, PRA can inform them that the Board will be discussing (and voting on) that fee at the December 2, 2019 meeting and if they had any questions or concerns, they were welcome to attend the meeting. The Board directed the Manager send a letter to the remaining residents that have not changed their meters informing them of December 2, 2019 meeting.
- e) New Employee (Systems Operator) – The Manager stated PRA posted the job opening in the newspaper and received quite a few applicants. He further stated that the System Supervisor completed the first round of interviews of the top five (5) applicants the Manager had selected. The Manager further stated he further narrowed his selection to three (3) and set up interviews. The Manager requested that the Board approve this recommendation of Kaia Oldfield at a starting salary of \$20.50 per hour.

See Official Board Action

- f) Resolution 2019-05 - 2020 Budget.

See Official Board Action

- g) Resolution 2019-06 – Water and Sewer Rates.

See Official Board Action

- h) Resolution 2019-07 - Salaries.

See Official Board Action

- i) Resolution 2019-08 - 2020 Board Meeting Dates.

See Official Board Action

- j) 2020 Holidays – The Manager presented the Board with the scheduled Holidays for the year 2020 (all the same holidays as in prior years).

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

**OFFICIAL BOARD ACTION:**

Upon motion by Watt, seconded by Horn, the Board unanimously approved a two (2) year extension to pay base rate charges for the property's EDUs for Constitution Square, with the stipulation that Mr. Brooks develops the property and this development is not sold again to another developer. The Board further stated that should this development be sold again, the two (2) year extension would become void and back charges would apply.

Upon motion by Watt, seconded by Horn, the Board unanimously approved the Dedication of Facilities for Country Ridge.

Upon motion by Watt, seconded by Horn, the Board unanimously approved to purchase four (4) GPS Units for PRA trucks/equipment and see how well they work before ordering additional units.

Upon motion by Watt, seconded by Bedillion, the Board unanimously approved to officially offer the Systems Operator position to Kaia Oldfield at a starting salary of \$20.50 per hour.

Upon motion by Watt, seconded by Algeo, Resolution 2019-05: Establishing the 2020 Budget was approved with a vote of 3-1 with Horn opposed.

Upon motion by Horn, seconded by Bedillion, Resolution 2019-06: Establishing the 2020 Water and Sewer Rates was unanimously approved.

Upon motion by Watt, seconded by Algeo, Resolution 2019-07: Establishing the Wages and Salaries for 2020 was approved with a vote of 3-1 with Horn opposed.

Upon motion by Watt, seconded by Horn, Resolution 2019-08: 2020 Board Meeting Dates was unanimously approved with a correction to the Resolution that included wording to change PRA's bi laws that reflects the new meeting dates.

**UNFINISHED BUSINESS/NEW BUSINESS:**

Mr. Horn requested additional signage be purchased by PRA for the shipping area that would include instructions on contacting office staff for access.

**CHAIRMAN'S REMARKS:**

None this meeting.

**PUBLIC FORUM II:**

None this meeting.

**EXECUTIVE SESSION:**

The Board did not have an Executive Session after the meeting.

**ADJOURN:**

There being no further business to come before the Board in the regular session and upon motion by Horn, seconded by Algeo, the meeting was adjourned at 8:25 p.m.

Respectfully Submitted,

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Patricia Fluck, Recording Secretary

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David Bedillion, Secretary