

MINUTES OF THE ONLY REGULAR MEETING
OF THE MONTH OF MAY
PERKASIE BOROUGH AUTHORITY
TUESDAY, JUNE 17, 2008

The only regular meeting of the month was convened in the Authority Office, 306 N. 5th Street at 7:00 p.m. on June 17, 2008 by Chairman Benjamin Rainear. Attending in addition to the Chairman were Board Members Brian Triplett and Thomas Horn. Absent, were Lawrence Gular and Harry McGonigal. Staff members present: Gary J. Winton, Manager, Ray Conville, Assistant Manager, Peter C. Andersen, Engineer, John N. Schaeffer, III, Esquire, Solicitor.

MINUTES:

Upon motion by Triplett, seconded by Horn, the Minutes of the regular meeting of May 20, 2008 were unanimously approved as written.

PUBLIC FORUM:

FloAnn Frei of S. 9th St. and Councilman Rich Hendricks were present.

There were no comments at this time.

FINANCIAL INFORMATION:

- a) Encumbrance Budget for May 2008.
- b) Statement of Trust Funds for the month of May 2008.

Upon motion by Gular, seconded by Horn, the Financial Information was unanimously accepted.

SPECIAL BUSINESS:

- a) None this meeting.

CORRESPONDENCE:

- a) None this meeting

PWTA:

- a) Minutes of the April 28th Meeting.

SOLICITOR'S REPORT:

- a) East Rockhill service area/Conservation easement – The Solicitor will send service area and ordinance revisions to East Rockhill.
- b) Personnel handbook – The draft should be ready by the July meeting.

Upon motion by Horn, seconded by Triplett, the Solicitor's Report was unanimously accepted.

ENGINEER'S REPORT:

- a) Well #7 – A preconstruction meeting for the construction of the well house was held. Shop drawings for review are expected to be received. In the meantime, bids for the chlorine dioxide disinfection system have been received. A summary and a recommendation were made.
- b) Schoolhouse to Schwenkmill – The last of the landscape restoration has been completed.
- c) Katz/Pettit – The preliminary design for the water main extension along Cedar View Drive has been completed. If the recent water sampling along Cedar View and Schwenkmill confirm previous findings and if DEP/EPA confirms their desire to (partially) fund this project, it is recommended that we advertise the project and plan to receive bids in August or September.
- d) CVS – It is anticipated that the punch list for this project will be completed in the near future.
- e) BCCC – A pre-construction meeting was held for this project
- f) Pennridge School – Punch list items still remain to be completed.
- g) West Rockhill

Upon motion by Triplett, seconded by Horn, the Engineer's Report was unanimously accepted.

MANAGER'S REPORT:

- a) Precipitation Report for May 2008
- b) Water Production Reports for May 2008
- c) Average Production by Month/Year for May 2008
- d) System Supervisor's Report
- e) Billing program – As the staff has reported over the last several months, the billing system from Harris has not worked up to expectations. While trying to get it to work, the staff has been looking into alternatives. The software supplier of our meter reading program suggested a company called Continental Utility Solutions, Inc. They were in for a demonstration and the program seemed easy to operate, as well as very powerful. It will expand what we can do on several fronts, including on line payments, credit card payments, document management, and GIS interfacing. It is being recommended that we transition away from Harris at this time and go with the billing system from Continental Utility Solutions, Inc. The new program will probably top out at about \$40,000 once we add the direct payment, on line payment and document management modules.
- f) Memo regarding employee's certification upgrades – A memo from the Assistant Manager outlining the successful testing session that the operators had was presented to the Board.

Upon motion by Triplett, seconded by Horn, the Manager's Report was unanimously accepted.

UNFINISHED BUSINESS:

- a) Articles of Incorporation – Tabled until July meeting.
- b) Trucks – Four bids for new vehicles were received. O’Neil Buick bid on all three trucks, but not the dump truck. A&T Chevrolet bid also bid on all three trucks, but not the dump truck. Brian Hoskins Ford only bid on the 2008 option. We also received two bids on the dump truck, both from Royal Truck & Equipment. The apparent low bidders were O’Neil Buick for items #1 and #2 and Brian Hoskins Ford for item #3.

See Official Board Action

NEW BUSINESS:

- a) Water Conservation Plan.

CHAIRMAN REMARKS:

- a) None this meeting.

LIST OF BILLS:

- a) Revenue Fund requisition number 280 in the amount of \$98,894.49.
- b) Bond Redemption & Improvement Fund requisition numbers 887 through 888 totaling \$12,628.42.
- c) Capital Improvement Fund requisition number 572 totaling \$3,527.73.
- d) 07 Construction Fund requisition number 57 through 60 totaling \$62,771.00.

OFFICIAL BOARD ACTION:

Upon motion by Triplett, seconded by Horn, the List of Bills – Items a), b), c), and d) were unanimously approved for payment.

Upon motion by Triplett, seconded by Horn, the Board unanimously approved to award PBA Proposal 08-2 On Site Chlorine Generation to Pyrz Water Supply at a cost not to exceed \$36,873.00

Upon motion by Triplett, seconded by Horn, the Board unanimously approved to proceed with lease documents with Univest for the acquisition of 2 vehicles in the aggregate amount of \$55,831.10 through a 5-year lease. Item #1 was awarded to A&T Chevrolet of Sellersville and Item #2 was awarded to O’Neil Buick, Pontiac, GMC of Warminster.

Upon motion by Triplett, seconded by Horn, the Board unanimously approved to authorize execution of the commitment letter from Univest for 5-year letter of credit in the amount of \$1,000,000 @ 4.00% interest.

Upon motion by Triplett, seconded by Horn, the Board unanimously approved to authorize Continental Utility Solutions, Inc. to update billing software at an initial cost of \$30,300.00.

Upon motion by Horn, seconded by Triplett, the Board unanimously approved to adopt water conservation & leak detection plan.

PUBLIC FORUM II:

Councilman Rich Hendricks asked for clarification on the number of EDU's East Rockhill was going to be charging Bucks County Community College. The Manager informed him that East Rockhill was going to charge the School an additional 26 EDU's.

EXECUTIVE SESSION:

The Board met in executive session following a short recess to sign checks. The regular meeting was not reconvened.

ADJOURN:

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

Respectfully Submitted,

Nicholas T. Fretz, Recording Secretary

Lawrence E. Gular, Secretary