

MINUTES OF THE REGULAR MEETING
OF THE MONTH OF FEBRUARY
PERKASIE REGIONAL AUTHORITY
MONDAY, FEBRUARY 14, 2022

The regular meeting of the month was convened in the Authority Office, 150 Ridge Road at 6:31 p.m. on February 14, 2022 by Chairman David Watt (at Authority building). Attending in addition to the Chairman were Board Members J. Thomas Horn (at Authority building), Stephen Algeo (at Authority building), Ben Rainear (virtually attended) and David Bedillion (at Authority building). Staff members present: Nicholas Fretz, Manager (at Authority building), Peter C. Andersen, Engineer (at Authority building), John N. Schaeffer, III, Esquire, Solicitor (virtually attended) and Patricia Fluck, Accounting Assistant (at Authority building).

SPECIAL BUSINESS:

At this time, Mr. Watt turned the meeting over to the Solicitor for the Annual Reorganization Meeting.

The Solicitor asked for nominations for the Office of Chairman of Perkasie Regional Authority for 2022.

Upon motion by Horn, seconded by Algeo, the Board unanimously appointed David Watt as Chairman for 2022.

At this time, The Solicitor turned the meeting back over to Chairman Watt to complete the reorganization.

Upon motion by Watt, seconded by Bedillion, the Board unanimously agreed to remain in the respective positions from the year 2021. Those positions are J. Thomas Horn for Vice-Chairman, David Bedillion for Secretary, Stephen Algeo for Treasurer and Ben Rainear for Assistant Secretary/Treasurer for 2022.

Upon motion by Watt, seconded by Bedillion, the board unanimously approved to reappoint the following Professional Staff from 2021 for 2022 and they are as follows:

Engineer: Andersen Engineering Associates, Inc.
Peter C. Andersen, P.E.
150 Ridge Road, Suite 2
Sellersville, PA 18960

Hydrogeologist: RMS Environmental
Matthew Mercuri
PO Box 399
Jamison, PA 18929

Solicitor: Eastburn & Gray
John N. Schaeffer, III, Esquire
60 E. Court Street, PO Box 1389
Doylestown, PA 18901

Auditor: Marcum LLP
Justin Nepo
1600 Market Street, 32nd Floor
Philadelphia, PA 19103

Financial Advisor: PFM Financial Advisors, LLC
Jamie Schlesinger, Director
2533 Yellow Springs Rd.
Malvern, PA 19355

Underwriter: Stifel, Nicolaus & Co.
Mark Quinn, III
1600 Market Street, Suite 1414
Philadelphia, PA 19103

Trustee: US Bank
Michael Judge, Vice President
Global Corporate Trust Services
50 S. 16th Street, Suite 2000, Mail Station: EX-PA-WBSP
Philadelphia, PA 19102

Insurance Agent: FIFS Insurance
Kyle Zehr
199 Telford Pike
Telford, PA 18969

EXECUTIVE SESSION:

None this meeting.

MINUTES:

Upon motion by Bedillion, seconded by Algeo, the Minutes of the regular meeting of January 10, 2022 and the special meeting of January 18, 2022 were unanimously approved with Watt and Horn abstaining.

PUBLIC FORUM:

- a) 526 E. Spruce Street, Perkasio, PA – Property owners Raymond Brown and Kelsey Klitus requested a credit for a leaking toilet that has since been fixed.
See Official Board Action

CORRESPONDENCE:

- a) Reappointment of PRA Board Member to PRA Board Letter from Perkasio Borough – The Manager informed the Board that he had received confirmation from Perkasio Borough that Ben Rainear had been reappointed to the PRA Board for another term of five (5) years.

PWTA:

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

FINANCIAL INFORMATION:

- a) Balance Sheet for January 2022
- b) Profit and Loss Budget Overview Reports for January 2022
- c) Statement of Trust Funds – January 2022
- d) Revenue Fund Requisition Number 565 in the amount of \$310,511.67
- e) Construction Fund Requisition Number 156 through 158 in the total amount of \$139,998.78
- f) Project Summaries
- g) Developer Escrow Releases & Summaries

Upon motion by Horn, seconded by Bedillion, the Financial Information was unanimously approved.

OPERATIONS REPORT:

- a) Activity Report for January 2022
- b) Average production by month for January 2022
- c) Precipitation Report for January 2022
- d) Water Production Reports for January 2022
- e) Sewer truck reports

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

SOLICITOR'S REPORT:

- a) Letter from Howard Brown –The Solicitor stated that he received a letter from lawyer (Howard Brown) representing the Airport Business Park Development owner (Rob Brink). After some discussion between the Solicitor, PRA Manager and PRA Board members, it was decided that the Solicitor would send a letter stating that if they would like to meet with the PRA staff to discuss the concerns, however, PRA was not responsible for any internal infrastructure on private property and that PRA was only responsible to provide water service at the property line within the recommended psi guidelines.
- b) CCC Draft Agreement with NASWC – The Solicitor presented the Board with the draft CCC Agreement with NASWC.
See Official Board Action

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

ENGINEER'S REPORT:

- a) Pressure Reducing Vaults – The Engineer stated they were still waiting on the repair/replacement of the defective PRV in Callowhill Street. He further stated that the final payment was being withheld until that issue was resolved.
- b) Booster Station – The Engineer stated that it appears that the transition to the increased hydraulic pressure grade line was complete. He further stated that the pressure (based on the hydraulic model and verified with pressure readings throughout the system) had been increased by a little more than 20 psi.
- c) Ridge Road Sewers - The Engineer stated the contractor was roughly 80% complete. He further stated that they should be done everything by the end of March and allow customers to connect sometime in early Spring.
- d) Constitution Square – The Engineer stated that the Constitution Square development has been plagued with contractor errors, however, they were finally coming to the end of construction.
- e) Storage Tanks (Reservoir) – The Engineer stated that the test borings had been performed and the Land Development plans had been submitted to Perkasio Borough for comment.
- f) 8th Street Commons – The Engineer stated they had a “pre-submission” meeting with this developer and PRA Manager to go over what the requirements were and how PRA would like to see the water and sewer infrastructure designed.

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

MANAGER'S REPORT:

- a) Review & Reservation of Capacity Agreement – 8th Street Commons – The Manager stated presented the Board with the Review & Reservation of Capacity Agreement for the 8th Street Commons development for approval.
See Official Board Action
- b) COVID Policy for Employees – The Manager stated that PRA had 3 employees out (for 5 days) at the beginning of the year with COVID and required each of them to use their leave time for the absences. He further stated that he received a request from one of those employees to bring to the Board's attention that other employees that had COVID in 2021 were given time off and weren't required to use their leave time. The Manager asked the Board to consider giving each employee up to 5 days off for COVID but each employee only receives that one time. The Board directed the Manager to allow each employee up to five days off for COVID but each employee only receives that one time.
- c) New Employee Recommendation – The Manager made a recommendation for a new hire to replace the outgoing Accounts Payable/Accounting Assistant. He further stated that he would like the Board to authorize him to extend an offer to Laura Snyder for the Accounts Payable/Accounting Assistant position in the amount not to exceed \$25/hour.
See Official Board Action
- d) Resolution 2022-01: Establishing Backflow Prevention Program – The Manager stated that this was approved during the Solicitor's Report.
- e) Office Cleaning – The Manager recommended that Joseph Pellecchia (current employee Stephanie Pellecchia's husband) be approved to clean the PRA Offices on a weekly basis after providing proof of insurance. The Board directed and approved that the Manager allow Joseph Pellecchia to clean the PRA Office after providing proof of insurance.

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

OFFICIAL BOARD ACTION:

Upon motion by Watt, seconded by Algeo, the Board unanimously approved to credit 526 E. Spruce, account #7754, the sewer charges for a leaking toilet that was since fixed in the amount of \$154.60.

Upon motion by Watt, seconded by Algeo, the Board unanimously approved Resolution 2022-01: Establishing Backflow Prevention Program.

Upon motion by Bedillion, seconded by Algeo, the Board unanimously approved the Review & Reservation of Capacity Agreement – 8th Street Commons.

Upon motion by Watt, seconded by Algeo, the Board unanimously approved to authorize the PRA Manager to extend an offer to Laura Snyder for the Accounts Payable position in the amount not to exceed \$25/hour.

UNFINISHED BUSINESS/NEW BUSINESS:

None this meeting.

CHAIRMAN'S REMARKS:

Chairman Watt stated that due to factors such as low flow toilets, he would like to recommend a .005 minimum grade for a new sewer service line in PRA's specifications.

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 Horn, seconded by Bedillion, the meeting was adjourned at 7:47 p.m.

Respectfully Submitted,



Patricia Fluck, Recording Secretary



David Bedillion, Secretary