

MINUTES OF THE REGULAR MEETING
OF THE MONTH OF JANUARY
PERKASIE REGIONAL AUTHORITY
MONDAY, JANUARY 11, 2021

The regular meeting of the month was convened in the Authority Office, 150 Ridge Road at 6:30 p.m. on January 11, 2021 by Chairman David Watt (at Authority building). Attending in addition to the Chairman were Board Members J. Thomas Horn (at Authority building), Stephen Algeo (virtually attended), Ben Rainear (at Authority building) and David Bedillion (at Authority building). Staff members present: Nicholas Fretz, Manager (at Authority building), Peter C. Andersen, Engineer (virtually attended), John N. Schaeffer, III, Esquire, Solicitor (at Authority building) 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 2021.

Upon motion by Bedillion, seconded by Rainear, the Board unanimously appointed David Watt as Chairman for 2021.

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

Upon motion by Rainear, seconded by Algeo, the Board unanimously agreed to remain in the respective positions from the year 2020. 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 2021.

Upon motion by Algeo, seconded by Rainear, the board unanimously approved to reappoint the following Professional Staff from 2020 for 2021 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 Horn, seconded by Algeo, the Minutes of the regular meeting of December 14, 2020 were unanimously approved with a change indicating that John N. Schaeffer, III, Esquire, Solicitor attended the meeting at the Authority building.

PUBLIC FORUM (NO PUBLIC ATTENDED – REQUESTS WERE PRESENTED BY PRA STAFF)

- a) Faith Baptist Church Soccer Fields – Pastor Paul Perreault requested a credit on their bill for a broken sprinkler system at the soccer fields. The Board unanimously agreed that PRA would not be able to issue a credit on the water usage since PRA had already paid to treat the water provided to the soccer fields.
- b) 623 W. Market Street, Perkasio, PA – Property owner Tom Derstine requested a credit for a tenant's leaking toilet that has since been fixed.
See Official Board Action
- c) 616 Jefferson Drive, Perkasio, PA – Property owner Stephen Custer requested a credit on the sewer portion of their bill 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 (letter to be provided by Perkasio Borough) that J. Thomas Horn had been reappointed to the PRA Board for another term of five (5) years.
- b) FIFS Insurance-Workers Compensation Dividend Check – The Manager presented the Board with a check from FIFS in the amount of \$1,016.00 for a refund to workers compensation due to no claims in 2020.

PWTA:

- a) Minutes from the November 2020 meeting
- b) November 2020 flow reports

FINANCIAL INFORMATION:

- a) Balance Sheet for December 2020
- b) Profit and Loss Budget Overview Reports for December 2020
- c) Statement of Trust Funds – December 2020 and Year-to-Date 2020
- d) 2019/2020 Billing Comparison
- e) Income & Expense by Month – Year 2020
- f) Revenue Fund Requisition Number 552 in the amount of \$278,606.90
- g) Bond Redemption & Improvement Fund Requisition Number 1057 in the amount of \$15,931.00
- h) Construction Fund Requisition Number 111 through 115 in the total amount of \$151,737.16
- i) Project Summaries
- j) Developer Escrow Releases & Summaries

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

OPERATIONS REPORT:

- a) Activity Report for December 2020
- b) Average production by month for December 2020
- c) Precipitation Report for December 2020
- d) Water Production Reports for December 2020
- e) Year-End Production Graphs
- f) Sewer truck reports – Year-to-Date 2020

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

SOLICITOR'S REPORT:

- a) Project Updates –The Solicitor gave a general overview of the items covered under the Engineer's and Manager's Reports.

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

ENGINEER'S REPORT:

- a) Booster Station – The Engineer stated that the hoist and trolley was installed and he expected both contractors would be returning to site within a few weeks.
- b) Booster Station Pressure Reducing Vaults – The Engineer stated they performed a final inspection of the vaults. He further stated that the vaults were substantially complete and they issued a punch list for the contractor that deferred final grading and painting of the interior of the vaults until Spring 2021.
- c) Perkasio Green (Cedar Ridge) – The Engineer stated that the connection to the main on Park Avenue was completed.
- d) Hidden Meadows – The Engineer stated they would be reviewing the as-builts for Section 1 and Section 2 next week.
- e) Ridge Road Sewers - The Engineer stated they checked on the Prevailing Wage determination and learned that the wages were good for 120 days. He further stated that they would be receiving bids for this project around the end of February or beginning of March 2021.

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

MANAGER'S REPORT:

- a) Shut Off/Late Fees – The Manager stated that at the last meeting the Board decided to shut off any customers that had an outstanding bill prior dated October 1, 2020 or earlier. He further stated that after the meeting (prior to shut off) he received information that the PUC was following the Governor's Proclamation and it was decided that shutting off services at the current time was probably not the best choice. The Manager stated that although PRA did not do shut offs, they still sent out late notices and received quite a few payments. He further stated that at this point, he believed that what made the most sense was to continue sending out late notices and posting doors, but not actually doing shut offs until a later date. The Board directed the Manager to present a plan at the next meeting as to how to collect the outstanding funds going forward.

MANAGER'S REPORT (CONTINUED):

- b) Officer's Certificate – The Manager presented that Board with the Officer's Certificate that would need to be executed by the Chairman and the Secretary of the Board. He further stated that this was just a yearly formality that was needed by our Trustee (US Bank) and just certifies that the Authority has liability insurance and the amounts meet or exceed the coverage provided for in the indenture.
- c) Perkasio Borough Little League Fields – The Manager presented that Board with the Pennridge Little League field sprinkler account historical breakdown summary of their usage over the last 10 years. He further stated that this was a Borough of Perkasio account that was not billed and had never been billed. He further stated that the concern was that this sprinkler system has had numerous leaks over the years causing massive amounts of water to be used. The Board directed the Manager to draft a letter to the Manager of Perkasio Borough regarding the usage at the property and provide a fair resolution to correct the situation and present the draft letter to the Board at the next Board meeting.

Upon motion by Horn, 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 623 W. Market Street, account #1521, the sewer charges for a tenant's leaking toilet that was since fixed in the amount of \$135.55.

Upon motion by Watt, seconded by Horn, the Board unanimously approved to credit 616 Jefferson Drive, account #5292, the sewer charges for a leaking toilet that was since fixed in the amount of \$256.45.

UNFINISHED BUSINESS/NEW BUSINESS:

None this meeting.

CHAIRMAN'S REMARKS:

None this meeting.

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

Respectfully Submitted,



Patricia Fluck, Recording Secretary



David Bedillion, Secretary