

MINUTES OF THE SECOND REGULAR MEETING
OF THE MONTH OF DECEMBER
PERKASIE REGIONAL AUTHORITY
TUESDAY, DECEMBER 17, 2019

The second regular meeting of the month was convened in the Authority Office, 150 Ridge Road at 6:30 p.m. on December 17, 2019 by Chairman David Watt. Attending in addition to the Chairman were Board Members J. Thomas Horn, David Bedillion and Robert Wasson. Absent with the consent of the Board was Stephen Algeo. 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 Horn, seconded by Bedillion, the Minutes of the first meeting of December 2, 2019 were approved as written, with Wasson abstaining.

PUBLIC FORUM:

- a) 112 N. 5th Street, Perkasio, PA – Property owner Cal and Abbey Gordon requested a credit on the sewer portion of their bill for a malfunctioning toilet that was since fixed.
See Official Board Action
- b) 233 S. Ridge Road, Perkasio, PA – Property owner John Herzstein requested a credit on the sewer portion of their bill for high usage that was unknown. The Manager presented a trend to the property owner and the Board to show the high usage days in question and he stated that based on the trend, it appears the property has gone back to a normal usage.
See Official Board Action

CORRESPONDENCE:

- a) Phuc Minh Luong Update - The Manager presented to the Board with a letter from the insurance company's attorney stating that the case had settled without any contribution by PRA.

PWTA:

- a) Minutes from the November 2019 meeting
- b) November 2019 flow reports

FINANCIAL INFORMATION:

- a) Balance Sheet for November 2019
- b) Profit and Loss Budget Overview Reports for November 2019
- c) Statement of Trust Funds – November 2019
- d) Revenue Fund Requisition Number 539 in the amount of \$108,077.63.
- e) Construction Fund Requisitions Number 64 through 68 in the total amount of \$22,830.00.
- f) Project Summaries

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

OPERATIONS REPORT:

- a) Activity Report
- b) Average production by month for November 2019
- c) Precipitation Report for November 2019
- d) Water Production Reports for November 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) Open Project Updates –The Solicitor stated there was some discussion with Perkasio Woods Solicitor on the outstanding engineering invoices and he would provide an update at the next meeting. In addition, the Solicitor stated that he worked with the PRA Manager to develop a letter to the remaining customers that have not replaced the meters to radio read meters and the PRA Manager will present the letter in the Manager's Report.

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

ENGINEER'S REPORT:

- a) Booster Station – The Engineer stated that after discussions with Authority staff, they were able to reduce the size of the proposed booster station building. He further stated they expect to advertise in February 2020 and receive bids in early March 2020.
- b) Perkasio Green - The Engineer stated they reviewed the plans and following discussions with the design engineer, they were able to eliminate the deep sanitary sewers that were part of the original design.
- c) Green Ridge Estates West – The Engineer stated they met with the developer and discussed various deficiencies in the submitted plans. In addition, he stated that the design engineer was given the Authority's "Guide for Developers" to define the required format of the revised plans.

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

MANAGER'S REPORT:

- a) Meter Replacement Letter – The Manager presented the Board with a draft letter to be sent out to the roughly 40 residents that have not changed the manual read meters to radio transmitting meters. He further stated that this letter informs them that they would not be charged the \$10.00 fee each quarter as previously informed, however, would require them to change the meter to a radio read meter or install a meter pit on their private property (at the property owner's expense) by the end of 2020 or their water service would be shut off until compliance. The Board directed the Manager to send out the letter with a few minor changes.
- b) Diversified Quote – The Manager presented the Board with a Quote for replacing one (1) malfunctioning HVAC unit for the PRA office building.

See Official Board Action

- c) Resolution 2019-10: H2O Grant – The Manager presented the Board with Resolution 2019-10: H2O Grant, which is a State grant that would be utilized to extend sewer along Ridge Road from the PRA building to Mountainview Road. He further stated that should PRA receive this State grant, it would defray the expense to the existing property owners along Ridge Road.

See Official Board Action

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

OFFICIAL BOARD ACTION:

Upon motion by Watt, seconded by Bedillion, the Board unanimously approved to credit 112 N. 5th Street, account #6737, the sewer charges for a malfunctioning toilet that was since fixed in the amount of \$457.15.

Upon motion by Watt, seconded by Bedillion, the Board unanimously approved to credit 233 S. Ridge Road, account #1816, the sewer charges and penalties for high usage that was unknown with the stipulation that the outstanding bill be paid in full within the next thirty (30) days in the amount of \$643.56.

Upon motion by Watt, seconded by Bedillion, the Board unanimously approved the Diversified Quote in the amount not to exceed \$10,977.00.

Upon motion by Watt, seconded by Bedillion, the Board unanimously approved Resolution 2019-10: H2O Grant.

UNFINISHED BUSINESS/NEW BUSINESS:

None this meeting.

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 Wasson, seconded by Horn, the meeting was adjourned at 7:55 p.m.

Respectfully Submitted,

Patricia Fluck, Recording Secretary

David Bedillion, Secretary