

MINUTES OF THE REGULAR MEETING
OF THE MONTH OF JULY
PERKASIE REGIONAL AUTHORITY
MONDAY, JULY 13, 2020

The regular meeting of the month was convened in the Authority Office, 150 Ridge Road at 6:30 p.m. on July 13, 2020 by Chairman David Watt (at Authority building). Attending in addition to the Chairman were Board Members J. Thomas Horn (at Authority building), Benjamin Rainear (virtually attended), Stephen Algeo (virtually attended) and David Bedillion (virtually attended). 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).

EXECUTIVE SESSION:

None this meeting.

MINUTES:

Upon motion by Algeo, seconded by Horn, the Minutes of the regular meeting of June 8, 2020 were unanimously approved as written.

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

- a) 123 S. 3rd Street, Perkasio, PA – Customer David Bedillion (not Board Member David Bedillion) requested a credit on the sewer portion of their bill for a leaking toilet that has since been fixed.
See Official Board Action
- b) 1222 N. Ridge Road, Perkasio, PA – Property owner Ms. Holloway requested a credit on the sewer portion of their bill for a leaking toilet (property vacant) that has since been fixed.
See Official Board Action
- c) 114 S. 6th Street, Perkasio, PA – Property owner Marvin Hager requested a credit on the sewer portion of their bill for an outside faucet leaking that has since been fixed.
See Official Board Action
- d) 519 Penny Lane, Perkasio, PA – Property owner Brian May requested a credit on the sewer portion of their bill for a toilet leaking that has since been fixed.
See Official Board Action
- e) 234 N. Ridge Road, Perkasio, PA – Property owner Daniel Samoni requested a credit on their bill to adjust the bill to their “normal” usage. PRA staff presented the Board with the usage trend for the property for the last 180 days and could not identify any abnormal usage so as a result the Board tabled this item until the property owner could provide additional information.

CORRESPONDENCE:

None this meeting.

PWTA:

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

FINANCIAL INFORMATION:

- a) Balance Sheet for June 2020
- b) Profit and Loss Budget Overview Reports for June 2020
- c) Statement of Trust Funds – June 2020
- d) Revenue Fund Requisition Number 546 in the amount of \$206,582.29
- e) Construction Fund Requisition Number 83 and 84 in the amount of \$13,404.25
- f) Bond Redemption & Improvement Fund Requisition Number 1055 in the amount of \$15,647.00
- g) Project Summaries
- h) Developer Escrow Releases & Summaries

Upon motion by Watt, seconded by Rainear, the Financial Report and the List of Bills – Items d) through h) were unanimously approved.

OPERATIONS REPORT:

- a) Activity Report for June 2020
- b) Average production by month for June 2020
- c) Precipitation Report for June 2020
- d) Water Production Reports for June 2020
- e) Sewer truck reports
- f) 2020 Operations Summary

Upon motion by Algeo, seconded by Raineaer, the Operations Report was unanimously approved.

SOLICITOR'S REPORT:

- a) Open Project Updates –The Solicitor stated that the Perkasio Green developer agreements were completed.

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

ENGINEER'S REPORT:

- a) Booster Station Architectural/Mechanical Work – The Engineer presented the Board with a Change Order requesting the responsibility for the concrete pad be removed from the Architectural/Mechanical Work contractor to the Electrical Work contractor with a reduction to the Architectural/Mechanical Work portion of the contract in the amount of \$(10,800.00).
- b) Booster Station Electrical Work – The Engineer presented the Board with two (2) Change Orders. Change Order #1 was requesting the responsibility for the concrete pad be the responsibility of the Electrical Work contractor with an increase to the Electrical Work portion of the contract in the amount of \$8,705.00. Change Order #2 was reflecting the additional scope of work to install the conduit and wire for the meter station that was required by the DEP. with an increase to the Electrical Work portion of the contract in the amount of \$4,720.00.
- c) Booster Station Pressure Reducing Vaults – The Engineer stated that construction should begin in early August.
- d) Perkasio Green (Cedar Ridge) – The Engineer stated they provided a construction cost estimate for this project and the Board should be executing those Agreements in the Manager's Report section of this meeting.

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

MANAGER'S REPORT:

- a) Resolution 2020-04: PASWS PA Grant Resolution - The Manager stated that PRA has applied for a grant from the Pennsylvania Sewer/Water Systems. He further stated that as the Board may recall, PRA applied for an H2O Grant to extend the sewer main from our building to Mountain View Road. However, PRA did not receive that grant, but we were contacted by an Economic Development Analyst from DEP and informed that we need to make a few adjustments to that grant application, PRA may be able to apply for the grant. There is a maximum of \$500k for the grant, so PRA and the Engineer adjusted the cost estimates. The Manager presented the Board with the Resolution for approval.
See Official Board Action
- b) Booster Station Change Orders - The Manager presented the Board with Change Order #1 for the Mechanical portion of the contact with a reduction of \$(10,800.00), Change Order #1 for the Electrical portion of the contact with an increase of \$8,705.00 and Change Order #2 for the Electrical portion of the contact with an increase of \$4,720.00 for approval.
See Official Board Action
- c) Perkasio Green (Cedar Ridge) Agreements - The Manager presented the Board with the Tapping Fee and Construction Agreements for approval and execution.
See Official Board Action

MANAGER'S REPORT (CONTINUED):

- d) Well #11 - The Manager stated that PRA was contacted by DEP and informed that PRA needed shut down the well because of an elevated level of turbidity. He further stated that turbidity was a secondary and not something regulated by DEP. The Manager further stated that after some discussions with DEP, PRA agreed to sample the well weekly for turbidity and total dissolved solids (TDS) to get some baseline data. In addition, PRA has also contacted a contractor about pulling the pump and having the entire casing scoped to identify if there was any pitting of the casing that was allowing water to flow in at a higher point than the water level and causing the water to be dirty.
- e) 262 E. Branch Road - The Manager stated that PRA staff completed the sewer main extension to this property a couple of weeks ago and the customer has tied in from the house to the force main valve and everything was working properly. The Manager further stated that once all invoices were compiled for this project, he would provide the Tapping Fee for the property.
- f) Perkasio Woods – The Manager stated that PRA's Engineer, the PRA Chairman and himself had a conference call with representatives from Metropolitan. He further stated that it was determined that Metropolitan still couldn't meet the agreed upon terms, namely the plan size. It was decided that PRA would accept what they had as long as it had all of the required information and that PRA would not issue any credits. Metropolitan has since given PRA's Engineer the formal go-ahead to resume inspection work for this development.
- g) Aged Receivables - The Manager stated that some Board members had been asking about how many people were past due since PRA cancelled all late fees and shut off fees. The Manager presented a report showing how many customers are more than 60 days past due (two bills and no payments) and as of June 19, 2020. He further stated that there were 190 customers that have received 2 bills and not made any payments. Of those 190 customers; 127 of them were habitual late payers and don't pay until they get their door posted; 29 of them pay late, but pay prior to the door being posted and 34 of them usually pay on time. The Manager stated that PRA sent out a reminder phone call to everyone who had a balance on their account for more than 30 days at the end of June.
- h) Office Opening - The Manager and the Board discussed if/when PRA would be opening the office to the Public. The Manager further stated that PRA has been operating with the office closed to the public and felt that customer service has not suffered at all with the office being closed to the outside public. He further stated that the biggest concern was that one of our staff contracts the virus and then all PRA staff would need to quarantine for at least 14 days. This would be extremely difficult as we would still need a licensed operator to operate the system and take weekly samples.

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 approved, with Bedillion abstaining, to credit 123 S. 3rd Street, account #1342, the sewer charges for a malfunctioning toilet that was since fixed in the amount of \$160.05.

Upon motion by Watt, seconded by Horn, the Board unanimously approved to credit 1222 N. Ridge Road, account #0665, the sewer charges for a malfunctioning toilet that was since fixed in the amount of \$2,629.20.

Upon motion by Watt, seconded by Bedillion, the Board unanimously approved to credit 114 S. 6th Street, account #1589, the sewer charges for a malfunctioning outside faucet that was since fixed in the amount of \$52.85.

Upon motion by Watt, seconded by Horn, the Board unanimously approved to credit 519 Penny Lane, account #3830, the sewer charges for a malfunctioning toilet that was since fixed in the amount of \$227.30.

Upon motion by Watt, seconded by Rainear, the Board unanimously approved Resolution 2020-04: PASWS PA Grant Resolution.

OFFICIAL BOARD ACTION (CONTINUED):

Upon motion by Watt, seconded by Rainear, the Board unanimously approved Change Order #1 for the Mechanical portion of the contact with a reduction of \$(10,800.00), Change Order #1 for the Electrical portion of the contact with an increase of \$8,705.00 and Change Order #2 for the Electrical portion of the contact with an increase of \$4,720.00.

Upon motion by Watt, seconded by Rainear, the Board unanimously approved and execute the Perkasio Green (Cedar Ridge) Tapping Fee and Construction Agreements and have the Manager hold the Agreements in escrow until the developer has closing with their lender later in the month and pays all applicable fees.

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 Algeo, seconded by Rainear, the meeting was adjourned at 7:20 p.m.

Respectfully Submitted,

Patricia Fluck, Recording Secretary

David Bedillion, Secretary