

**LOWER POTTS GROVE TOWNSHIP AUTHORITY    November 8, 2010**

The Lower Pottsgrove Township Authority held their regularly scheduled meeting on Monday, November 8, 2010 meeting was called to order at 7:10 P.M. The following attended:

James Toth, Vice-Chairman	Rodney Hawthorne, Manager
David Richards, Treasurer	Stephen Kalis, Solicitor
Mark Loshnowsky, Secretary	William Dingman, Engineer
	Michele Christman, Finance Director
	Kathy Kurtas, Utility Billing

**APPROVAL OF AUTHORITY MINUTES:** Mr. Mark Loshnowsky motioned to approve the minutes of September 13, 2010 and Mr. David Richards seconded the motion. All Approved.

**OLD BUSINESS:**

1. **Developers' Discussion & Update (CAP) and (CMP)**---There is no change in CAP/CMP report #42. The reports are required by the consent order and DEP and so we will continue to submit to DEP as required.
2. **DEP Consent Order and Agreement** ---Mr. Dingman had nothing new to report.
3. **Department of Environmental Protection Public Awareness**---Nothing new to report
4. **537 Plan Update Sanatoga & Porter Road Pump Stations**---Since the 537 plan has already been approved, this item will be deleted from future agendas. The report will be implemented in the force main project report in the future.
5. **Pilot Program with Borough of Pottstown Authority (Update)**---Mr. Hawthorne had spoken to Finance Director, Janice Lee of the Borough of Pottstown, and she will get back with the dates to meet with our staff on notifications procedures, timelines and coordination of shut off procedures so both municipalities are on the same page. Mr. Hawthorne will report back on this issue. The agreement itself is ready to go.
6. **Force Main Project Costs**---Mr. Dingman handed his letter dated 11/8/10 on the force main costs and bid tabulations. Easements are still needed from the Norfolk Southern Railway, Peco, and Home Depot. Bulldog Construction Company, Inc. the apparent low bidder would like to get started, but before we can approve the contract we will wait until we receive all easements. Peco, Home Depot and A. D. Moyer still need to sign off on the easements.

Mr. Loshnowsky motioned to approve the following contracts for the force main modification at the WWTP and Mr. Toth seconded the motion. Mr. Richards abstained from the vote. Motion approved 2-1.

Contract 141:	
Blooming Glen Contractors, Inc.	\$122,411.00
Contract 142:	
BSI Electrical Contractors	\$ 40,500.00

Mr. Dingman addressed a letter dated 11/4/10 to replace the old magnetic flowmeter that totals the sewage flows from the Sanatoga and Porter Road pump stations. The cost of the Endress-Hauser magmeter would be \$5,815.00, the low bidder proposal from LRM, Inc. A motion was made by Mr. Richards to purchase the meter, and Mr. Loshnowsky seconded the motion. All approved.

Motion to approve the installation contractor not to exceed \$7,000.00 was made by Mr. Loshnowsky and seconded by Mr. Richards. All approved.

7. **LPTA/PBA Agreement & 28,500 Escrow**---Mr. Dingman presented the PBA/LPTA agreement, the memo from Tom Weld, Borough engineer for work inside the fence line and electrical work. The escrow of \$28,500 to pay the PBA for additional cost bidding services, legal and inspections all reflected in the Borough letter to Mr. Hawthorne dated 10/20/10

Mr. Loshnowsky motioned to approve the PBA escrow for engineering and Mr. Toth seconded. Mr. Richards abstained from the vote. Motion approved 2-1.

8. **Trustee Proposals LPTA Bond Issue**---Each Authority member was given in their packet a spread sheet of Trustee Proposals. The low proposal was from Wells Fargo for \$900 with no acceptance fee. The other proposals were from US Bank for 1,800 with a \$1000.00 acceptance fee and Univest for \$1,500 with a \$500.00 acceptance fee. Mr. Richards motioned to approve the Trustee Proposal from Wells Fargo for the bond issue and Mr. Loshnowsky seconded the motion. All approved.

#### **NEW BUSINESS:**

1. **Authority Budget 2011**---Mr. Hawthorne introduced the 2011 proposed balanced budget with no sewer rate increase. Total Operating Budget is \$2,759,205.00 and the total Capital Budget is \$5,840,436.00. Finance director, Michele Christman was in attendance for any questions. Motion to approve the 2011 Capital Budget and the 2011 Operating Budget was made by Mr. Loshnowsky and seconded by Mr. Richards. All approved.
2. **Portnoff Law Associates, Ltd. Presentation by Jason Leininger**---Jason Leininger of Portnoff Law Associates gave a presentation to the Authority Board for his services in the collections of delinquent sewer bills. Mr. Leininger and his firm are used by the Borough of Pottstown, Pottstown School Board, Township of Upper Pottsgrove and Pottsgrove School District. There is no cost to the Authority as all monies collected and fees for their service come from the individuals and companies that are delinquent. There are different levels of collection and payments. The Board of Commissioners for the township has already approved Portnoff for the collection of delinquent trash and taxes. With the sewer delinquencies added they can collect all three areas. The collection rate is 70% to 90% by Portnoff and they remit payments on a weekly basis to the LPTA.

Motion to appoint Portnoff Law Associates to collect user fees on delinquent accounts Resolution #10-79 and the agreement between Portnoff and the LPTA effective 1/1/2011 was made by Mr. Richards and seconded by Mr. Loshnowsky. All approved.

**November 8, 2010**  
**FINANCIAL REPORT**

**I. TREASURERS REPORT:**

Mr. Loshnowsky motioned to approve the Treasurer's Report, as reported by Mr. Richards, and Mr. Richards seconded the motion. All approved

<b>SEWER REVENUE ACCOUNT</b>	<b>\$1,365,794.48</b>
<b>CAPITAL IMPROVEMENT RESERVE</b>	<b>\$ -0-</b>
<b>DEBT SERVICE RES EMMAUS LOAN</b>	<b>\$ 351,500.00</b>
<b>WATER FUND</b>	<b>\$ 66,748.09</b>
<b>DEVELOPERS CIP ACCOUNT</b>	<b>\$ 147,264.92</b>
<b>DEVELOP TREATMENT CAPACITY</b>	<b>\$ 34,301.43</b>

**II. BILLS FOR PAYMENT**

Mr. S. Kalis presented the following bills for payment, Mr. Loshnowsky motioned approval for payment and Mr. Richards seconded the motion. All approved.

**CAPITAL BILLS**

**SEWER CAPITAL RESERVE PLGIT**

<b>BURSICH ASSOCIATES</b>	<b>\$ 428.00</b>
<b>BURSICH FORCE MAIN WWTP</b>	<b>\$ 10,269.75</b>
<b>BURSICH FORCE MAIN WWTP</b>	<b>\$ 27,798.39</b>
<b>BURSICH FORCE MAIN PERMIT REIMB</b>	<b>\$ 2,100.00</b>

**REQUISITIONS**

<b>#261 FOX ROTHSCHILD, LLP</b>	<b>\$ 6,431.92</b>
<b>#263 FOX ROTHSCHILD, LLP</b>	<b>\$ 11,663.02</b>
<b>#260 BURSICH ASSOCIATES</b>	<b>\$ 768.50</b>
<b>#262 BURSICH ASSOCIATES</b>	<b>\$ 2,467.00</b>

**\*\*Porter Rd Emergency 12/26/09 Expenses**  
**Paid to Vendors To Date: \$ 146,340.15**

**\*\*\*Porter Rd Emergency 12/26/09 Insurance Reimbursement**  
**to Date: \$ 144,506.50**

There being no further business, the meeting adjourned. The next meeting is Monday, December 13, 2010.

Respectfully submitted,

  
Rodney P. Hawthorne  
Manager