

Borough of Bryn Athyn
Finance Committee
Meeting Minutes

July 17, 2018
6:00pm

In attendance: Duane Hyatt, Chair
Chris Carter
Vikki Trost
Jeff Elsing
Glenn Gurney

The meeting was called to order by Chairman Duane Hyatt at 6:00pm.

Previous Meeting Minutes

The June 27, 2018 meeting minutes were approved.

Sewer Projects Costs

Mr. Hyatt reported that Reid Heinrichs presented a check request in the amount of \$28,650.50 yesterday to purchase materials for the Sewer Plant Improvement Project. Mr. Gurney explained that the check request is a 50% deposit on the holding tanks and manholes for the project. Reid Heinrichs is anxious to order the materials which will take two months for delivery. Mr. Gurney noted that to date, the Borough has spent \$62,000 on the \$400,000 project; the Academy will contribute \$320,000 or 80% of the project cost.

Mr. Gurney reported that the sewer committee is very close to obtaining the final project cost figures. He will distribute a cost spreadsheet to the Finance Committee by next Thursday, July 26.

The Committee authorized Vikki Trost to cut the requested payment to Industrial Piping Systems, Inc. in the amount of \$28,650.50. Duane Hyatt will hold the check until the cost spreadsheet is received and reviewed.

Mr. Gurney noted that the Sewer Committee will notify the Academy of the need to move the fence surrounding the sewage treatment plant approximately 30 feet to allow for the holding tank construction project. Duane Hyatt will review the lease and stated that Jim Adams must approve the request to move the fence. The Committee agreed that a letter from the Academy giving permission should be satisfactory.

Sewer Billing

Following up the discussion from last month, Mr. Gurney reported that the meters are already in place to measure the flows from College Park and the Alden/Loop. Subtracting these amounts from the output meter will give the Category 3 and 4 flows.

Chris Carter recommends installing meters for the other users of the ANC collection lines – Glenhurst, Tony Rose, Cairnwood Village and the Bryn Athyn Elementary School.

The Committee needs to review the formula created by Peter Bostock for the calculation of the user rates to see the difference between raw sewage and effluent only. The formula should be in the spreadsheet that Reid Heinrichs uses for billing.

Chris Carter stated that the AquaPA meters don't make any sense. He noted that the meters were installed at the end of 2017 and the results for that short time are not valid.

Mr. Gurney reminded the Committee that the sewer committee anticipated reduced flows for the Academy this year due to the field sprinkler meter installation and increased user rates across the board by 20% to offset the reduced revenue. However, the revenue shortfall this year is showing to be \$65,000 as opposed to the anticipated \$20,000 shortfall.

Chris Carter does not agree that the shortfall is based on the new meters. He suggested setting up a program to install new meters for the category 4 users which tie into the ANC collection lines and calibrate all meters regularly.

Duane Hyatt acknowledged that the Bryn Athyn College enrollment has grown and the buildings have been leased to outside groups, including an increase in summer camps. The Academy will need proof of increased costs.

Mr. Hyatt stated we are all in agreement that we must cover the costs of operating the sewage treatment plant. We need to do a better job determining how to allocate the costs to the users of the plant by accurately measuring flows and ensuring the meters are properly calibrated. If we do that, we are in a defensible position to explain to all users, including the Academy that the charges are as fair as they can be.

The Committee agreed that the third quarter sewer bills should go out on time and any adjustments can be made on the fourth quarter bills.

Chris Carter created an inflow diagram which is attached to these minutes.

Vikki Trost will send a copy of the excel spreadsheet to committee members to review the formulas.

Plan of Action

1. Glenn Gurney and Reid Heinrichs will come up with the flows

2. Chris Carter and Jeff Elsing will review the spreadsheet – whole sewage vs. effluent only
3. The Committee will meet again to review the results to allocate the shortfall for 2018

New/Old Items:

Portnoff Associates – Collections

Vikki Trost explained to the committee that she contacted Portnoff for an update last week and was informed that they had not yet sent the notices to the delinquent accountholders, for accounts submitted to Portnoff in October 2017. They did send them that day by certified mail. The recipients have 30 days to respond to the notice. Vikki asked that they update her immediately after the 30 day period. Mr. Hyatt suggested that Portnoff be contacted weekly for an update. It was also noted that while these accounts were reviewed by Portnoff, additional unpaid charges have been accruing.

The meeting was adjourned at 6:48pm.

For the next meeting:

1. ***Vikki will forward the billing spreadsheet to the committee members.***
2. ***Glenn Gurney and Reid Heinrichs will determine the flows for the Action Plan.***
3. ***Chris Carter and Jeff Elsing will review the spreadsheet for the next meeting.***
4. ***Vikki will send a reminder to the committee regarding the next meeting on the Friday prior to the meeting.***

Next meeting date: August 21, 2018 at 6:00pm in Borough Hall.