

REGULAR MEETING

**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF NOVEMBER 13, 2018**

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Tuesday, November 13, 2018 at 6:00 PM in the Authority's Board Room at the Sewer Authority Office, located at 20 Parklane Drive, Eagleville, PA, pursuant to public notice and posting of time and place of said meeting.

Present were Authority Members:

Mr. Fred Walker, Chairman;
Mr. Charles Rose, Vice Chairman
Mr. Doug Hager, Asst. Treasurer
Mr. Robert Tschoepe, Secretary

Absent was Authority Member:

Mr. William Stanczak, Treasurer

In addition thereto, the following persons were present:

Mrs. Lori Connolly, Office Manager
Mr. William Brennan, Solicitor
Mr. Ed Woyden, Engineer
Mr. Jason Sorgini, Liaison

Present was a member of the public on the Agenda:

Mr. Ken Rookstool

Present was a member of the public not on the Agenda:

Mrs. Leah Baird

CALL TO ORDER

The Chairman called the meeting to order at 6:00 PM and led everyone in the Pledge of Allegiance.

The Chairman stated that there was an Executive Session prior to the meeting to discuss legal issues. In addition, a meeting of Executive Session was held on November 8, 2018 at 2:00 PM regarding legal matters.

PUBLIC COMMENTS

The Chairman asked for a motion to deviate from the Agenda for New Business. Upon motion of Mr. Rose, seconded by Mr. Hager and unanimously carried, the Board deviated from the Agenda for New Business.

417 N. Park Avenue

Mr. Ken Rookstoll stated to the Board that his property was impacted by the Sanitary Sewer Replacement Project. In early August his main driveway and driveway extension were torn up. His main driveway was re-paved but the driveway extension was replaced with rocks. He uses this extension to safely enter and exit their home as Park Avenue is a highly traveled road. In addition, he feels the loose rock is not good for the wear/tear of his car. He would like to know when his driveway extension will be paved.

The Board apologized for his inconvenience. Mr. Woyden said he would contact the Contractor to expedite getting the driveway extension temporarily patched as soon as possible provided the temperature doesn't fall below 40 degrees. Mr. Rookstool thanked the Board.

The Chairman asked for a motion to return to the Agenda. Upon motion of Mr. Tschoepe, seconded by Mr. Rose and unanimously carried, the Board returned to the Agenda.

MINUTES

The minutes of the October 8, 2018 meeting were presented. Upon motion of Mr. Rose, seconded by Mr. Hager and unanimously carried, the reading of the minutes was waived and approved.

TREASURER'S REPORT

Mr. Hager presented to the Board the bills to be paid from the Revenue & Administration Account, Capital Improvement Account and Capital Reserve Account.

Upon motion of Mr. Tschoepe seconded by Mr. Rose and unanimously carried, the Board approved payment of the Revenue & Administration bills, the Capital Improvement bills, and the Capital Reserve bills hereto marked as Exhibit "A".

STATEMENTS OF OPERATION

Mr. Hager presented the September Statements of Operation to the Board for approval.

Upon motion of Mr. Hager seconded by Mr. Tschoepe and unanimously carried, the Board approved the September Statements of Operation.

EQUIPMENT & BUILDING

Mr. Hager stated to the Board that a tree fell at Smith Road Pump Station and landed on the control panel and bent the top of both doors. The tree also took out 30-40 foot of fence around the station. It was reported to the insurance company and we are waiting for an adjuster to come out and assess the damage.

EDU SALES

A motion was made by Mr. Rose, seconded by Mr. Hager and unanimously carried to approve one EDU each for 3130 Ridge Pike and 4028 Eagleville Road.

ENGINEER'S REPORT - EXHIBIT "B"

There were no questions on the Engineer's Report.

Sanitary Sewer Replacement

Mr. Woyden requested a motion for payment of Estimate #3 and Change Order #1.

A motion was made by Mr. Rose, seconded by Mr. Tschoepe and unanimously carried, to authorize the Chairman to sign Payment Estimate #3 and Change Order #1 for the Sanitary Sewer Replacement Project with JOAO & Bradley Construction Company in the amount of \$561,740.44.

SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT "C"

There were no questions on the System Superintendent's Report.

EDU Overusage Update

Mrs. Connolly presented to the Board a spreadsheet with an update of the project to date.

ATTORNEY'S REPORT

Mr. Brennan reported that all of his comments on legal matters had been previously discussed in Executive Session.

OLD BUSINESS

Audubon Square Shopping Center

The Board directed the Attorney to send a letter to Audubon Square Shopping center, that their requested extension for the EDUs will be coming to an end and they will need to purchase additional EDUs for their over usage.

NEW BUSINESS

LPVRSA Rate Increase

The Board discussed the rate increase notice received from Lower Perkiomen valley Sewer Authority increasing the rate by \$24.00 a year.

A motion was made by Mr. Tschoepe, seconded by Mr. Rose and unanimously carried, to increase the Capacity rate only as a pass through on the bill of \$6.00 per quarter effective January 1, 2019.

The Board directed the Attorney to have a Resolution for the December Board Meeting regarding the rate change.

January Meeting Date

The Chairman stated to the Board that he will not be able to attend the January meeting and would like to reschedule it at the December Board meeting.

Professional Service Agreement

The Chairman stated to the Board that he would like the Authority to do its own Professional Sewer Service Agreement to hold Escrow for sewer related Legal and Engineering Consultant fees because the current outstanding amount goes back to February. Mr. Sorgini said he would talk to the Board of Supervisors and Township Manager.

EXECUTIVE SESSION

The Chairman called for an Executive Session to discuss legal issues.

Upon motion of Mr. Rose, seconded by Mr. Tschoepe and unanimously carried, the Board went into Executive Session at 6:55 PM.

Upon motion of Mr. Rose, seconded by Mr. Tschoepe and unanimously carried, the Board came out of Executive Session at 7:10 PM.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:10 PM by motion of Mr. Rose, seconded by Mr. Tschoepe and unanimously carried.


Secretary

BILLS PAID FROM REV. & ADMIN.		NOVEMBER 13, 2018 BOARD MEETING	
ADVANCE AUTO PARTS	TRUCK & EQUIPMENT MAINT: OIL, FUEL STABILIZER, BRAKE LIGHTS		52.09
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS		15.88
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE		254.00
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS		65.06
BUTERA, BEAUSANG, COHEN & BRENNAN	LAWYER FEES / SPECIAL PROJECTS: MONTH OF OCTOBER		3243.86
CARROLL'S OFFICE SUPPLY	OPERATING EXPENSES: TOWEL HOLDER, OFFICE SUPPLIES		90.35
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING		280.00
COLONIAL ELECTRIC SUPPLY	BUILDING OPERATION & MAINT: BULBS FOR LIGHT FIXTURES		75.90
COMPLETE DOCUMENT SOLUTIONS	ADMINISTRATION: COPIER MAINTENANCE		44.85
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY		286.52
DELAGE LANDEN	ADMINISTRATION: XEROX COPIER		318.00
FASTENAL	OPERATING EXPENSES: EYE BOLT, GLOVES, MARKING PAINT		326.71
GANNETT FLEMING, INC.	ENGINEERING FEES / REF FEES: SEPTEMBER 21, 2018 TO SEPTEMBER 28, 2018		9251.27
GRAINGER	PUMP STATION MAINT: MOUNTING BRACKET, NO TRESSPASSING SIGNS, THERMOSTATS		137.80
HADLEY, BLAYNE	HOSPITALIZATION: REIMBURSEMENT OF COPAY		55.00
HADLEY, KEITH	HOSPITALIZATION: REIMBURSEMENT OF COPAY		230.26
HOME DEPOT	BUILDING OPERATION & MAINT, PUMP STATION MAINT, OPERATING EXPENSES		75.79
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL		70.00
LPVRS	TREATMENT CHARGES		163059.00
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE		50.00
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE		101.35
PA DEPT OF TRANSPORTATION	OPERATING EXPENSES: BRIDGE OCCUPANCY LICENSES		324.66
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING		204.60
PECO	GAS & ELECTRIC		4703.05
PA RURAL WATER ASSOCIATION	TRAINING		460.00
PRIMEPAY	ADMINISTRATION: PAYROLL PROCESSING		197.07
REYNOLDS, PITTNER & ASSOCIATES	ACCOUNTING: SEPTEMBER STATEMENTS		300.00
RICHTER OFFICE SUPPLY COMPANY, INC.	ADMINISTRATION: DOCUMENT DESTRUCTION		130.00
SIANA BELLWOAR & MCANDREW, LLP	LAWYER FEES / SPECIAL PROJECTS: MONTH OF SEPTEMBER / OCTOBER		2209.99
SHIRT & INK	OPERATING EXPENSES: AUTHORITY SHIRTS		89.00
STAPLES	ADMINISTRATION: OFFICE SUPPLIES		283.42
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING		416.52
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM		542.86
USPS	POSTAGE		500.00
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS		850.00
VERIZON	TELEPHONE: OFFICE INTERNET		94.99
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES		339.74
WELLS FARGO	DEBT SERVICE: INTEREST	[AUTO DEBIT]	3649.53
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT		1023.51
LPTSA	PAYROLL	[TRANSFERRED]	30,000.00
LPTSA	PETTY CASH		290.99
UNITED HEALTHCARE	HOSPITALIZATION: DECEMBER PREMIUM		6535.70
		TOTAL	231229.32
BILLS PAID FROM CAPITAL RESERVE			
LPVRS	CAPACITY PERMITS		9600.00
		TOTAL	9600.00
BILLS PAID FROM CAPITAL IMPROVEMENT			
DECKMAN ELECTRIC	PUMP STATION: REBUILD PUMP		3195.00
GANNETT FLEMING	ENGINEERING FEES: SEPTEMBER 1, 2018 TO SEPTEMBER 28, 2018		29143.91
JOAO BRADLEY	REPLACEMENT OF OLD SYSTEM: PAYMENT #3		561740.44
M&S SERVICE COMPANY	PUMP STATION: REBUILD TRANSDUCER		663.00
		TOTAL	594742.35

EXHIBIT "A"

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
November 13, 2018

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
52361.140	2018 Sewer Replacement Project	- Estimate No. 3 including Change Order No. 1 in the amount of \$561,740.44 are submitted for Authority approval at the November 13 th meeting. Change Order No.1 is in the amount of \$48,112.32.
52361.142	Intermunicipal Agreement	- Prepared summary of Skippack Agreement and transmitted to Alan Rubendall on October 28 th , 2018.
52361.236	Dunkin Donuts	- Transmitted plan review letter on October 22, 2018.
52361.239	4028 Eagleville Road	- Transmitted plan review letter on October 15, 2018.
52361.239	Liberty N Park	- Transmitted plan review letters on October 15, and October 31, 2018.
52361.240	3839 Landis Mill Road	- Transmitted plan review letter on October 22, 2018.
52361.242	Bald Birds Brewing	- Review of information required for the planning module and calculation of flows. - Transmitted complete wastewater discharge questionnaire to the LPVRSa.
52361.243	3829 Yerkes Road	- Transmitted plan review letter to Design Engineer on October 29, 2018.

SYSTEM SUPERINTENDENT'S REPORT

NOVEBER 2018

FOR WORK DONE OCTOBER 1, 2018 – OCTOBER 31, 2018

SEWER AUTHORITY PROJECTS

JOAO Bradley has completed the replacement of all sewer main in the roads and both Right of Ways. They now have two crews replacing sewer laterals and they did 92 out of 107 as of Friday 11/2/2018. By the time of the November Sewer Authority meeting all laterals will be done weather permitting. The road paving is being done on North Park Ave. and should be completed by Wednesday 11/6/2018. JOAO Bradley will be doing sidewalk, curbing and yard restorations to complete this project starting the week of 11/5/2018. The project is showing a major positive impact with the I&I issue at our Providence Crossing Pump Station.

We had a significate rain event on Saturday 10/27/2018 about 1 ¼ inches and it felt like Providence Crossing Pump station normally would have been calling with a high wet well level alarm but we're happy to report that it did not. We then had two more heavy rain events and each time the ground was already saturated and would have surcharged the station each event we pulled the manhole cover at the station and did not see any heavy clear water from infiltration as we normally would have at that point. Thanks to Gannett+ Fleming and JOAO Bradley for a very well-designed and constructed job.

We will be contracting Mr. Rehab to do the Acoustic sounding for the roads that the state will be paving next year as soon as we get a list from the Township of the roads they will be paving next year so we can lump them all on one contract for better pricing.

We had a tree fall at Smith Road Pump Station and land on the Control panel and bent the top down and bent both doors There does'nt seem to be any damage to the electrical components at this time .the tree also took out 30 or 40 foot of fence around the station. We reported it to our insurance company and we are waiting for an adjuster to come out and assess the damage.

The Township Code Enforcement Officer did a real estate inspection and found a sump pump connected to the sewer lateral in a basement and sent us the info to follow up with our own inspection. We contacted homeowner and had them call us when the sump pump was removed from the sewer and we went out to confirm.

DEVELOPER PROJECTS:

Brynwood Manors: 139 units. 88 EDUs were purchased. 51 EDUs need to be purchased in the second phase. As of now they are scheduled to start phase 2 in 2020.

Providence Place: 160 units. 61 units were allocated. 19 EDUs need to be purchased in the second phase. As of now they are schedule to start phase 2 in 2020.

Moscariello: 30 units + 2 commercial building Subdivision at Crosskeys and Ridge Pike. Plans are being reviewed by Gannett Flemming. 32 EDUs possibly more (commercial) need to be purchased.

Anderko subdivision: 8 units at Crawford and South Park 7 EDUs still need to be purchased 1 of the 8 lots has an existing house with an existing EDU.

1558 Second Street of Washington Blvd: Single existing home. Waiting for easement plans from their Engineer and lateral drawing plans to send to Gannett and Fleming for review. 1 EDU needs to be purchased

3829 Yerkes Road: 3 house subdivision. Plans are under review at Gannett and Fleming's office .3 EDUs will need to be purchased

MAINTENANCE DEPARTMENT:

In addition to the daily inspection and maintenance of the pumping stations, the Maintenance Department:

- Responded to 192 locations (PA One Calls).
- Installed external thermostats to control generator block heaters at Evansburg, Grange Avenue, and Gertrude Avenue Stations.
- Upgraded trackers to new style at Mile Hill, Washington Rd and Grange Avenue stations.
- Responded to low level alarm at Audubon Rd station investigation revealed faulty transducer. A new transducer was installed and the old one sent out to be serviced.
- Called all Station fault dialers to confirm proper operation. This revealed that Evansburg Station had a faulty phone line had Verizon on site to correct the issue.
- Responded to high level alarm at Providence Crossing Station found bypass pump not operating correctly. Investigation revealed small piece of debris in venturi not allowing pump to prime.
- Power Washed and painted concrete surfaces at Audubon Rd station.
- Cleared brush and debris at old Arcola Woods Station.
- Cleared gun club R.O.W, located and added visible markers for manholes.
- Removed fallen tree at Smith Rd station and recorded damage for insurance purposes.
- Posted water shut off notice for office.
- Added grease treatment chemicals to all Stations with grease issues.
- Cleaned all sewer main on Glenwood Ave and Hollywood Ave.
- Cleaned line on Village Green lane VG9 to VG10 to remove debris introduced during construction project.
- Plunged and cleared lateral at number 4 Woods Edge Rd.
- Plunged and cleared lateral at 808 Jode Rd.
- Inspected sewer connection of home addition to existing lateral at 28 Sharron Lane.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	528	352
PTO hours	24	16
Holiday hours	0	0
Overtime	25	n/a
Part-time hours		138
Special Projects hours		48
Job related injury hours	0	0