

REGULAR MEETING

**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF DECEMBER 10, 2018**

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, December 10, 2018 at 5:30 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. William Stanczak, Treasurer
Mr. Doug Hager, Asst. Treasurer
Mr. Robert Tschoepe, Secretary

In addition thereto, the following persons were present:

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

CALL TO ORDER

The Chairman called the meeting to order at 6:02 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.

MINUTES

The minutes of the November 13, 2018 meeting were presented. Upon motion of Mr. Tschoepe, seconded by Mr. Hager and unanimously carried, the reading of the minutes was waived and approved.

TREASURER'S REPORT

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

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

PERSONNEL

End of Year Adjustment

Mr. Tschoepe presented to the Board the year-end adjustments and asked for any comments.

A motion was made by Mr. Tschoepe, seconded by Mr. Stanczak and unanimously carried, to approve the year-end adjustments as presented.

EDU SALES

A motion was made by Mr. Rose, seconded by Mr. Hager and unanimously carried to approve two EDUs for 915 Madison Avenue.

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 #4.

A motion was made by Mr. Rose, seconded by Mr. Tschoepe and unanimously carried, to authorize the Chairman to sign Payment Estimate #4 for the Sanitary Sewer Replacement Project with JOAO & Bradley Construction Company in the amount of \$469,031.55.

The Chairman noted that there has been no overflow with all the rain out of the problem area. Mr. Woyden stated that he has already emailed DEP to get the restrictions lifted.

SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT "C"

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

ATTORNEY'S REPORT

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

OLD BUSINESS

January Meeting Date

A motion was made by the Chairman, seconded by Mr. Tschoepe and unanimously carried, to move the time of the January 14, 2019 meeting to 3:00PM.

Professional Service Agreement

A motion was made by the Chairman, seconded by Mr. Tschoepe and unanimously carried, that LPTSA will have its own Professional Service Agreement effective January 1, 2019.

Rate Resolution 2018-05

The Solicitor presented to the Board Resolution 2018-05 concerning sewer rates effective January 1, 2019.

Residential Rate: The sewer rental for each residential unit shall be raised by \$6.00 per quarter (i.e., from \$308 to \$332 per annum or from \$77 to \$83 per quarter) solely to reflect the increase promulgated by LPVRSa.

Non-residential Rate: The sewer rental for non-residential users (all commercial, industrial, schools, clubhouses, fire houses, office, banks, hospitals, churches, chapels, institutions, and any other non-residential users) shall be \$45.00 per assigned UFU (user fee unit) per quarter, plus \$1.41 per 1,000 gallons of water (as measured by the water bill promulgated to each non-residential user) which is consumed during the quarter for which billing is rendered, provided, however that the minimum sewer rental charge for each non-residential improved property shall be \$38.00 per quarterly billing period in addition to the charge related to UFUs which is for treatment services.

A motion was made by Mr. Stanczak, seconded by Mr. Tschoepe and unanimously carried, to adopt Resolution 2018-08 hereto marked as Exhibit "D" authorizing new sewer rates effective January 1, 2019.

NEW BUSINESS

Reconcile LPVRSa EDU Count

The Chairman stated to the Board that he would like to do an EDU count to make sure we reconcile with LPVRSa. The Board agreed. The Chairman stated that he would speak to Mrs. Connolly about this further.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:32 PM by motion of Mr. Rose, seconded by Mr. Tschoepe and unanimously carried.


Assistant Secretary

BILLS PAID FROM REV. & ADMIN.		DECEMBER 10, 2018 BOARD MEETING	
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS, WATER ON FEE	46.36	
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 NOVEMBER	2793.86	
THOMAS CICIPPIO, JR.	SPECIAL PROJECTS: PRWA TRAINING	195.00	
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING	280.00	
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY	297.43	
DECKMAN ELECTRIC	PUMP STATION MAINT: REPAIR GRANGE AVENUE PUMP	350.00	
DELAGE LANDEN	ADMINISTRATION: XEROX COPIER	318.00	
FASTENAL	PUMP STATION MAINT: HARDWARE FOR WALKER LANE	31.97	
GANNETT FLEMING, INC.	ENGINEERING FEES / REF FEES: SEPTEMBER 29, 2018 TO OCTOBER 26, 2018	6985.07	
GRAINGER	PUMP STATION MAINT/TRUCK & EQUIPMENT MAINT: HEATER, GLOVES, WATER SIGN	123.11	
HOME DEPOT	BUILDING OPERATION & MAINT, PUMP STATION MAINT	170.08	
HOMER GROUP	ADMINISTRATION: CUSTOMER CARDS	46.70	
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL	70.00	
LPVRS	TREATMENT CHARGES	163059.00	
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE	50.00	
MATOS TREE SERVICE	PUMP STATION MAINT: TREE REMOVAL	300.00	
MONTGOMERY COUNTY LAW REPORTER	ADMINISTRATION: SHERIFF SALE NOTIFICATION	73.00	
NAPA AUTO PARTS	OPERATING EXPENSES: RAGS FOR SHOP	49.99	
PA AMERICAN WATER COMPANY	ADMINISTRATION: XEROX COPIER	107.19	
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING	127.81	
PECO	GAS & ELECTRIC	4184.82	
PRIMEPAY	ADMINISTRATION: PAYROLL PROCESSING	282.07	
REYNOLDS, PITTMER & ASSOCIATES	ACCOUNTING: OCTOBER / NOVEMBER STATEMENTS	600.00	
RCL SUPPLY	PUMP STATION MAINT: BATTERY PACKS FOR CALLERS	99.60	
RUBENDALL, ALAN	HOSPITALIZATION: REIMBURSEMENT OF COPAY	46.98	
SHARP WATER CULLIGAN	OPERATING EXPENSES: WATER	43.00	
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING	504.45	
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM	542.86	
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS	890.00	
VERIZON	TELEPHONE: OFFICE FIOS	200.07	
VERIZON	TELEPHONE: OFFICE INTERNET	94.99	
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES	230.84	
WELLS FARGO	DEBT SERVICE: INTEREST	[AUTO DEBIT] 3649.53	
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT	485.09	
LPTSA	PAYROLL	[TRANSFERRED] 40,000.00	
LPTSA	PETTY CASH	110.84	
UNITED HEALTHCARE	HOSPITALIZATION: JANUARY PREMIUM	6535.70	
		TOTAL	234294.47
BILLS PAID FROM CAPITAL RESERVE			
LPVRS	CAPACITY PERMITS	9600.00	
		TOTAL	9600.00
BILLS PAID FROM CAPITAL IMPROVEMENT			
CORE & MAIN	REPLACEMENT OF OLD SYSTEM: CLEANOUT	325.00	
GANNETT FLEMING	ENGINEERING FEES: SEPTEMBER 29, 2018 TO OCTOBER 26, 2018	32759.64	
JOAO BRADLEY	REPLACEMENT OF OLD SYSTEM: PAYMENT #4	469031.55	
M&S SERVICE COMPANY	PUMP STATION: REBUILD TRANSDUCER	635.00	
		TOTAL	502751.19
		EXHIBIT "A"	

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
December 10, 2018

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
52361.101	Miscellaneous Services	- Reviewed Township plans to replace storm sewer at Pinetown Road. Met with Township Manager and staff December 5, 2018.
52361.134	2017 Sanitary Sewer Replacement Project	- Transmitted straight-line diagrams and record drawings to Alan on November 12, 2018.
52361.140	2018 Sanitary Sewer Replacement Project	- Estimate No. 4 in the amount of \$469,031.55 is submitted for Authority approval at the December 10 th meeting.
52361.223	35 Evansburg Road	- Construction observation services continue.
52361.236	Dunkin Donuts	- Review of Sewage Facilities planning module exemption form. Transmitted review comments to Design Engineer on November 28 and November 29, 2018.
52361.239	4028 Eagleville Road	- Transmitted plan review letter on November 1, 2018.
52361.242	Bald Bird's Brewery	- Received e-mail from PA DEP regarding Planning Modules and hydraulic and organic loadings.
52361.244	48 Featherbed Lane	- Transmitted review letter to Construction Company on November 27, 2018 and Design Engineer on November 30, 2018. Two different sets of plans were submitted for review.

SYSTEM SUPERINTENDENT'S REPORT

DECEMBER 2018

FOR WORK DONE NOVEMBER 1, 2018 – NOVEMBER 30, 2018

SEWER AUTHORITY PROJECTS:

JOAO Bradly has completed all sewer main and lateral replacements at this time and by the end of Friday 12/7/2018 all the trench restoration in Park Ave. and all Township roads should be complete. The curbs and sidewalks have been 90% completed. The landscaping portion of the job has been slow to do due to all the bad weather but they are moving on at a steady pace. We have had two major rain and snow events and one minor rain event when the ground was already totally saturated and the Providence Pump station handled the flow. 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 the insurance company come out and assess the damage done by the fallen tree at Smith Road Pump Station. They did their estimates and sent us a check that doesn't seem to be enough to do the repairs needed so we contacted them about it and told them we are getting estimates for the repairs and will copy them the quotes when we get them and make the adjustments needed.

4028 Arcola Road is a single house being built down in the woods across Arcola Road from Arcola School and they will be creating a sewer ROW with the owner of the property next to them to tie their sewer lateral into the system.

35 Evansburg Road, a 24 house land development's Contractor (Brubacher) installed the manhole in Evansburg Road and tied it onto the existing main and ran the sewer main into the job entrance and backfilled and repaired trench in the road. The contractor is now onsite putting in sewer main and manholes.

Ed Woyden and I met with the Don Delamater and Tim Woodrow at the Township building about a storm sewer pipe on Pinetown Road that they are digging up and replacing that has our 10" Ductile iron sewer main running through the middle of it. They are replacing a single storm pipe with 2 pipes to handle the flow and they will be installing them deeper to get under the sanitary sewer main and eliminate running the sanitary sewer pipe through the storm sewer pipe.

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 scheduled 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 142 locations (PA One Calls).
- Upgraded trackers to new style at Old Baptist, Fox and Cross Keys stations.
- Installed air pressure gauge on bypass pump at Walker lane station.
- Respond to call Pump one over temp at Grange Avenue station. Investigation revealed Impeller bolt Sheared off. Pulled pump sent out for repair and was reinstalled.
- Core drilled six inch hole through concrete dry well at Walker lane station to allow better access with crane for pump removal.
- Repaired/rebuilt faulty gate valve at Walker Lane station.
- Test ran trailer Bypass pump at Old Baptist and Washington station to confirm proper Operation.
- Manually Exercised Generators at Mile Hill and Evansburg stations.
- Pulled and Cleared Pump two at Audubon Rd station.
- Performed necessary modifications and programmed callers at Walker Lane, Providence Crossing and Trooper stations to indicate when bypass pumps are running.
- Responded to call pump two failure call at Valley Forge station. Performed various tests including amp draw and visual inspection of impeller and volute found no issues. Alarm was reset and problem has not reoccurred.
- Routine investigation of station fault callers revealed Smith Rd, Washington and Cross Keys stations to have phone line faults. Verizon was notified and problems were resolved.
- Repaired gas forced air heater for shop garage.
- Troubleshoot/repair Plow not responding to controls.
- Ran root cutter Park Ave R.O.W Pt2 to Pt 1 and Pt 13 to Pt 1.
- Video sewer main on Long Meadow VG14 to VG 15 to determine problem with mandrel testing of new sewer installation.
- Inspect lateral repair at 24 Buckwalter Rd.
- Plunged and cleared lateral at 304 Lauman Ave.
- Plunged and cleared lateral at 3134 Longacre.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	432	208
PTO hours	24	96
Holiday hours	72	48
Overtime	24	n/a
Part-time hours		71.5
Special Projects hours		64.5
Job related injury hours	0	0

**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
RESOLUTION 2018-05**

**CONCERNING SEWER RATES
EFFECTIVE JANUARY 1, 2019**

WHEREAS, the Lower Perkiomen Valley Regional Sewer Authority ("LPVRSA") recently raised its rates by \$6.00 per quarter for treatment services; and

WHEREAS, it has become necessary for the Lower Providence Township Sewer Authority ("LPTSA") to reevaluate its billing practices to its customers so that it continues to bill its customers on a reasonable and uniform way as required by the Pennsylvania Municipal Authorities Act, without suffering financial loss.

NOW, THEREFORE, this 10th day of December, 2018, it is hereby RESOLVED as follows:

1. The LPTSA sewer rental for each residential unit in Lower Providence Township shall be raised by \$6 per quarter (i.e., from \$308 to \$332 per annum or from \$77 to \$83 per quarter) solely to reflect the increase promulgated by LPVRSA.
2. The sewer rental for non-residential users (all commercial, industrial, schools, clubhouses, fire houses, offices, banks, hospitals, churches, chapels, institutions, and any other non-residential users) shall be \$45 per assigned UFU per quarter, plus \$1.41 per 1,000 gallons of water (as measured by the water bill promulgated to each non-residential user) which is consumed during the quarter for which the billing is rendered, provided, however, that the minimum sewer rental charge for each non-residential improved property shall remain \$38 per quarterly billing period in addition to the charge related to UFUs which is for treatment services.
3. The above rates will be effective on January 1, 2019.

APPROVED, this 10th day of December, 2018.

LOWER PROVIDENCE TOWNSHIP
SEWER AUTHORITY



Fred Walker, Chairman