

REGULAR / REORGANIZATION MEETING
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF JANUARY 14, 2019

The Regular / Reorganization Meeting of the Lower Providence Township Sewer Authority was held on Monday, January 14, 2018 at 3:00 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. Robert Tschoepe, Secretary
Mr. Doug Hager, Treasurer, Mr. Jason Sorgini, Asst. Treasurer.

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.

Present were members of the public on the Agenda; Ken Rodgers.

Present was a member of the public not on the Agenda; James Watters, FW Doeblor.

CALL TO ORDER

The Chairman called the meeting to order at 3:00 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.

TEMPORARY CHAIRMAN

The Chairman asked for a motion to turn the meeting over to Mr. Brennan.

Upon motion of Mr. Rose, seconded by Mr. Tschoepe and unanimously carried, Mr. Brennan was appointed as temporary Chairman for the election of Chairman.

APPOINTMENT OF CHAIRMAN

Mr. Brennan asked for nominations for the office of Chairman.

Mr. Rose made a motion nominating Fred Walker as Chairman. The motion was seconded by Mr. Sorgini and unanimously carried.

Mr. Brennan turned the meeting back to the Chairman, Mr. Walker.

APPOINTMENT'S

The Chairman made a motion nominating Mr. Rose as Vice Chairman, Mr. Hager as Treasurer, Mr. Sorgini as Assistant Treasurer, Mr. Tschoepe as Secretary, Mr. Rubendall as Assistant Secretary and Mrs. Connolly as Open Records Officer. The motion was seconded by Mr. Hager and unanimously carried.

APPOINTMENT OF SOLICITOR

Mr. Tschoepe made a motion to reappoint the law firm of Butera, Beausang, Cohen & Brennan with William Brennan as our Solicitor per the amount stipulated in the Engagement Letter. The nomination was seconded by Mr. Hager and unanimously carried.

APPOINTMENT OF ENGINEER

Mr. Tschoepe made a motion to reappoint the engineering firm of Gannet Fleming, Inc per the amount stipulated in the Engagement Letter. The nomination was seconded by Mr. Hager and unanimously carried.

APPOINTMENT OF AUDITOR

Mr. Hager made a motion to reappoint Reynolds, Pittner & Associates as Auditor. The motion was seconded by Mr. Sorgini and unanimously carried.

APPOINTMENT OF DEPOSITORS

Mr. Hager made a motion to appoint Trumark Financial Credit Union and Wells Fargo Corporate Trust as Depositors. The motion was seconded by Mr. Sorgini and unanimously carried.

APPOINTMENT OF COMMITTEES

The Chairman made a motion to appoint the following committee appointments:

Personnel & Pension - Mr. Tschoepe, Equipment & Building - Mr. Sorgini. Rates & Budget - Mr. Hager and Capital Projects - Mr. Rose. The motion was seconded by Mr. Tschoepe and unanimously carried.

MEETING DATES & TIMES

A motion was made by Mr. Hager, seconded by Mr. Sorgini and unanimously carried, to approve the meeting dates for their regular monthly meetings for 2019/2020, held on the second Monday of every month at 6:00 P.M. unless otherwise noted, and for said dates and times to be advertised in the local newspaper.

The meeting dates are as follows:

FEBRUARY 11

MARCH 11

APRIL 8

MAY 13

JUNE 10

JULY 8

AUGUST 12

SEPTEMBER 9

OCTOBER 14

TUESDAY, NOVEMBER 12

DECEMBER 9 - 5:30 P.M.

JANUARY 13, 2020 - REORGANIZATION / REGULAR MEETING

BANK SIGNATORY

A motion was made by Mr. Hager, seconded by Mr. Tschoepe and unanimously carried, to add Mr. Sorgini as a signatory on the approved depositories, and to remove Mr. Stanczak. All other signatories remain the same on the existing accounts.

PUBLIC COMMENTS

A motion was made by Mr. Rose, seconded by Mr. Sorgini and unanimously carried, the Board deviated from the Agenda for Public Comments.

James Watters

Mr. James Watters of 1 Featherbed Lane stated to the Board that years ago he attended a meeting at the Oaks Sewage Treatment Plant and they discussed putting in a hydro-electric generator on the discharge of the sewer plant and it was never followed through with it. He has since gotten the information for the Generator and will be going to the Regional Authority with it.

Senior Citizen Discount

Mr. Ken Rodgers stated to the Board that he would like the Board to consider a senior citizen discount for the sewer rates. He understands that expenses continue to go up but senior citizens income does not go up to cover these rising costs.

After discussion, the Chairman asked the Solicitor to look into this.

A motion was made by Mr. Tschoepe, seconded by Mr. Rose and unanimously carried, the Board returned to the Agenda.

MINUTES

The minutes of the December 10, 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. Hager presented to the Board the bills to be paid from the Revenue & Administration Account and Capital Improvement Account.

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

STATEMENTS OF OPERATION

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

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

EDU SALES

A motion was made by Mr. Rose, seconded by Mr. Sorgini and unanimously carried to approve one EDU for 411 North Trooper 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 #5 and Change Order #2.

A motion was made by Mr. Tschoepe, seconded by Mr. Sorgini and unanimously carried, to authorize the Chairman to sign Payment Estimate #5 and Change Order #2 for the Sanitary Sewer Replacement Project with JOAO & Bradley Construction Company in the amount of \$229,490.64 contingent upon receipt and review of certified payroll.

Mr. Woyden stated to the Board that he has emailed DEP to take steps to remove the Mine Run CAP. Mr. Venziale from DEP responded requesting additional information to lift the moratorium. Mr. Woyden is in the process of getting that information.

SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT "C"

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

EDU Overuseage Update

Mr. Rubendall stated to the Board that there are three new overages and letters will be sent.

Mr. Rubendall stated that he had no response from Audubon Square Shopping Center or Collegeville Italian Bakery. The Chairman asked Mr. Brennan to follow-up with them.

ATTORNEY'S REPORT

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

OLD BUSINESS

Professional Service Agreement

Mr. Brennan presented a Draft version of the Professional Service Agreement for review and will be followed up at the next meeting.

NEW BUSINESS

Line of Credit

The Chairman asked the Board their interest in looking into a line of credit to be used for an emergency. After discussion, the Board directed Mrs. Connolly to contact financial institutions and Lucien Calhoun to gather the information needed.

EXECUTIVE SESSION


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

Upon motion of Mr. Rose, seconded by Mr. Sorgini and unanimously carried, the Board went into Executive Session at 4:10 PM.

Upon motion of Mr. Rose, seconded by Mr. Hager and unanimously carried, the Board came out of Executive Session at 4:15 PM.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 4:15 PM by motion of Mr. Rose, seconded by Mr. Sorgini and unanimously carried.


Assistant Secretary

BILLS PAID FROM REV. & ADMIN.		JANUARY 14, 2019 BOARD MEETING	
ADVANCE AUTO PARTS	TRUCK & EQUIPMENT MAINT: OIL		24.07
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS		16.90
AMS	COMPUTER BILLING/POSTAGE: MONTHLY MAINTENANCE, PREPARE BILLING QUARTER, RATE INSERT		5,250.80
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS		65.06
BUTERA, BEAUSANG, COHEN & BRENNAN	LAWYER FEES / SPECIAL PROJECTS: MONTH OF DECEMBER		3465.00
CARRIGAN GEO SERVICES	GIS SYSTEM YEARLY SUPPORT FEE		500.00
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING		350.00
COMPLETE DOCUMENT SOLUTIONS	ADMINISTRATION: COPIER MAINTENANCE		40.66
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY		259.20
CORE & MAIN	PUMP STATION MAINT: HARDWARE FOR WALKER CHECK VALVE		1480.12
DELAGÉ LANDEN	ADMINISTRATION: XEROX COPIER		318.00
DILIBERTO PLUMBING & HEATING	OPERATING EXPENSES: TESTED BACK FLOW PREVENTOR		100.00
FASTENAL	PUMP STATION MAINT: BOLTS FOR WALKER LANE		47.41
GANNETT FLEMING, INC.	ENGINEERING FEES / REF FEES: OCTOBER 27, 2018 TO NOVEMBER 23, 2018		8130.60
HADLEY, BLAYNE	HOSPITALIZATION/SAFETY: REIMBURSEMENT OF COPAY, REIMBURSEMENT OF BOOTS		150.00
HADLEY, KEITH	HOSPITALIZATION: REIMBURSEMENT OF COPAY		185.26
HAGENBUCH, MIKE	SAFETY: REIMBURSEMENT OF BOOTS		125.00
HOME DEPOT	BUILDING OPERATION & MAINT, PUMP STATION MAINT, OPERATING EXPENSES		156.20
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL		70.00
LPVRS	TREATMENT CHARGES		189525.00
MACK SERVICES GROUP	BUILDING OPERATION & MAINT: HEATING OIL		462.21
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE DECEMBER / JANUARY		100.00
NABCO	INSURANCE: LIFE, SHORT / LONG TERM DISABILITY JAN / FEB / MARCH PREMIUM		1,941.54
PMAA	OPERATING EXPENSES: SERVICE PUBLICATION		72.00
PMAA	OPERATING EXPENSES: 2019 ACTIVE MEMBERSHIP DUES		2,300.00
PA MUNICIPAL RETIREMENT SYSTEM	PENSION		49,633.00
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE		102.49
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING		100.97
PECO	GAS & ELECTRIC		6031.51
PRIMEPAY	ADMINISTRATION: PAYROLL PROCESSING		300.07
REYNOLDS, PITTMER & ASSOCIATES	ACCOUNTING: DECEMBER STATEMENTS		300.00
RICHTER OFFICE SUPPLY COMPANY, INC.	ADMINISTRATION: DOCUMENT DESTRUCTION, OFFICE SUPPLIES		118.57
SHARP WATER CULLIGAN	OPERATING EXPENSES: WATER COOLER RENTAL		18.00
STAPLES	ADMINISTRATION: OFFICE SUPPLIES		370.45
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING		403.56
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM		542.86
VALLEY FORGE SECURITY CENTER	BUILDING OPERATION & MAINT: YEARLY ALARM MONITORING SERVICE		300.00
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS		845.57
VERIZON	TELEPHONE: OFFICE FIOS		193.04
VERIZON	TELEPHONE: OFFICE INTERNET		94.99
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES		274.95
WELLS FARGO	DEBT SERVICE: INTEREST	[AUTO DEBIT]	3649.53
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT		591.11
LPTSA	PAYROLL	[TRANSFERRED]	40,000.00
UNITED HEALTHCARE	HOSPITALIZATION: FEBRUARY PREMIUM		6535.70
TOTAL			325541.40

BILLS PAID FROM CAPITAL IMPROVEMENT

GANNETT FLEMING	ENGINEERING FEES: OCTOBER 27, 2018 TO NOVEMBER 23, 2018		26290.84
JOAO BRADLEY	REPLACEMENT OF OLD SYSTEM: PAYMENT #5		229490.64
TOTAL			255781.48

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
January 14, 2019

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
52361.101	Miscellaneous Services	<ul style="list-style-type: none"> - Coordinated with the Authority and Township for the storm sewer replacement at Pinetown Road on December 11 and December 18, 2018. - Discussed Sewer Service Agreements with Bill Brennan.
52361.103	Chapter 94 Report	<ul style="list-style-type: none"> - Transmitted information request to Alan on December 18, 2018.
52361.108	Mine Run CAP/CMP	<ul style="list-style-type: none"> - Received e-mail from DEP regarding further steps to remove CAP.
52361.140	2018 Sanitary Sewer Replacement Project	<ul style="list-style-type: none"> - Estimate No. 5 in the amount of \$229,490.64 which includes change order No. 2 in the amount of (\$18,572,00) (a deduction) is submitted for Authority approval at the January 14th meeting.
52361.223	35 Evansburg Road	<ul style="list-style-type: none"> - Construction observation services continued.
52361.236	Dunkin Donuts	<ul style="list-style-type: none"> - Sent e-mail to Design Engineer on December 14, 2018 stating all comments have been addressed. We are waiting on received the approval planning approval from PA DEP.
52361.242	Bald Bird's Brewery	<ul style="list-style-type: none"> - Responded to Mike Mrozinski regarding calculation of EDUs required for the Brewery.

SYSTEM SUPERINTENDENT'S REPORT

JANUARY 2019

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

SEWER AUTHORITY PROJECTS:

JOAO Bradly Has completed all the base binder in N Park Ave and all the repairs have been completed on the Township roads. The roads are being prepped and ready for paving by the Township in the spring. They are now finishing up the driveway repairs.

We are waiting on one more quote for the fence repair and one more quote for the replacement of the control panel at Smith Road Pump Station that got damaged by the tree. Then we can turn the quotes into the Insurance Company to move forward with the repairs needed.

The storm sewer pipe replacement project that the Township was doing is now completed and Pinetown Road is now reopened and our 10" sewer pipe is no longer going through the middle of storm pipe it is now runs on top of the storm pipe and encased in concrete.

We will be making arrangements with Gannett Flemming to do drawdown tests at all pump stations and get all clock readings for the year to put together all info available to present to the DEP to continue the process of getting the restrictions removed from the Mine Run Interceptor.

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 Flemming's office. 3 EDUs will need to be purchased

207 Rogers Road: 1 house subdivision plans are going to be sent to Gannett and Flemming's office for review. 1 EDU will need to be purchased

MAINTENANCE DEPARTMENT:

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

- Responded to 81 locations (PA One Calls).
- Power wash and remove old tile from dry well at Walker Lane station.
- Replace faulty 6 inch check valve on pump 2 side at Walker Lane station.
- Remove pump 2 and install spare pump due to noisy bearing at Walker Lane station.
- Rebuild gate valve pump 1 side at walker Lane station.
- Remove old style alternators and change wiring to allow new trackers to control pump rotation at Gertrude Ave, Saint Gabes and Moyer Rd stations.
- Repair fuel leak on generator at Gertrude Ave station.
- Had wet wells vacuumed out at Audubon Square and Providence Crossing stations.
- Clean transducers and stilling tubes at Walker Lane, Providence Crossing, Trooper Rd and Audubon Square stations.
- Bypass pump sewer and oversee repair of gravity main due to storm drain project on Pinetown Rd.
- Replace damaged manhole riser ring on Alexandra.
- Respond to call of blocked sewer lateral at 201 Clearfield Ave checked main and advised homeowner to contact a plumber.
- Respond to call of blocked sewer lateral at 525 Falcon Rd checked main and advised homeowner to contact a plumber.
- Inspect sewer lateral repair at 2755 Lantern Lane.
- Inspect new sewer lateral connections lot 4&5 on Lucia Lane.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	504	336
PTO hours	36	24
Holiday hours	48	32
Overtime	24	n/a
Part-time hours		50.5
Special Projects hours		56
Job related injury hours	0	0