

REGULAR MEETING

**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF FEBRUARY 11, 2019**

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, February 11, 2019, 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. Jason Sorgini, Asst. Treasurer

Absent were Authority Members:

Mr. Robert Tschoepe, Secretary; Mr. Doug Hager, 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 was a member of the public not on the Agenda: Ms. 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.

MINUTES

The minutes of the January 14, 2019 meeting were presented. Upon motion of Mr. Rose, seconded by Mr. Sorgini and unanimously carried, the reading of the minutes was waived and approved.

TREASURER'S REPORT

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

Upon motion of Mr. Walker 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".

EQUIPMENT & BUILDING

Mr. Sorgini reported to the Board that the water line froze in the bathroom off the Board room during the cold spell and when it warmed up and thawed out, it broke in the wall, flooded the bathroom and Boardroom with a couple inches of water. The drywall was pulled off the wall and replaced. The water lines were replaced with Pex piping and extra insulation was installed as the pipe that broke was on the exterior wall.

EQUIPMENT & BUILDING

Mr. Rose stated to the Board that he met with Alan Rubendall and Ed Woyden to update the Capital Projects list. Mr. Woyden will update the costs for the next meeting.

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 #6.

A motion was made by Mr. Sorgini, seconded by Mr. Rose and unanimously carried, to authorize the Chairman to sign Payment Estimate 6 for the Sanitary Sewer Replacement Project with JOAO & Bradley Construction Company in the amount of \$90,208.58 contingent upon receipt and review of certified payroll.

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

Senior Citizen Discount

Mr. Brennan stated to the Board that he could find no case approving or refusing senior citizen discounts although he did locate several municipalities that offer them. The Solicitor's conclusion is that it is probably lawful to offer such a discount however the question of whether a discount is appropriate might be challenged. The ultimate effect of a discount for some is to raise rates upon non-senior citizens.

In addition, the administrative burden placed on the staff to monitor, manage and calculate the discounts would not appear to be worth the benefit.

After discussion, the Board agreed it would not be appropriate to offer the senior citizen discount.

Professional Service Agreement

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

Line of Credit

The Chairman presented to the Board the information that Mrs. Connolly gathered for the line of credit. This will be discussed further at the next Board meeting.

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 6:40 PM.

Upon motion of Mr. Rose, seconded by Mr. Sorgini and unanimously carried, the Board came out of Executive Session at 6:45 PM.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:45 PM by motion of Mr. Rose, seconded by Mr. Sorgini and unanimously carried.


Secretary

BILLS PAID FROM REV. & ADMIN.		FEBRUARY 11, 2019 BOARD MEETING	
ADVANCE AUTO PARTS	TRUCK & EQUIPMENT MAINT / PUMP STATION MAINT: ANTIFREEZE, BLOCK HEATER		40.86
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS		16.66
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 JANUARY		2775.00
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING		280.00
CLARK INDUSTRIAL SUPPLY	PUMP STATION MAINT: EPOXY / EASY LOW CRANK HANDLE WALKER LANE		23.28
COMPLETE DOCUMENT SOLUTIONS	ADMINISTRATION: COPIER MAINTENANCE		44.85
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY		250.90
DECKMAN ELECTRIC	PUMP STATION MAINT: REBUILD PUMP FOR WALKER LANE		2950.00
DELAGE LANDEN	ADMINISTRATION: XEROX COPIER		333.90
FASTENAL	PUMP STATION MAINT: BOLTS / HARDWARE FOR WALKER LANE		95.98
GANNETT FLEMING, INC.	ENGINEERING FEES / REF / SPECIAL PROJECTS: NOVEMBER 24 - DECEMBER 28, 2018		15304.12
GRAINGER	COLLECTION SYSTEM MAINT: GREEN MARKING FLAGS		9.53
HAYES INDUSTRIAL SUPPLY	PUMP STATION MAINT: STEEL PLATES FOR WALKER LANE		68.00
HADLEY, KEITH	HOSPITALIZATION: REIMBURSEMENT OF COPAY		629.31
HOME DEPOT	BUILDING OPERATION & MAINT, PUMP STATION MAINT		81.47
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL		70.00
LPVRS	TREATMENT CHARGES		189870.00
MACK SERVICES GROUP	BUILDING OPERATION & MAINT: HEATING OIL		34.95
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE FEBRUARY		50.00
MCGOVERN ENVIRONMENTAL	PUMP STATION MAINT: CLEANED PROVIDENCE CROSSING		881.25
NAPA AUTO PARTS	PUMP STATION MAINT: BLOCK HEATER FOR WALKER LANE		49.99
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE		104.53
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING		139.11
PECO	GAS & ELECTRIC		4613.97
PRIMEPAY	ADMINISTRATION: PAYROLL PROCESSING		351.87
REYNOLDS, PITTLNER & ASSOCIATES	ACCOUNTING: JANUARY STATEMENTS		300.00
RICHTER OFFICE SUPPLY COMPANY, INC.	ADMINISTRATION: OFFICE SUPPLIES		44.90
SHARP WATER CULLIGAN	OPERATING EXPENSES: WATER COOLER RENTAL		18.00
STAPLES	ADMINISTRATION: OFFICE SUPPLIES		265.96
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING		403.56
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM		542.86
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS		872.99
VERIZON	TELEPHONE: OFFICE FIOS		210.37
VERIZON	TELEPHONE: OFFICE INTERNET		94.99
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES		275.30
WELLS FARGO	DEBT SERVICE: INTEREST [AUTO DEBIT]		3649.53
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT		538.60
LPTSA	PETTY CASH		424.24
LPTSA	PAYROLL [TRANSFERRED]		40,000.00
UNITED HEALTHCARE	HOSPITALIZATION: MARCH PREMIUM		6535.70
		TOTAL	273565.59
BILLS PAID FROM CAPITAL IMPROVEMENT			
GANNETT FLEMING	ENGINEERING FEES: NOVEMBER 24 - DECEMBER 28, 2018		21992.29
JOAO BRADLEY	REPLACEMENT OF OLD SYSTEM: PAYMENT #6		90208.58
		TOTAL	112200.87

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
February 11, 2019

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
52361.103	Chapter 94 Report	- Preparing information for the LPVRSa Chapter 94 report to the PA DEP.
52361.108	Mine Run CAP/CMP	- Develop spreadsheet to input pump run times and calculate pumping station flows.
52361.140	2018 Sanitary Sewer Replacement Project	- Estimate No. 6 in the amount of \$90,208.58 is submitted for Authority approval at the February 11 th meeting.
52361.143	Update CIP	- Meet with Charlie Road and Alan Rubendall February 1, 2019 to update Capital Projects list.
52361.220	Providence Place	- Review information regarding kitchens in units and EDUs. Met with Alan Rubendall February 1, 2019.
52361.239	Liberty Development N. Park Ave.	- Review of revised plans. Transmitted review letter to Design Engineer on January 18, 2019. - Review of revised plans. Transmitted review letter to Design Engineer on February 5, 2019.

SYSTEM SUPERINTENDENT'S REPORT

FEBRUARY 2019

FOR WORK DONE JANUARY 1, 2019 – JANUARY 31, 2019

SEWER AUTHORITY PROJECTS:

JOAO & Bradley has completed all the driveway and sidewalk/apron repairs in project area. We put a punch list together of minor things that need to be addressed for the winter. They will be out to take care of our punch list the week of 2/11/2019 weather permitting.

We sent the quotes for repairs needed from tree damage at Smith Road Pump Station to our insurance company for review and direction on the next step to move forward with getting the repairs needed on the fence and control panel that got damaged.

The water line froze in the bathroom off the Board room for 2 days in the cold spell and when it warmed up and thawed out it broke in the wall at the sink and flooded the bathroom and Boardroom floor with a couple inches of water. We pulled the drywall off the wall and replaced the water lines with Pex piping and extra insulated the pipes in the exterior wall that broke.

We have a muffin monster at Evansburg Station with a broken shaft or drive gear that we will be pulling out to send to Deckmans for repairs.

We made arrangements with Gannett Flemming to do drawdown tests at all pump stations and we sent all clock readings to Gannett and Flemming for 2018 and 2019 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 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 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 144 locations (PA One Calls).
- Remove original piping that is no longer required at Walker Lane station.
- Fabricate and install bracing to support remaining piping at Walker Lane station.
- Call all fault callers to insure proper operation, found old Baptist not responding had Verizon repair phone line.
- Pulled both pumps at Old Baptist station to remove partial block.
- Exercised all gate valves at Trooper Rd station.
- Exercised Trailer generators and all other units that don't test automatically.
- Removed old style alternators and associated wiring from Mile Hill, Fox Rd, Cross Keys and Providence crossing stations.
- Replaced block heater on bypass pump at Providence Crossing station.
- Replaced block heater on bypass pump at Trooper Rd station.
- Replaced block heater on generator at Valley Forge Station.
- Trouble shoot automatic video cable rewind on sewer cleaner found bad fuse.
- Remove broken riser and cold patch MHCV58A on ridge pike.
- Video private line on Grandview Rd to determine location of lateral for possible future use.
- Cut up and remove tree fallen on manhole on woodland R.O.W.
- Ran root cutter on woodland R.O.W From MH 124 to MH120.
- Ran root cutter on Barrington MH12 to MH 67.
- Ran Root cutter on Gun Club R.O.W MH369 to MH6.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	436	256
PTO hours	20	48
Holiday hours	48	32
Overtime	24	n/a
Part-time hours		109
Special Projects hours		78
Job related injury hours	0	0