

REGULAR MEETING
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF JUNE 10, 2019

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, June 10, 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. Doug Hager, Treasurer; Mr. Jason Sorgini, Asst. Treasurer; Mr. Robert Tschoepe, Secretary

Absent was Authority Member:

Mr. Charles Rose, Vice Chairman

In addition thereto, the following persons were present:

Mr. Alan Rubendall, System Superintendent; Mrs. Lori Connolly, Office Manager; Mr. Eric Frey, Solicitor, Mr. Ed Woyden, Engineer.

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

Lea Baird

CALL TO ORDER

The Chairman called the meeting to order at 6:00PM 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 May 13, 2019 meeting were presented. Upon motion of Mr. Hager, seconded by Mr. Sorgini 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. Hager seconded by Mr. Sorgini and unanimously carried, the Board approved payment of the Revenue & Administration bills, Capital Improvement bills and Capital Reserve bills hereto marked as Exhibit "A".

STATEMENTS OF OPERATION

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

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

PERSONNEL

Employee Increases

Mr. Tschoepe stated to the Board that the employees are due to receive salary increases effective July 1, 2019.

After discussion, a motion was made by Mr. Tschoepe, seconded by Mr. Sorgini and carried. The vote was 3-1 with Mr. Hager voting Nay that all employees would receive a three percent increase and Michael Hagenbuch would receive an additional \$2.00 per hour.

EDU SALES

A motion was made by Mr. Sorgini, seconded by Mr. Hager and unanimously carried to approve 1 EDU for 18 Vaux Lane.

ENGINEER'S REPORT - EXHIBIT "B"

There were no questions on the Engineer's Report.

Mr. Woyden stated to the Board that the contractor has been working on punch list items and did not have all the paperwork in. He asked that the check for final payment be held until all of the required paperwork is in and that he and Mr. Rubendall are satisfied with the final cleanup checklist completion.

The Chairman asked if there was any response to the letter sent to Providence Place regarding the EDUs. Mr. Woyden responded there was not and that Mike McGann from the LPVRSa was going to follow-up.

SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT "C"

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

Mr. Tschoepe asked what work was being done on Trooper Road as he noticed the Sewer Cleaner being run. Mr. Rubendall responded that when the acoustic testing was done it indicated that there could be debris in the line. The camera on the cleaner was run and found rocks and other items in the line.

EDU Overusage Update

Mr. Rubendall presented to the Board a spreadsheet with an update of the project to date and noted that three purchase letters need to be sent by the Attorney.

ATTORNEY REPORT

The Solicitor stated to the Board that he met with Bill Brennan to pick up the Authority's files and he has been reviewing them. He met with Mr. Rubendall and Mrs. Connolly regarding the EDU overuse project, process and procedures for liens and water shut off notices.

OLD BUSINESS

Properties on Wells

The Solicitor stated his comments on this would be made in Executive Session.

NEW BUSINESS

BUDGET

Mr. Hager reviewed with the Board the final draft of the Revenue & Administration Budget for fiscal year July 1, 2019 to June 30, 2020.

Upon motion of Mr. Hager, seconded by Mr. Sorgini and unanimously carried, the Board adopted the Budget for Revenue & Administration hereto marked as Exhibit "D" for fiscal year end June 30, 2020.

Sewer Service Late Fee

There was discussion about our current late fee structure.

A motion was made by Mr. Hager, seconded by Mr. Sorgini and unanimously carried effective July 1, 2019 if payment is not received by LPTSA by the due date printed on the sewer bill, a 10% penalty is added on the current amount due only. The aggregate amount thereof shall bear interest from the penalty date at the rate of .5 % per month (1.5% quarterly).

The Solicitor will have a Resolution for the next Board Meeting.

Delinquent Low Income Individual

Mrs. Connolly stated to the Board that a tenant of a property that received a water shut off notice for delinquent sewer rental contacted Senator Muth's office to see if a payment plan could be made. This individual was given a payment plan last year and did not follow through resulting in having their water turned off. Further, the individual was advised to pay \$25.00 per week to keep him from getting another water shut off notice. No contact or payment has been made in a year.

After discussion, the Board would not allow a payment plan to avoid a shut off due to the individual's failure to keep previous payment plans that he agreed to. Mrs. Connolly was told to issue a water shut off letter giving them 30 days to pay.

Water Shut Off Notices

Mrs. Connolly wanted to clarify her understanding of the Board's position in regards to water shut off notices for delinquent sewer rental. Once a notice is given, no payment plans or partial payments are permitted as the property owner and or tenant had numerous opportunities to comply for payment as late notices are sent in addition to the quarterly sewer bill.

The Board confirmed that Mrs. Connolly's understanding is correct.

DCED Filing of Annual Report

Mrs. Connolly stated to the Board that beginning this year, the Annual Report that is to be submitted to PA Department of Community and Economic Development will be submitted electronically. A copy was submitted to the Board for review and a motion is needed to have the Auditor submit this.

A motion was made by Mr. Sorgini, seconded by Mr. Tschope and unanimously carried to authorize the Auditor to submit the 2018 Annual Report to the PA Department of Community and Economic Development.

EXECUTIVE SESSION

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

Upon motion of Mr. Sorgini seconded by Mr. Tschoepe and unanimously carried, the Board went into Executive Session at 6:42 PM.

Upon motion of Mr. Sorgini seconded by Mr. Tschoepe and unanimously carried, the Board came out of Executive Session at 7:20 PM.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:20 PM by motion of Mr. Tschoepe, seconded by Mr. Sorgini and unanimously carried.


Secretary

BILLS PAID FROM REV. & ADMIN.		JUNE 10, 2019 BOARD MEETING	
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS		17.96
AMS	COMPUTER BILLING/POSTAGE: MONTHLY MAINTENANCE		254.00
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS		65.06
AUDUBON WATER COMPANY	OPERATING EXPENSES: WATER ON FEE		50.00
BUTERA, BEAUSANG, COHEN & BRENNAN	LAWYER FEES / SPECIAL PROJECTS: MONTH OF MAY		2920.89
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING		280.00
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY		393.39
CORE & MAIN	PUMP STATION MAINT: PARTS FOR AUDUBON SQ		2711.34
DECKMAN ELECTRIC	PUMP STATION MAINT: REBUILD SPARE PUMP FOR AUDUBON SQ / GRANGE AVE		10058.51
DELAGE LANDEN	ADMINISTRATION: XEROX COPIER		318.00
DISCHELL BARTLE DOOLEY P.C.	LAWYER FEES / SPECIAL PROJECTS: MONTH OF MAY		5840.00
EASTERN ALLIANCE	GENERAL INSURANCE: JUNE PREMIUM WORKERS COMP		854.00
FASTENAL	PUMP STATION MAINT: PARTS FOR CHECK VALVEAUDUBON SQUARE PS		62.09
GANNETT FLEMING, INC.	ENGINEERING FEES / REF: MARCH 30 - APRIL 26, 2019		10034.04
HADLEY, BLAYNE	HOSPITALIZATION/TRUCK: REIMBURSEMENT OF COPAY . CDL RENEWAL		119.50
HOME DEPOT	PUMP STATION MAINT / BUILDING MAINT		87.02
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL		73.00
LPVRS	TREATMENT CHARGES		190560.00
MACK SERVICES	BUILDING OPERATION & MAINT: HEATING OIL		91.94
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE JUNE		50.00
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE		101.14
PA RURAL WATER	TRAINING: INFLOW / INFILTRATION TRAINING A. RUBENDALL		130.00
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING		178.61
PECO	GAS & ELECTRIC		3742.64
PRIMEPAY	ADMINISTRATION: PAYROLL PROCESSING		197.07
RCL SUPPLY	OPERATING EXPENSES: BALLAST, BULBS FOR GARAGE		131.60
REYNOLDS, PITTMER & ASSOCIATES	ACCOUNTING: JUNE STATEMENTS, FINAL AUDIT BALANCE		2175.00
SHARP WATER CULLIGAN	OPERATING EXPENSES: WATER COOLER RENTAL, WATER		38.00
STAGLIANO	BUILDING OPERATION & MAINT: SERVICED BOTH AC UNITS		292.00
STAPLES	OFFICE SUPPLIES		386.04
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING		504.45
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM		542.86
USPS	POSTAGE		385.00
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS		861.35
VERIZON	TELEPHONE: OFFICE FIOS		207.63
VERIZON	TELEPHONE: OFFICE INTERNET		94.99
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES		274.80
WELLS FARGO	DEBT SERVICE: INTEREST / PRINCIPAL	[AUTO DEBIT]	2756.20
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT		786.46
LPTSA	PETTY CASH		170.47
LPTSA	PAYROLL	[TRANSFERRED]	30,000.00
UNITED HEALTHCARE	HOSPITALIZATION: JUNE PREMIUM		6168.53
		TOTAL	274966.08
BILLS PAID FROM CAPITAL RESERVE			
LPVRS	CAPACITY PERMITS		2670.00
		TOTAL	2670.00
BILLS PAID FROM CAPITAL IMPROVEMENT			
FLAGGER FORCE	FLAGGERS FOR ACOUSTIAL TESTING		1188.48
GANNETT FLEMING	ENGINEERING FEES: MARCH 30 - APRIL 26, 2019		814.14
JOAO BRADLEY CONSTRUCTION CO	FINAL PROJECT PAYMENT		20000.00
MR. REHAB	ACOUSTICAL TESTIN OF LINES		5899.95
	EXHIBIT "A"	TOTAL	27902.57

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
June 10, 2019

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
52361.140	2018 Sewer Project	<ul style="list-style-type: none">- Contractor working on punchlist. Scheduled for completion June 7, 2019.- Final estimate for \$20,000 presented to the Authority at the June meeting.
52361.208	Audubon Square 5	<ul style="list-style-type: none">- Review of plans completed. Transmitted review letter to Design Engineer of May 13, 2019.- Estimated EDUs for additional development.
52361.247	28 Eagleville Road	<ul style="list-style-type: none">- Review of plans completed. Transmitted review letter to Design Engineer on June 3, 2019.
52361.249	Redners	<ul style="list-style-type: none">- Review of plans. Transmitted review letter to Design Engineer on May 21, 2019.
52361.250	3880 Yerkes Subdivision	<ul style="list-style-type: none">- Review of plans performed.

SYSTEM SUPERINTENDENT'S REPORT

JUNE 2019

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

SEWER AUTHORITY PROJECTS:

Audubon Square pumping station is back in order. We ended up replacing both check valves due to difficulties finding the internal parts to fix existing valves. We are still working on getting the right parts to rebuild the two valves we took out of the station so we can put them on the shelf as spares for the future. On another note at this station we got a weekend call for seal failure and pulled the pump the following Monday and took pump to Deckmans for repairs.

The spare Hydromatic pump which services Moyer, Old Baptist and Washington pump stations is also down at Deckmans for repairs. Both the impeller and the volute are wore bad. We are waiting to hear back to see if they can shim the impeller down and get some more use out of it or do we have to replace with new.

Audubon Road Pump Station is also back in working order. We did end up finding the right volute and flange for the new pump and installed them on the pump and put the pump back in station.

All the sewer mains that Mr. Rehab failed in their acoustic testing have been videoed by us in-house and all issues turned out to be assorted items laying in the sewer mains or spider webs, some roots and a few clogged inside drops of manholes. We also found and exposed a buried manhole when we were videoing sewer mains saving the blacktop milling crew from a surprise. All the sewer lines in the 2019 paving areas are good to be paved over.

I got a call from the Township asking us for assistance finding out the problem with the pump at the outside Bathroom/snack bar at the fields at the Township Building. We took the crane truck and pulled the pump and dropped it off to Deckmans to be checked out and repaired. They did the repairs and we installed the pump back in place and we had Deckmans send the bill directly to the Township for payment.

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 1 EDU was already purchased for this lot.

3531 Arcola Road: A property subdivision with an existing house on it with an existing EDU. 1 EDU will need to be purchased for the second house

MAINTENANCE DEPARTMENT:

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

- Responded to 202 locations (PA One Calls).
- Install Refurbished Muffin Monster at Evansburg Station.
- Power wash, pull and clear pump one and two at Evansburg Station.
- Purchased and installed brand new pump in position two at Audubon Rd Station.
- Replaced 2 four inch check valves at Audubon Sq station.
- Disassembled and cleaned all ball valves at Audubon Sq Station found large mass of debris attached to main valve leaving the station.
- Used sewer cleaner and nozzle to clean all force main that could be accessed at Audubon Sq about 850'.
- Replaced Faulty transducer at Audubon Sq Station.
- Responded to call of pump failure at Audubon Sq Station found pump one had a seal failure pulled and sent pump out to be repaired.
- Work with Acoustical sounding crew to test all sewer main in areas to be paved this season.
- Expose and raise MH CV 10 on Cross Keys Rd.
- Replace broken riser on Oakdale storm manhole.
- Trim trees at Trooper Rd Station.
- Collected all fire Extinguishers to be inspected and charged.
- Posted water shut off notices.
- Inspect lateral repair at 502 Hillside Ave.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	448	284
PTO hours	80	68
Holiday hours	24	16
Overtime	36	n/a
Part-time hours		90
Special Projects hours		60
Job related injury hours	0	0

LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY APPROVED REVENUE & ADMINISTRATION BUDGET

REVENUE	FY 19/20
Residential	\$ 2,897,000
Commercial	\$ 780,000
Penalties and Adjustments	\$ 85,000
Sewer Rental Billed	\$ 4,021,611
(Increase) Decrease in Sewer Rental Accounts Receivable	\$ (350,000)
Sewer Rental Collected	\$ 3,671,611
Service Fee	\$ 7,500
Inspection Fees	\$ -
Interest Income	\$ 7,000
Miscellaneous Revenue	\$ -
Total Operating Revenue Collected	\$ 3,686,111

SUMMARY OF REVENUE & EXPENSES	FY 19/20
Total Operating Revenue Collected	\$ 3,686,111
Total Operating and Administrative Expenses Paid	\$ 3,686,111
Ending Balance	\$ -

DISBURSEMENTS: Operating Expenses	FY 19/20
Treatment	\$ 2,292,975
Wages	\$ 440,000
Water	\$ 1,900
Power	\$ 60,000
Maintenance Pump Station	\$ 60,000
Maintenance Truck, Equipment & Building	\$ 20,000
Maintenance Collection System	\$ 3,000
Training	\$ 2,500
Health & Safety	\$ 6,000
Operating Expenses / Supplies	\$ 8,000
Emergency	\$ 10,000
TOTAL OPERATING EXPENSES	\$ 2,904,375

DISBURSEMENTS: Administrative Expenses	FY 19/20
Office Equipment Replacement and O & M Services	\$ 5,000
Sewer Billing Services (computer billing)	\$ 13,000
Adm Building Maintenance	\$ 10,000
Office Supplies	\$ 12,000
Postage	\$ 15,000
Telephone	\$ 19,000
Accounting Fees	\$ 11,300
Engineering	\$ 25,000
Legal Fees	\$ 20,000
Professional Services Special Projects	\$ 100,000
Hospitalization & Life Insurance	\$ 118,000
General Insurance	\$ 45,000
Payroll Taxes	\$ 36,000
Miscellaneous	\$ 1,000
Pension	\$ 77,241
Interest on Debt	\$ 33,074
TOTAL ADMINISTRATIVE EXPENSES	\$ 540,615
Transfer to Capital Improvement / Reserve Fund	\$ 241,121
Total Operating & Administrative Expenses	\$ 3,686,111

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