

REGULAR MEETING

**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF DECEMBER 13, 2017**

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Wednesday, December 13, 2017 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. 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. Matthew Prusko, Project Designer/Specialist - Gannett Fleming

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 5:30 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 8, 2017 meeting were presented. Upon motion of Mr. Tschoepe, seconded by Mr. Stanczak and unanimously carried, the reading of the minutes was waived and approved. The vote was 3-0 with Mr. Rose abstaining from voting as he was not at that meeting.

TREASURER'S REPORT

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

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

STATEMENTS OF OPERATION

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

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

Engagement Letter

Mr. Stanczak presented to the Board the Engagement Letter from Reynolds, Pittner, LLC for the Fiscal Year 2018 Audit. A motion was made by Mr. Stanczak, seconded by Mr. Tschoepe and unanimously carried to accept the Engagement Letter from Reynolds, Pittner, LLC per the amount stipulated.

PERSONNEL

Maintenance Employee

Mr. Tschoepe reported to the Board that Michael Hagenbuch has accepted the position of the Sewer Maintenance Employee and will start on January 2, 2018.

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.

LPVRS

The Chairman on behalf of Mr. MacFarland stated to the Board with regard to the Lower Perkiomen Valley Regional Sewer Authority that the Middle Interceptor Project continues to move forward.

EDU SALES

A motion was made by the Chairman, seconded by Mr. Tschoepe and unanimously carried to approve the eight EDUs requested for the John James Audubon Center located at 1201 Pawlings Road and one EDU for 3833 Landis Mill Road.

SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT "C"

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

ENGINEER'S REPORT - EXHIBIT "D"

There were no questions on the Engineer's Report.

PA Small Water and Sewer Grant Program

Mr. Woyden stated that the PA Department of Community and Economic Development has a funding opportunity available for PA small water and sewer program which he investigated.

After discussion, the Board would like Mr. Woyden to pursue getting more information on this opportunity.

Sanitary Sewer Replacement

Mr. Woyden stated that the Sanitary Sewer Replacement Project is progressing. Approximately 8,985 LF of main, 5,165 LF of 6 inch and 4 inch pipe and 35 manholes have been replaced as of Estimate #4 which Mr. Woyden requested a motion for payment.

A motion was made by Mr. Rose, seconded by Mr. Stanczak and unanimously carried, to authorize the Chairman to sign Payment Estimate #4 which includes change order number one for the Sanitary Sewer Replacement Project with PACT One, LLC.

ATTORNEY'S REPORT

No written report was submitted.

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

OLD BUSINESS

EDU OVERUSAGE UPDATE

Mr. Rubendall had nothing new to report.

NEW BUSINESS

2018 Meeting Dates

This will be moved for discussion at the January meeting.

3317 Arcola Road Grinder Pump

Mr. Rubendall presented to the Board a letter he received from a homeowner requesting reimbursement of a grinder pump.

After discussion, the Board asked Mr. Rubendall to gather additional information and would discuss at the January meeting.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:33 PM by motion of Mr. Rose, seconded by Mr. Stanczak and unanimously carried.


Secretary

BILLS PAID FROM REV. & ADMIN.**DECEMBER 13, 2017 BOARD MEETING**

ADVANCE AUTO PARTS	TRUCK & EQUIPMENT / PUMP STATION MAINT: ANTIFREEZE, CLEANER, AIR HORN	64.93
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS	30.38
AMS	COMPUTER BILLING: MONTHLY MAINT, BACK-UP	234.00
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS	65.06
BUTERA, BEAUSANG, COHEN & BRENNAN	LAWYER FEES / SPECIAL PROJECTS: MONTH OF DECEMBER	1237.00
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING	280.00
COMPLETE DOCUMENT SOLUTIONS	ADMINISTRATION: COPIES FOR THE MONTH OF OCTOBER / NOVEMBER	135.28
COLONIAL ELECTRIC SUPPLY	PUMP STATION MAINT: FUSES FOR FOX STREET PUMP STATION / STOCK	145.40
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY	250.00
DELAGE LANDEN	ADMINISTRATION: XEROX COPIER	248.32
DYNATECH	PUMP STATION MAINT: ALTERNATOR, THERMOSTATS	7737.54
ENDICOTT COMMUNICATIONS	OPERATING EXPENSES: YEARLY AFTER HOURS EMERGENCY NUMBER	343.46
FASTENAL	OPERATING EXPENSES: CASE OF GLOVES	135.36
GANNETT FLEMING, INC.	ENGINEERING FEES / REF FEES: SEPTEMBER 30 THROUGH NOVEMBER 24, 2017	5749.82
GRAINGER	PUMP STATION MAINT: ALTERNATOR, THERMOSTATS	131.37
HADLEY, BLAYNE	HOSPITALIZATION: REIMBURSEMENT OF COPAY	140.00
HADLEY, KEITH	HOSPITALIZATION: REIMBURSEMENT OF COPAY	45.00
HOME DEPOT	OPERATING EXPENSES / PUMP STATION MAINT: PAPER TOWELS. SPRAY FOR LOCKS	35.88
HORIZON WASTE SERVICE	OPERATING EXPENSES: TRASH REMOVAL	80.00
LITTLE'S	PUMP STATION MAINT: BLOCK HEATER FOR PROVIDENCE CROSSING PS	74.85
LPVRS	TREATMENT CHARGES	162,552.00
MAD EXTERMINATORS	EXTERMINATING SERVICE	50.00
M&S SERVICE COMPANY INC	PUMP STATION MAINT: REPLACE PROVIDENCE CROSSING TRANSFORMERS	5,436.00
MONTGOMERY LAW REPORTER	ADMINISTRATION: SHERIFF SALE NOTIFICATION	73.00
NAPA AUTO PARTS	PUMP STATION MAINT: BLOCK HEATERS FOR GENERATORS (2)	127.99
PA MUNICIPAL AUTHORITIES ACT	OPERATING EXPENSES: PMAA ACT COPY'S	50.00
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE	97.20
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING	144.34
PECO	GAS & ELECTRIC	3,677.03
PRIMEPAY	ADMINISTRATION: PAYROLL PROCESSING	265.07
REYNOLDS, PITTMER & ASSOCIATES	ACCOUNTING: STATEMENT OF OPERATION OCTOBER / NOVEMBER	600.00
RICHTER OFFICE SUPPLY	ADMINISTRATION: DOCUMENT RECYCLE	65.00
RISHER VAN HORN	BUILDING: HOLIDAY DÉCOR FOR OFFICE	141.00
RUBENDALL AUTO REPAIR	TRUCK & EQUIPMENT MAINT: FRONT HUBS FOR 2003 GMC	808.48
SHARP WATER CULLIGAN	OPERATING EXPENSES: WATER COOLER RENTAL	18.00
STAPLES	OPERATING EXPENSES / ADMINISTRATION: MICROWAVE, OFFICE SUPPLIES	283.43
SUBURBAN PROPANE	BUILDING OPERATION & MAINT: HEATING OIL	268.11
TP TRAILERS	TRUCK & EQUIPMENT MAINT: TRAILER HITCH FOR CRANE TRUCK	52.70
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING	339.10
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM	225.56
US MUNICIPAL	OPERATING EXPENSES: MANHOLE HOOKS	110.22
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS	513.21
VERIZON	TELEPHONE: OFFICE FIOS	275.04
VERIZON	TELEPHONE: OFFICE INTERNET	94.99
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES	339.34
WELLS FARGO	DEBT SERVICE: INTEREST [AUTO DEBIT]	4531.37
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT	322.70
LPTSA	PAYROLL [TRANSFERRED]	30000.00
NABCO	INSURANCE: LIFE, SHORT / LONG TERM DISABILITY JAN/FEB/MAR PREMIUM	1683.24
INDEPENDENCE BLUE CROSS	HOSPITALIZATION: JANUARY PREMIUM	6068.19
	TOTAL	236375.96

BILLS PAID FROM CAPITAL IMPROVEMENT	DECEMBER 13, 2017 BOARD MEETING	
21ST CENTURY MEDIA	ADVERTISEMENT OF SPECIAL MEETING	89.69
GANNETT FLEMING	ENGINEERING I/I: SEPTEMBER 30, 2017 THROUGH NOVEMBER 24, 2017	36379.72
PACT ONE, LLC	REPLACEMENT OF SYSTEM PAYMENT #4	606023.66
	TOTAL	642493.07

SYSTEM SUPERINTENDENT'S REPORT

DECEMBER 2017

FOR WORK DONE NOVEMBER 1, 2017 – NOVEMBER 30, 2017

SEWER AUTHORITY PROJECTS

Pact One has started the Walker Lane phase of the Sewer Replacement Project. On the first day of work on Walker Lane they dug up manhole number W11 at intersection of Mt. Kirk which was 20 foot deep and the force main that runs next to the gravity main started filling the ditch with sewer due to a leak that was there prior to the start of the work. The dirt surrounding the manhole was black and saturated indicating that it was leaking for some time. The gravity main also had a major break right outside of the manhole which means that some of the sewer that was leaking out of the force main was leaking back into the broken gravity main and returning back to the pump station to be pumped out again. This repair should make a major difference at the station. Pact One has completed replacing all of the 8 inch gravity main on Walker Lane as of Wednesday 12/6/2017 and then started replacing laterals. They should be moving to Kenny Lane to start work on Monday 12/11/2017.

Dynatech Generator Company has performed the maintenance on all of the generators and bypass pumps as per contract.

The Crane truck was delivered and the decals for the doors were ordered and will be put on soon.

DEVELOPER PROJECTS:

Providence Place and Brynwood Manors both broke ground and will be installing sewer systems soon.

Audubon Bird Sanctuary has scheduled with us to tie their sewer lateral into the manhole on Audubon and Pawlings Road within the next couple weeks.

MISCELLANEOUS PROJECTS:

We narrowed the job applicants down to two and held a second interview and decided upon one. We are in the process of putting an offer together and will send it to him and wait for a response.

MAINTENANCE DEPARTMENT:

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

- Responded to 141 locations (PA One Calls).
- Installed new heater in electrical cabinet at Fox Rd Station
- Replaced generator block heater at Grange Ave station.
- Replaced bypass pump block heater at Providence Crossing Station.
- Installed new alternator at Old Baptist Station.
- Responded to call from Grange Ave Pump Station high wet well. After investigating we found the air release chamber was completely blocked. The entire unit was disassembled cleaned and reassembled. Due to the overall condition of the valves and pipe we ordered a new unit.
- Removed old transformers from cabinet at Providence Crossing as they are no longer necessary with the new soft start system.
- Called all automatic fault callers to check for proper operation.
- Had all generators and bypass pumps serviced.
- Ran Root cutter on Brimfield manholes NW21 to NW17, NW19 to NW17 and NW 17 to ET8A. Found light to medium roots in all runs.
- Transferred all tools from old crane truck to new crane truck. Removed diesel tank and pump and installed on new truck.
- Inspected Lateral repair at 11 Buckwalter Rd.
- Inspected lateral repair at 3795 Stoughton Rd.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	207	216
Vacation hours	32	56
Sick / Personal hours	33	0
Holiday hours	48	48
Overtime	26.5	0
Part-time hours	0 (George)	76 (Eileen)
Special Projects hours	0 (Tom)	56 (Brandi)
Job related injury hours	0	0

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
December 13, 2017

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
52361.101	Misc. Services	- Investigated DCED - PA Small Water and Sewer Grant program.
52361.134	Replacement of Sanitary Sewer	- Construction work is progressing. - Approximately 8,985 LF of main, 5,165 LF of 6" and 4" pipe and 35 manholes have been replaced as of Estimate No.4.
52361.218	Courts at Brynwood	- Attended pre-construction meeting on November 16, 2017. - Submitted minutes to all attendees December 1, 2017. - Shop drawings under review. - Construction initiated December 11, 2017.
52361.221	2711-2725 Woodland Ave	- Transmitted planning module review letter to STA Engineering on November 6, 2017. - Transmitted additional information to STA Engineering on November 27, 2017.
52361.224	LIDL	- Transmitted planning module review letter to Bohler Engineering on December 1, 2017. - Transmitted development plan review to Bohler Engineering on December 11, 2017.
52361.225	412 Ashley Circle	- Transmitted review letter to Bereck and Smith Engineering on November 13, 2017.
52361.226	1418 Gertrude Ave	- Transmitted review comments to Alan and Mike Mrozinski on November 7, 2017.
52361.227	St. James Episcopal Church	- Transmitted review comments to CMC Engineering on November 22, 2017.