

REGULAR MEETING
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF SEPTEMBER 9, 2019

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, September 9, 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. Doug Hager, Treasurer; Mr. Jason Sorgini, 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. 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 6:00 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 August 12, 2019 meeting were presented. Upon motion of Mr. Rose, seconded by Mr. Tschoepe 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. Sorgini seconded by Mr. Tschoepe and unanimously carried, the Board approved payment of the Revenue & Administration bills, Capital Improvement bills and Capital Reserve bills hereto marked as Exhibit "A".

OPERATOR'S LICENSE

Mr. Tschoepe stated to the Board that an Operator License course will be available at Upper Providence Township. The Authority is required to have a Certified Operator. We are currently covered through September 2022 with Tom Cicippio.

After discussion, a motion was made by Mr. Walker seconded by Mr. Tschoepe and unanimously carried to send Michael Hagenbuch and Blayne Hadley for the Class E Sub 4 Operator's License course. Mr. Rubendall will attend at a later time.

EQUIPMENT & BUILDING

Smith Road Pump Station

Mr. Sorgini reported to the Board that the Contractor has completed the work at Smith Road Pump Station. After the job was started further damage was found that was unseen by the adjuster. The Insurance Company was contacted and we were instructed to send pictures of the damaged components along with a final bill and they would make the adjustments.

Window and Rug Cleaning

Mr. Sorgini stated to the Board that Mr. Rubendall received quotes to clean the office windows and rugs.

After discussion, a motion was made by Mr. Sorgini seconded by Mr. Rose and unanimously carried to approve Fish Window Cleaning and Kapplan Rug Cleaning.

EDU SALES

A motion was made by Mr. Sorgini seconded by Mr. Hager and unanimously carried to approve One EDU each for 1422 Lincoln Street, 3839 Landis Mill Road, 2734 Ridge Pike, 149 Appledale Road and the One EDU for 201 Rogers is deferred until additional information is received.

PROFESSIONAL SERVICE CONTRACT

A motion was made by Mr. Hager seconded by Mr. Sorgini and unanimously carried to approve the Professional Service Contracts for 1422 Lincoln Street, Eagleville Hospital, 201 Rogers Road, 3444 / 3446 Germantown Pike.

ENGINEER'S REPORT - EXHIBIT "B"

There were no questions on the Engineer's Report.

SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT "C"

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

EDU Overusage Update

Mr. Rubendall presented to the Board a spreadsheet with an update of the project to date.

ATTORNEY REPORT

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

OLD BUSINESS

Credit / Debit Card, Electronic Check

Mrs. Connolly stated to the Board that the Solicitor reviewed the agreement for Paymentus and the program should be implemented by the end of October.

Pact One, LLC

The Solicitor presented to the Board the Settlement Agreement with Pact One, LLC.

After discussion, a motion was made by Mr. Rose, seconded by Mr. Sorgini and carried to agree to the Settlement Agreement as written.

NEW BUSINESS

MMO Obligation for 2020

Mr. Rose, Chief Administrative Officer of the Authority's Municipal Pension Plan, stated that he informed the Board by memo of the 2020 Minimum Municipal Obligation for the Lower Providence Township Sewer Authority Pension Plan. The calculation of the 2020 plan cost was estimated at \$55,223. The plan obligation will be due to the Pennsylvania Municipal Retirement System upon receipt of invoice from them.

Upon motion of Mr. Rose, seconded by Mr. Tschoepe and unanimously carried, the Board approved the Minimum Municipal Obligation in the amount of \$55,223 for the upcoming year 2020.

3225 Walker Lane

Mr. Rubendall stated to the Board that the property owner 3225 Walker Lane submitted a letter for request of payment of a bill incurred as a result of repairs to the low pressure system on her property.

After discussion, Authority is going to fix known issue with the system and add this to its annual inspection cycle to ensure the system is inspected at least once a year.

A motion was made by Mr. Sorgini, seconded by Mr. Rose and unanimously carried, the Board approved payment of the current invoice in the amount of \$675.00 with a certified letter to be sent by the Solicitor notifying her that future bills will not be paid without prior written approval from the Authority.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:00 PM by motion of Mr. Rose, seconded by Mr. Tschoepe and unanimously carried.


Secretary

BILLS PAID FROM REV. & ADMIN.		SEPTEMBER 9, 2019 BOARD MEETING	
ADVANCED AUTO PARTS	TRUCK & EQUIPMENT MAINT: PAINT FOR TRUCK BEDLINER		199.61
ADP	ADMINISTRATION: PAYROLL PROCESSING	{AUTO DEBIT}	180.22
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS		18.33
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE		254.00
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS		65.06
CICIPPIO, THOMAS	TRAINING CLASS		240.00
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING		350.00
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY		473.29
DELAKE LANDEN	ADMINISTRATION: XEROX COPIER		318.00
GANNETT FLEMING, INC.	ENGINEERING FEES / REF: JUNE 29 - AUGUST 2, 2019		7212.30
GRAINGER	TRUCK & EQUIPMENT MAINT / PUMP STATION MAINT		117.04
HADLEY, KEITH	HOSPITALIZATION: REIMBURSEMENT OF COPAY		25.00
HOME DEPOT	BUILDING OPERATION & MAINT / OPERATING EXPENSES:		173.23
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL		73.50
LPVRS	TREATMENT CHARGES		190790.00
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE SEPTEMBER		50.00
MGK INDUSTRIES	EMERGENCY: SMITH ROAD ELECTRICAL ENCLOSURE REPLACEMENT		36,024.00
NORRIS SALES COMPANY	OPERATING EXPENSES: REPAIR CONFINED ENTRY METER		212.56
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE		80.33
PA DEP	OPERATING EXPENSES: OPERATOR'S CERTIFICATE		60.00
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING		140.11
PECO	GAS & ELECTRIC		3318.39
PRWA	TRAINING: A RUBENDALL, K HADLEY, B HADLEY, M HAGENBUCH		520.00
RICHTER OFFICE SUPPLY COMPANY, INC.	OFFICE SUPPLY: DOCUMENT SHREDDING, OFFICE SUPPLIES		166.12
RUBENDALL, ALAN	HOSPITALIZATION: REIMBURSEMENT OF COPAY		993.00
SCHIELE-THORNTON & SON, INC.	PUMP MAINT: TROUBLESHOOT FLOAT & ALARM 3225 WALKER LANE		675.00
SHARP WATER CULLIGAN	OPERATING EXPENSES: WATER		20.00
SHERWIN WILLIAMS	TRUCK & EQUIPMENT MAINT: PAINT FOR UNIT 2		19.05
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING		504.45
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM		542.86
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS		878.82
VERIZON	TELEPHONE: OFFICE FIOS		215.42
VERIZON	TELEPHONE: OFFICE INTERNET		94.99
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES		277.96
WELLS FARGO	DEBT SERVICE: INTEREST / PRINCIPAL	{AUTO DEBIT}	2756.24
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT		805.46
LPTSA	PAYROLL	{TRANSFERRED}	45,000.00
UNITED HEALTHCARE	HOSPITALIZATION: OCTOBER PREMIUM		6168.53
TOTAL			301012.87
BILLS PAID FROM CAPITAL RESERVE			
LPVRS	CAPACITY PERMITS		8010.00
TOTAL			8010.00
BILLS PAID FROM CAPITAL IMPROVEMENT			
GANNETT FLEMING	ENGINEERING FEES: JUNE 29 - AUGUST 2, 2019		1293.59
M&S SERVICE COMPANY	REBUILD PUMP		664.00
PACT TWO, LLC	ESTIMATE NO. 7 - FINAL PAYMENT & SETTLEMENT AMOUNT	{WIRE TRANSFER}	187387.74
TOTAL			189345.33

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
September 9, 2019

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
52361.101	Misc. Services	- Reviewed operator license law and informed Fred Walker and Alan Rubendall of requirements on August 27, 2019.
52361.208	Audubon Square V	- Received response regarding EDU calculations on August 13, 2019.
52361.219	37 Crawford Road	- Review and preparation of construction escrow. Transmitted information to Eric Fry on August 9, 2019.
52361.220	Providence Place	- Manhole testing inspection witnessed on August 29, 2019. Work still remains outstanding.
52361.224	Lidl	- Sanitary sewer issues with laterals on Trooper Road were resolved August 20, 2019.
52361.236	Dunkin Donuts	- Transmitted final review letter to Design Engineer on August 14, 2019. All outstanding comments were addressed.
52361.245	Eagleville Hospital	- Meeting at the Authority's office with Design Engineer to discuss EDUs and capacity on Tuesday August 20, 2019.
52361.249	Redners	- Review of shop drawings. Transmitted to Contractor on August 23, 2019.

SYSTEM SUPERINTENDENT'S REPORT

SEPTEMBER 2019

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

SEWER AUTHORITY PROJECTS:

We ran the sewer cleaner from M.H. 518 at the end of Featherbed lane to M.H. 2B which is the manhole at the siphon in Casselberry Meadow. We found some medium roots in lines but nothing major. A total of 18 runs. 12 Of them are off road and down through the woods.

We got a call from the DEP stating that they were contacted by the homeowner at 633 Meadow Lark reporting that sewer or water is surfacing in the back yard of the residence. I met the guys out there the next morning and checked out the area and found no sign of it being sewer related. We did see a drainage ditch in the back yards of the area in question and it was clogged full of yard waste from the neighbors. We also ran the camera through the sewer main in the back yards(Sewer ROW) in the area of the issue just to be sure that it wasn't sewer surfacing in the yard below and still didn't find anything. I responded to the DEP and they said they would forward the outcome to the Homeowner.

We continued the project of doing drawdown testing at all of the pump stations for our records. We completed testing at Audubon Square, Evansburg Road, Walker Lane, Providence Crossing and Mile Hill Pump Stations. We will continue doing the testing until we have completed all of the stations and recorded the info in the computer.

MGK Industries. Inc. Finished the project of replacing the tree damaged enclosure at Smith Road Pump Station. After MGK started the job they found further damage that was unseen by the insurance adjuster when he was out looking at the station when the tree was on the control panel. We contacted the Insurance Company and they said to just send them pictures of the damaged components and a final bill and they would make the adjustments.

DEVELOPER PROJECTS:

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.

3829 Yerkes Road: 3 house subdivision. Plans are under review at Gannett and Flemming's office. 3 EDUs will need to be purchased

306 Level Road: 7 lot subdivision. Demolishing Existing house and building 7 new houses. They have a credit for 1 EDU they need to purchase 6 more.

201 Rogers Road: Existing house. Needs to obtain a Sewer Easement. 1 EDU needed.

420 Church Road: 26 lot subdivision. Property had one house on it that was demoed. 25 EDUs needed

MAINTENANCE DEPARTMENT:

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

- Responded to 163 locations (PA One Calls).
- Called all fault dialers to verify proper operation. Found Washington station had lost recorded voice messages we recorded a new set of messages all callers are now fine.
- Installed thermostats for generator block heaters at St Gabe and Smith Rd stations.
- Exercised Trailer generators and generators at Mile Hill and Evansburg stations as these are the only units that do not test automatically.
- Changed wiring and programming in fault caller at Washington Rd station to allow for separate high and low level alarm instead of a single abnormal wet well alarm.
- Oversee the replacement of control cabinet at smith Rd station.
- Replaced leaking water valve in basement at office and discarded all unnecessary items in basement.
- Replace broken riser ring at Germantown Pike and Evansburg Rd.
- Collected and delivered all scrap metal to scrap yard.
- Posted water shutoff notices.
- Applied epoxy bed liner to unit 2.
- Installed new 1" ball valve on sewer cleaner.
- Cleaned all 10' sewer main from Mh2B in Casselberry Meadow to Mh518 in Featherbed Lane about 18 runs total.
- Cleaned and video 8" sewer main on Mockingbird from MhPt22 to MhPt19 in response to customer concern that sewer leak was causing water to surface in yard at 633 Meadowlark. Video investigation revealed no issue with sewer main.
- Cleaned all 8" sewer main on 6th and 7th street.
- Cleaned sewer main of West Mt Kirk Mh94 to Mh146.
- Cleaned R.O.W off of west Mt Kirk from Mh90 to Mh87.
- Inspected sewer lateral repair at 3034 Appledale Rd.
- Inspect new sewer connection at 3808 Lucia Lane.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	488	312
PTO hours	40	40
Holiday hours	0	0
Overtime	8	n/a
Part-time hours		79.5
Special Projects hours		63
Job related injury hours	0	0