

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

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, December 9, 2019, 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. 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. Eric Frey, Solicitor, Mr. Ed Woyden, Engineer.

Present were members of the public not on the Agenda:

William Stanczak, Lea 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 12, 2019 meeting were presented. Upon motion of Mr. Rose, 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.

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

PERSONNEL

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. Rose and unanimously carried, to approve the year-end adjustments as presented.

EQUIPMENT & BUILDING

Mr. Sorgini stated to the Board that the utility body truck may need to be replaced. Mr. Rubendall is looking into pricing.

EDU SALES

A motion was made by Mr. Sorgini seconded by Mr. Hager and unanimously carried to approve One EDU for 805 N. Park Avenue.

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

3225 Walker Lane

The Solicitor stated that he was scheduled to meet with Ms. DiGiovanni regarding the agreement to fix and inspect the work on her property. She has become increasingly difficult to deal with and the Solicitor told her she would need her own attorney to either explain the current prepared agreement or write a new agreement.

After discussion, the Board stated that they do not want the Sewer Authority Solicitor meeting with Ms. DiGiovanni by himself.

Crawford Estates

The Solicitor stated that he has contacted the Township advising them to not issue Building Permits until the Authority Permits are paid for and money owed for reimbursable Legal and Engineering Fees have been paid.

Shannondell

A motion was made by Mr. Hager seconded by Mr. Sorgini and unanimously carried, to settle Shannondell matters pursuant to the draft Settlement Agreement terms with the finalization of the same to be completed by the Chairman and Solicitor.

OLD BUSINESS

Collection Letter

Mrs. Connolly stated to the Board that there was no response to the Collection Letters mailed by the Solicitor giving them thirty days to contact the office before additional legal action is taken.

NEW BUSINESS

Administrative Charge to Return Allocation of Capacity

After discussion, the Board advised Mr. Rubendall and Mrs. Connolly to determine a suggested rate to charge.

Walker Lane Paving

Mr. Rubendall received a tentative list of roads that the Township plans to pave this year which includes Walker Lane from E. Mt. Kirk to Church which is in one of our future project areas for sewer replacement.

After discussion, a motion was made by Mr. Rose, seconded by Mr. Walker and carried to have Mr. Sorgini ask the Township Supervisors to delay the paving of Walker Lane. Mr. Sorgini abstained from voting.

Casselberry House Fees

Mrs. Connolly stated to the Board that the Township has terminated its lease with the Lower Providence Historical Society they had on the property. As a result, the Township is financially responsible for the utilities associated with the Casselberry House.

Per the terms of the Lease Agreement between Lower Providence Township and Lower Providence Sewer Authority, the Township is requesting that the quarterly sewer rental fees be waived on the Casselberry House, a Township facility. This amount would be \$332.00 per year.

After discussion, a motion was made by Mr. Rose, seconded by Mr. Walker and carried to waive the fees for the Casselberry House per the terms of the Lease Agreement. Mr. Sorgini and Mr. Hager abstained from voting.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:07 PM by motion of Mr. Rose, seconded by Mr. Hager and unanimously carried.


Secretary

BILLS PAID FROM REV. & ADMIN.	DECEMBER 9, 2019 BOARD MEETING	
ADVANCED AUTO PARTS	TRUCK & EQUIPMENT MAINT: FILTER, OIL	24.06
ADP	ADMINISTRATION: PAYROLL PROCESSING {AUTO DEBIT}	262.95
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS	19.43
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE	254.00
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS	65.06
CHARLES DILIBERTO PLUMBING	BUILDING OPERATION & MAINT: TESTED BACK FLOW PREVENTOR	100.00
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING	350.00
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY	253.98
DISCHEL BARTLE & DOOLEY	LEGAL FEES, SPECIAL PROJECTS, REIMBURSABLE FEES: MONTH OF NOVEMBER	3702.40
DELAGE LANDEN	ADMINISTRATION: XEROX COPIER	325.22
DYNATECH	PUMP STATION MAINT: SMITH ROAD GENERATOR REPAIR	514.80
FASTENAL	HEALTH & SAFETY / OPERATING EXPENSES: MARKING PAINT, CASE OF GLOVES, BOLTS	224.01
GANNETT FLEMING, INC.	ENGINEERING FEES / REF: AUGUST 31 - SEPTEMBER 27, 2019	12426.14
HADLEY, KEITH	HOSPITALIZATION / SAFETY: REIMBURSEMENT OF COPAY	55.00
HOME DEPOT	TRUCK & EQUIPMENT MAINT	89.38
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL	73.50
LPVRS	TREATMENT CHARGES	191085.00
LOWER PROVIDENCE TOWNSHIP	PAVING RETAINAGE	21832.60
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE DECEMBER	50.00
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE	67.98
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING	226.21
PECO	GAS & ELECTRIC	3626.11
RAHN'S CONSTRUCTION MATERIAL	MANHOLE RISERS	990.00
RICHTER OFFICE SUPPLY COMPANY, INC.	DOCUMENT DESTRUCTION	65.00
ALAN RUBENDALL	HOSPITALIZATION / SAFETY: REIMBURSEMENT OF COPAY	183.94
SANTONIS GARAGE	TRUCK & EQUIPMENT MAINT: REPAIR OIL LEAK ON UNIT #3	1091.03
SHARP WATER CULLIGAN	OPERATING EXPENSES: COOLER RENTAL	18.00
STAPLES	OFFICE SUPPLIES	112.30
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING	504.45
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM	542.86
VALLEY FORGE SECURITY CENTER	PUMP STATION MAINT: BROKEN POWER SUPPLY CORD FOR SECURITY MONITOR	146.00
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS	887.26
VERIZON	TELEPHONE: OFFICE FIOS	214.14
VERIZON	TELEPHONE: OFFICE INTERNET	94.99
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES	278.35
WELLS FARGO	DEBT SERVICE: INTEREST / PRINCIPAL {AUTO DEBIT}	2756.24
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT	906.78
LPTSA	PAYROLL [TRANSFERRED]	35,000.00
UNITED HEALTHCARE	HOSPITALIZATION: JANUARY PREMIUM	5826.86
	TOTAL	285246.03
BILLS PAID FROM CAPITAL RESERVE		
LPVRS	CAPACITY PERMITS	2670.00
	TOTAL	2670.00

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

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
52361.208	Audubon Square V	- Discussed additional EDUs needed with Mike McGann December 3, 2019.
52361.219	37 Crawford Road	- Construction observation continues.
52361.223	35 Evansburg Road	- Transmitted connection letter and straight line diagrams to Alan Rubendall on November 14, 2019.
52361.224	LIDL	- Emailed LIDL representatives November 18, 2019 to request status update on laterals.
52361.234	Iroy Gym	- "Will serve" letter revised to include the flow in GPD as requested by the PA DEP.

SYSTEM SUPERINTENDENT'S REPORT

DECEMBER 2019

FOR WORK DONE NOVEMBER 1, 2019 – NOVEMBER 30, 2019

SEWER AUTHORITY PROJECTS:

Updated: Currently working on drawdown testing at all pump stations. We now have drawdown information for Audubon Square, Evansburg, Walker Lane, Providence Crossing, Mile Hill, Valley Forge, Crosskeys, Audubon Road, and Grange. This past month we did drawdown test on Washington Crossing, St. Gabes and Gertrude Avenue pump stations. We have a couple of smaller stations left to do. We are recording all the information in the computer so we have base information to refer to at each station. *No further testing was done this past month.*

Updated: While we were at the Smith Road pump station removing the damaged pump number two we checked out the backup generator and ran a test cycle and found that the throttle governor is not operating. *We are checking to see if it can be repaired or do we have to purchase a new one. After checking into this issue further were not totally sure that the problem is the throttle control so we are looking further into the issue. We had Dynatech come in and troubleshoot this problem and did the repairs needed and the Bypass pump is back in operation.*

Jim Kenny Escavating & Paving Inc. has completed the blacktop patching on the areas we dug up for force main repairs. One of the repairs was on a State road and the State Inspector on the job made the Contractor patch a bigger area than originally estimated so there is going to be some additional charge above the original quoted price.

Had to take the 2003 GMC utility truck back to Santoni's Garage to repair another oil leak that showed up after the original one was fixed.

All of the sewer main, manholes and two of the six 6" laterals have been installed at Crawford Estates. No testing has been done at this point.

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 277 locations (PA One Calls).
- Routine check of stations revealed coolant leak on generator at Grange Ave. Leak was repaired and coolant was added.
- Audubon Rd station called out low wet well cause was suspected to be foreign material on transducer. Transducer and stilling tube were cleaned and station was operating correctly.
- Exercised all generators and Bypass pumps that do not test automatically.
- Turn on Mile Hill heat trace and verify that heating element is operating correctly.
- Changed oil and filter on unit one.
- Clean leaves and debris from rain gutters at office.
- Root cut Midland R.O.W from manhole M8-M10.
- Root cut south Park Ave R.O.W PT2-Pt1 and PT1-PT1A
- Cleaned sewer main on First Street from MH 80- MH 296 and Hillside from MH 307- MH333.
- Cleaned Eagle Stream R.O.W from MH E6- MH E8 and also located and marked Manholes on wooded area.
- Cleaned and videoed Pond view R.O.W MH B10-MHB12 and cleaned all sewer main on Pond View Rd.
- Reset and sealed offset Manhole casting B11 on Pond View R.O.W.
- Responded to customer complaint on Elizabeth Lane and cleaned sewer main from MH P9- MH P10 and MH P9- MH MT1 to confirm there were no issues with our line.
- Inspect new connection at 3554 Old Baptist Rd.
- Inspect new connection at 3818 Addison Ct.
- Inspect new connection at 18 Vaux Ln.
- Inspect four new connections on Woodwinds Drive lots 5, 6, 7 and 8.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	408	240
PTO hours	24	48
Holiday hours	72	48
Overtime	28	n/a
Part-time hours		55.5
Special Projects hours		0
Job related injury hours	0	0