

**REGULAR / REORGANIZATION MEETING**  
**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**MINUTES OF JANUARY 13, 2020**

The Regular / Reorganization Meeting of the Lower Providence Township Sewer Authority was held on Monday, January 13, 2020, 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

Absent was Authority Member:

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.

**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.

**TEMPORARY CHAIRMAN**

The Chairman asked for a motion to turn the meeting over to Mr. Frey.

Upon motion of Mr. Rose, seconded by Mr. Walker and unanimously carried, Mr. Frey was appointed as temporary Chairman for the election of Chairman.

**APPOINTMENT OF CHAIRMAN**

Mr. Frey asked for nominations for the office of Chairman.

Mr. Rose made a motion nominating Fred Walker as Chairman. The motion was seconded by Mr. Tschoepe and unanimously carried.

Mr. Frey turned the meeting back to the Chairman, Mr. Walker.

**APPOINTMENT'S**

The Chairman made a motion nominating Mr. Rose as Vice Chairman, Mr. Hager as Treasurer, Mr. Sorgini as Assistant Treasurer, Mr. Tschoepe as Secretary, Mr. Rubendall as Assistant Secretary and Mrs. Connolly as Open Records Officer. The motion was seconded by Mr. Hager and unanimously carried.

**APPOINTMENT OF SOLICITOR**

Mr. Tschoepe made a motion to reappoint the law firm of Dishell Bartle Dooley, P.C. per the amount stipulated in the Engagement Letter. The nomination was seconded by Mr. Hager and unanimously carried.

**APPOINTMENT OF ENGINEER**

Mr. Rose made a motion to reappoint the engineering firm of Gannet Fleming, Inc per the amount stipulated in the Engagement Letter. The nomination was seconded by Mr. Hager and unanimously carried.

**APPOINTMENT OF AUDITOR**

Mr. Hager made a motion to appoint Bee, Bergvall & Company as Auditor. The motion was seconded by Mr. Tschoepe and unanimously carried.

**APPOINTMENT OF DEPOSITORS**

Mr. Hager made a motion to appoint Trumark Financial Credit Union and Wells Fargo Corporate Trust as Depositors. The motion was seconded by Mr. Rose and unanimously carried.

**APPOINTMENT OF COMMITTEES**

The Chairman made a motion to appoint the following committees:

Personnel & Pension - Mr. Tschoepe, Equipment & Building - Mr. Sorgini. Rates & Budget - Mr. Hager and Capital Projects - Mr. Rose. The motion was seconded by Mr. Tschoepe and unanimously carried.

**MEETING DATES & TIMES**

A motion was made by Mr. Tschoepe, seconded by Mr. Rose and unanimously carried, to approve the meeting dates for their regular monthly meetings for 2020/2021, held on the second Monday of every month at 6:00 P.M. unless otherwise noted, and for said dates and times to be advertised in the local newspaper.

The meeting dates are as follows:

TUESDAY, FEBRUARY 18

MARCH 9

APRIL 13

MAY 11

JUNE 8

JULY 13

AUGUST 10

SEPTEMBER 14

OCTOBER 12

NOVEMBER 9

DECEMBER 14 - 5:30 P.M.

JANUARY 11, 2021 - REORGANIZATION / REGULAR MEETING

**MINUTES**

The minutes of the December 9, 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 and Capital Reserve Account.

Upon motion of Mr. Hager seconded by Mr. Tschoepe and unanimously carried, the Board approved payment of the Revenue & Administration and Capital Reserve bills hereto marked as Exhibit "A". The payment to Lower Perkiomen Valley Regional Sewer Authority may be amended pending the outcome of the meeting with the Solicitor and the Regional Authority on January 16, 2020.

**STATEMENTS OF OPERATION**

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

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

### **EQUIPMENT & BUILDING**

Mr. Rubendall stated to the Board that he received a co-stars price of \$46,510.65 for the utility body truck body & plow.

### **BUDGET & RATES**

The Chairman asked the Board about adding a fee for reading deduct meters.

After discussion, the Board asked Mr. Rubendall to come up with some suggestions regarding the cost to read the meter.

### **CAPITAL PROJECTS**

Mr. Rose stated to the Board that he will meet with the Engineer and System Superintendent to update and prioritize the project list for the next meeting.

### **EDU SALES**

A motion was made by Mr. Tschoepe seconded by Mr. Hager and unanimously carried to approve one EDU for 2600 Ridge Pike.

### **ENGINEER'S REPORT - EXHIBIT "B"**

There were no questions on the Engineer's Report.

Mr. Woyden stated to the Board that he will be meeting with Mike McGann from the Regional Authority regarding the expectations of non-residential properties.

### **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 Ms. DiGiovanni has hired an attorney and he is working with him regarding the Agreement to fix and inspect the work on her property.

### **OLD BUSINESS**

#### **Collection Letter**

The Solicitor stated to the Board that it has been well past the thirty days since the collection letters were sent and we have received one response. He asked the Board how to proceed.

After discussion, the Board advised the Solicitor to proceed with filing a complaint with the District Justice for any customer owing more than \$1000.

#### **Administrative Charge to Return Allocation of Capacity**

Mrs. Connolly stated to the Board that a fee of \$200.00 has been determined for the return of base allocation for the Authority based on its inspection fee.

A motion was made by Mr. Rose seconded by Mr. Hager and unanimously carried to approve \$200.00 as the fee to charge for return of base allocation of capacity.

An application of the return of capacity needs to be submitted.

#### **Walker Lane Paving**

Mr. Rubendall stated to the Board that Walker Lane paving was removed from the list for 2020.

**NEW BUSINESS**

**Deduct Meters**

After discussion, the Board would like to see a formal policy written regarding the installation of deduct meters. A deduct meter should only be attached to a piece of equipment. In addition, they want a formal application for the installation of a deduct meter and fee structure.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 6:58 PM by motion of Mr. Rose, seconded by Mr. Tschoepe and unanimously carried.



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Assistant Secretary

BILLS PAID FROM REV. & ADMIN.		JANUARY 13, 2020 BOARD MEETING	
ADVANCED AUTO PARTS	TRUCK & EQUIPMENT MAINT: WINDSHIELD WIPER, OIL, FUEL TREATMENT	44.01	
ADP	ADMINISTRATION: PAYROLL PROCESSING {AUTO DEBIT}	280.19	
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS	20.29	
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE, POSTAGE, BILLING QTR PREP	4,530.88	
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS	65.06	
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING	280.00	
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY	677.60	
CREAMERY TIRE	TRUCK & EQUIPMENT MAINT: TIRE FOR UNIT 2	191.00	
DECKMAN ELECTRIC	PUMP STATION MAINT: REBUILD MOYER ROAD PUMP	2932.00	
DISCHEL BARTLE & DOOLEY	LEGAL FEES, SPECIAL PROJECTS, REIMBURSABLE FEES: MONTH OF DECEMBER	6032.00	
DELAGE LANDEN	ADMINISTRATION: XEROX COPIER	341.49	
GANNETT FLEMING, INC.	ENGINEERING FEES / REF: OCTOBER 26, 2019 - NOVEMBER 22, 2019	10660.66	
GIOVINCO, JASON & KRISTEN	RETURN OF BALANCE FROM PROFESSIONAL SERVICES AGREEMENT ESCROW	555.60	
HADLEY, BLAYNE	HEALTH & SAFETY: REIMBURSEMENT OF STEEL TIP BOOTS	125.00	
HADLEY, KEITH	HOSPITALIZATION / SAFETY: REIMBURSEMENT OF COPAY	547.71	
HAGENBUCH	HEALTH & SAFETY: REIMBURSEMENT OF STEEL TIP BOOTS	125.00	
HOME DEPOT	PUMP STATION MAINT, OPERATING EXPENSES, BUILDING MAINT	52.12	
JAMES KENNEY EXCAVATING & PAVING	PAVING REPAIR	7552.00	
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL	73.50	
LPVRS	TREATMENT CHARGES	191115.00	
MACK SERVICES GROUP	BUILDING OPERATION & MAINT: HEATING FUEL FOR OFFICE	388.69	
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE DECEMBER	50.00	
MATOS TREE REMOVAL	PUMP STATION MAINT: SMITH ROAD TREE REMOVAL	1,000.00	
MONTGOMERY LAW REPORTER	OPERATING EXPENSES: NOTIFICATION OF SHERIFF SALE	73.00	
NABCO	INSURANCE: LIFE, SHORT/LONG TERM INSURANCE FOR JANUARY, FEBRUARY, MARCH	1,955.94	
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE	67.09	
PA MUNICIPAL RETIREMENT SYSTEM	PENSION	55223.00	
PA MUNICIPAL AUTHORITIES ASSOC	OPERATING EXPENSES: 2020 MEMBERSHIP DUES	2300.00	
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING	125.96	
PECO	GAS & ELECTRIC	4308.27	
REYNOLDS, PITTNER & ASSOCIATES, LLC	NOVEMBER STATEMENTS	300.00	
RICHTER OFFICE SUPPLY COMPANY, INC.	OFFICE SUPPLIES, DOCUMENT SHREDDING	206.46	
RUBENDALL, ALAN	HOSPITALIZATION / SAFETY: REIMBURSEMENT OF COPAY	55.00	
SANDS FORD OF RED HILL	TRUCK & EQUIPMENT MAINT: RUNNING BOARDS FOR CRANE TRUCK	492.87	
SANTONIS GARAGE	TRUCK & EQUIPMENT MAINT: REPAIR OIL LEAK UNIT 3	767.50	
SELECTPRO, LLC	BUILDING OPERATION & MAINT: DUCT CLEANING	900.00	
SHIRT & INK	HEALTH & SAFETY: SHIRTS	44.00	
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING	403.56	
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM	542.86	
USPS	POSTAGE	330.00	
VALLEY FORGE SECURITY CENTER	BUILDING OPERATION & MAINT: YEARLY ALARM SERVICE	300.00	
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS	808.12	
VERIZON	TELEPHONE: OFFICE FIOS	210.48	
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	567.32	
LPTSA	PETTY CASH	95.47	
LPTSA	PAYROLL [TRANSFERRED]	35,000.00	
UNITED HEALTHCARE	HOSPITALIZATION: JANUARY PREMIUM	5826.86	
	<b>TOTAL</b>	<b>341673.14</b>	
BILLS PAID FROM CAPITAL RESERVE			
LPVRS	CAPACITY PERMITS	2670.00	
	<b>TOTAL</b>	<b>2670.00</b>	

**GANNETT FLEMING'S REPORT**  
**for the**  
**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**January 13, 2020**

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
52361.103	Chapter 94 Report	- Transmitted information request letter to Alan Rubendall on December 16, 2019 for preparation of 2019 Wasteload Management Report.
52361.208	Audubon Square V	- Discussed additional EDUs needed with Mike McGann December 3, 2019. - Meeting schedule with Mike McGann January 15, 2020.
52361.218	Courts of Brynwood	- Awaiting Contractor request Phase 2 testing. - Review of escrow request #2 for Phase 2. Responded to Tim Woodrow on January 2, 2020.
52361.245	Eagleville Hospital	- Reviewing revised plans. Design issues for discussion on the January Authority meeting.

## SYSTEM SUPERINTENDENT'S REPORT

January 2020

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

### SEWER AUTHORITY PROJECTS:

**Board requested:** Got a quote from Red Hill Ford for a new truck to replace the old unit #3 utility body/ plow truck. This is Costars pricing.

**724 Meadowlark:** Got a call from Property owner at 724 Meadowlark asking who is responsible for the 6" clay sewer lateral from the sidewalk to the main. They had a plumber come out multiple times to clear their clogged lateral and each time the plumber said the problem was in the 6" lateral in the road. I had the owner get the lateral videoed and copied us for review. After reviewing it was obvious that there's a root issue in the roadway. The Property owner is requesting that the Board reviews and possibly fixes the problem. I went ahead and got a quote to do the repair for Board review.

**Walker Lane Pump Station:** We got quotes from two different Electrical contractors to replace both soft start controls at this station. We are running the station on one pump right now due to the problem with one of the starters. Spoke with both contractors who have agreed that is best to replace both starters and this point.

**Moyer Road Pump Station:** Pump number one is at Deckmans for repair. We pulled the number one pump and replaced it with the spare off the shelf and dropped the damaged one off for repair.

**Crosskeys Road Pump Station:** Pump number two is also at Deckmans for evaluation. During the normal station check it was found that pump two was off on reset. After resetting the pump it went off on reset again instantly. We pulled the pump and replaced it with the spare off the shelf and dropped the damaged one off for evaluations and possibly repairs/quote.

**Updated:** Completed doing drawdown test on all 17 pump stations. We now have drawdown information for all pump stations. We are recording all the information in the computer so we have base information to refer to at each station and also to use for our Chapter 94 report for the DEP.

### 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.*

**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 198 locations (PA One Calls).
- Replaced faulty transducer on bypass pump at Trooper Rd station.
- Replaced faulty transducer at Audubon Rd station.
- Responded to call of pump failure at Fox RD station. Pulled pump and cleared blockage station was back to normal.
- Pulled pump 2 at Moyer station due to poor performance found faulty flange gasket and worn impeller. Replaced both items and pump output pressure increased from 28psi to 40psi.
- Pulled pump 2 at old Baptist due to poor performance. Impeller clearance was adjusted pump output increased to 50psi.
- Called all automated fault dialers to verify proper operation. Found Gertrude Ave not responding had Verizon repair faulty phone line.
- Performed additional draw down tests at Evansburg Rd station.
- Performed draw down tests at Moyer Rd station.
- Repaired faulty manhole riser at Arcola and circle drive.
- Cleaned and video sewer main on First Street from Mh79 to Mh80 about 300'.
- Had faulty wiring harness on sewer cleaner repaired and state Inspection completed.
- Inspect sewer Repair at 524 Elizabeth.

**DEPARTMENT INFORMATION:**

	Maintenance	Administration
Regular hours worked	392	232
PTO hours	40	56
Holiday hours	48	32
Overtime	8	n/a
Part-time hours		57
Special Projects hours		7
Job related injury hours	0	0