

**REGULAR / REORGANIZATION MEETING**  
**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**MINUTES OF FEBRUARY 18, 2020**

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Tuesday, February 18, 2020, 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

Absent was Authority Member:

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 on the Agenda:

Ted Anderko

**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 January 13, 2020 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 and Capital Reserve Account.

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

**STATEMENTS OF OPERATION**

Mr. Hager presented the December and January unaudited Statements of Operation to the Board for approval.

Upon motion of Mr. Hager, seconded by Mr. Sorgini and unanimously carried, the Board approved the unaudited December and January Statements of Operation.

**PUBLIC COMMENTS**

The Chairman asked for a motion to deviate from the Agenda. Upon motion of Mr. Rose, seconded by Mr. Sorgini and unanimously carried, the Board deviated from the Agenda for Public Comments.

37 Crawford Road Sub-Division

Mr. Ted Anderko stated to the Board that he doesn't feel he should have to pay for the engineering fee of determining the Sewer Escrow amount as it was already done in 2017 by the Township.

He questioned the administrative fee charge of ten percent and wanted that waived. The attorney explained to Mr. Anderko that fee is the total of the amount billed for all developers for the administrative expenses and work. Mr. Anderko stated he wasn't aware of that but understood.

Lastly, Mr. Anderko wanted the late fee of \$72.56 waived when he has sixty days to pay and he was charged a late fee after thirty days on the first invoice. Mrs. Connolly stated that that was an oversight on her part as typically receipts are due within 30 days.

After discussion, the Board stated that they would get back to Mr. Anderko regarding the engineering fee in question.

The Chairman asked for a motion to return to the Agenda. Upon motion of Mr. Hager, seconded by Mr. Rose and unanimously carried, the Board returned to the Agenda.

### **EDU SALES**

A motion was made by Mr. Hager seconded by Mr. Sorgini and unanimously carried to approve six EDUs for 3846 Ridge pike and six EDUs for 306 Level Road.

### **DEVELOPER AGREEMENT**

A motion was made by Mr. Hager seconded by Mr. Rose and unanimously carried to approve the Developer Agreement for 306 Level Road.

### **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**

#### **Shannonell**

The Chairman stated the Agreement with Shannonell has been signed.

#### **Collection Letter**

The Solicitor stated to the Board that he is in the process of filing complaints with the District Justice for any customer owing more than \$1000.

#### **Deduct Meters**

Mr. Rubendall stated to the Board that he is working with the Engineer on developing a procedure regarding the deduct meters. In addition, he is looking into a certain model meter that would be required to be installed so that it could be read electronically.

### **NEW BUSINESS**

#### **Pension Plan Update / Resolution 2020-01 - EXHIBIT "D"**

Mr. Rose stated to the Board that he, Mr. Hager, Lori Connolly, Alan Rubendall and the Attorney met with Pennsylvania Municipal Retirement System on February 5, 2020 regarding updates to the Municipal Checklist of the Pension Plan that is required to be done every six years.

Mr. Rose presented a copy for review and needs a motion to accept the Municipal Checklist for the Authority.

After discussion, a motion was made by Mr. Rose, seconded by Mr. Sorgini and unanimously carried to accept the Pennsylvania Municipal Retirement System Municipal Checklist.

Credit Card

A motion was made by Mr. Hager seconded by Mr. Rose and unanimously carried to approve a credit card to be used for Alan Rubendall and Lori Connolly for purchases up to \$1000, any purchase from \$1000 up to \$2500 requires a Board Member approval and any amount over that needs Board approval.

EXECUTIVE SESSION

The Chairman called for an Executive Session to discuss legal matters

Upon motion of Mr. Sorgini, seconded by Mr. Hager and unanimously carried, the Board went into Executive Session at 6:50 PM.

Upon motion of Mr. Hager seconded by Mr. Rose and unanimously carried, the Board came out of Executive Session at 7:10 PM.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:10 PM by motion of Mr. Rose, seconded by Mr. Hager and unanimously carried.

  
Secretary

<b>BILLS PAID FROM REV. &amp; ADMIN.</b>	<b>FEBRUARY 18, 2020 BOARD MEETING</b>	
21ST CENTURY MEDIA - PHILLY CLUSTER	ADMIN MISC: ADVERTISEMENT 2020/21 MEETING DATES	135.33
ADVANCED AUTO PARTS	TRUCK & EQUIPMENT MAINT: FUEL HOSE, ANTIFREEZE	27.29
ADP	ADMINISTRATION: PAYROLL PROCESSING	{AUTO DEBIT} 307.15
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS	19.92
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE	254.00
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS	65.06
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING	280.00
COMPLETE DOCUMENT SOLUTIONS	ADMIN MISC: COPIES FOR FOURTH QUARTER	97.37
CONNOLLY, LORI	HOSPITALIZATION / OFFICE EQUIPMENT: REIMBURSEMENT OF COPAY, OFFICE 10 UPDAT	1438.12
DISCHEL BARTLE & DOOLEY	LEGAL FEES, SPECIAL PROJECTS, REIMBURSABLE FEES: MONTH OF DECEMBER	4176.00
DELAGE LANDEN	ADMINISTRATION: XEROX COPIER	325.22
GANNETT FLEMING, INC.	ENGINEERING FEES / REF: NOVEMBER 22, 2019 - DECEMBER 27, 2019	7313.77
HADLEY, KEITH	HOSPITALIZATION: REIMBURSEMENT OF COPAY	135.00
HOME DEPOT	OPERATING EXPENSES, BUILDING MAINT: DEHUMIDIFIER, POST, BULBS, GLOVES	393.01
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL	73.50
LPVRS	TREATMENT CHARGES	191115.00
MACK SERVICES GROUP	BUILDING OPERATION & MAINT: HEATING FUEL FOR OFFICE	142.82
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE DECEMBER	50.00
M&S SERVICE COMPANY INC	PUMP STATION MAINT: REBUILD TRANSDUCER FOR SPARES	1,328.00
NAPA AUTO PARTS	TRUCK & EQUIPMENT MAINT: STARTER FOR UNIT 3	291.82
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE	72.92
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING	115.80
PECO	GAS & ELECTRIC	5366.63
PENN-HOLO SALES & SERVICE	TRUCK & EQUIPMENT MAINT: REPAIR CHAINSAW AND SHARPEN BLADES	130.39
RICHTER OFFICE SUPPLY COMPANY, INC.	ADMIN MISC: OFFICE SUPPLIES	160.60
SHIRT & INK	HEALTH & SAFETY: SHIRTS	318.00
SHARP WATER CULLIGAN	OPERATING EXPENSES: COOLER RENTAL	18.00
STAPLES	ADMIN MISC: OFFICE SUPPLIES	205.10
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING	504.45
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM	542.86
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS	813.92
VERIZON	TELEPHONE: OFFICE FIOS	207.20
VERIZON	TELEPHONE: OFFICE INTERNET	174.61
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES	276.75
WELLS FARGO	DEBT SERVICE: INTEREST / PRINCIPAL	{AUTO DEBIT} 2756.24
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT	1019.72
LPTSA	PETTY CASH	119.69
LPTSA	PAYROLL	{TRANSFERRED} 36,000.00
UNITED HEALTHCARE	HOSPITALIZATION: MARCH PREMIUM	5836.45
	<b>TOTAL</b>	<b>262607.71</b>
<b>BILLS PAID FROM CAPITAL RESERVE</b>		
LPVRS	CAPACITY PERMITS	32040.00
	<b>TOTAL</b>	<b>32040.00</b>

**GANNETT FLEMING'S REPORT**  
**for the**  
**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**February 18, 2020**

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
66692.103	Chapter 94 Report	<ul style="list-style-type: none"> <li>- Preparation of Chapter 94 report.</li> <li>- Received information from the LPVRSa on February 3, 2020.</li> </ul>
66692.109	Update CIP	<ul style="list-style-type: none"> <li>- Met with Charlie Rose and Alan Rubendall January 31, 2020 to discuss updates to the Capital Improvement Plan.</li> </ul>
66692.200	Audubon Square V	<ul style="list-style-type: none"> <li>- Met with Mike McGann January 15, 2020 to discuss EDUs.</li> <li>- E-mailed Brad Macy on January 19, 2020 to inform him that 9 EDUs must be purchased.</li> </ul>
66692.201	Courts of Brynwood	<ul style="list-style-type: none"> <li>- Phase 2 sewer construction complete. Sewer still must be tested prior to release.</li> </ul>
66692.202	37 Crawford Road	<ul style="list-style-type: none"> <li>- Discussion with Alan regarding planning modules and EDUs</li> <li>- Testing of sewers remains outstanding.</li> </ul>
66692.205	306 Level Road	<ul style="list-style-type: none"> <li>- Review of shop drawings. Requested additional information.</li> </ul>
66692.211	Eagleville Hospital	<ul style="list-style-type: none"> <li>- Transmitted review letter to Design Engineer on January 22, 2020.</li> <li>- Meet with Owner, Attorney and Engineer February 7, 2020 to discuss the review letter.</li> </ul>

# SYSTEM SUPERINTENDENT'S REPORT

FEBRUARY 2020

FOR WORK DONE JANUARY 1, 2020 – JANUARY 31, 2020

## 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.

**Updated: 724 Meadowlark.** Horizon came out and videoed the 4" sewer lateral again and said they are going to replace it from trap to curb. When they complete the job we will get Dukes Root Control to come in and treat the 6" section in the street and the 8" main from manhole PT63 to PT62.

**Update: Walker Lane Pump Station:** We gave M&T the ok to replace the soft starters. They put us on their schedule to do the work in early March.

Took Sewer Cleaner out and cleaned 6,500 feet of sewer main on Buckwalter, Lawerance, Jode ,Marybell and Smith Roads.

Met with Charlie Rose and Engineer to reorganize the Capital Improvement list and added two projects to it.

**Board requested:** Got together with Ed Woyden and researched what the surrounding Townships have for a policy for deduct meters and who reads them. We are working on writing our own policy for Board approval.

Met with Sales representative from Core & Main to decide what deduct meter we should use that can be electronically read so the water companies can read the meters for us (if they agree to) when they read their water usage meters. Audubon Water Company has agreed to read the deduct meters at a cost but we haven't heard back from PA America yet.

## 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 144 locations (PA One Calls).
- Respond to call of pump failure at Moyer Rd station. Investigation revealed the pump had internal electrical issues. Pump one was sent out for repair spare was installed.
- Routine checks of stations showed spare pump recently installed at Moyer Rd not performing well. Pump was pulled and sent out for inspection the pump was returned after the impeller was shimmed under warrantee. Pump has been operating correctly since the adjustment.
- Routine checks of stations found pump two at Cross Keys station not operating investigation found pump had electrical issues. Pump was sent out for repair and spare was installed.
- Draw down test was performed at Cross Keys station and results were compared to previous results to confirm proper operation of newly installed pump. The test verified the new pump was operating correctly.
- Cleaned 500' of forced main and 50' of gravity main entering Smith Road from Grange Ave station.
- Remove and clean bypass pump venturi's and screens at Providence Crossing, Walker Lane and Trooper Rd stations.
- Installed new block heater on generator at St Gabes station.
- Calibrate Confined entry Gas Meter.
- Installed new starter motor on unit 3.
- Clean 1200' of sewer main on Jode Rd 374I-374D-374H.
- Clean all sewer main on Buckwalter Rd about 2400'.
- Clean all sewer main on Lawrence about 900'.
- Clean all sewer main on Mary bell including R.O.W. about 1500'.
- Plunge and Clear lateral at 24 Buckwalter Rd.
- Inspect sewer repair 1706 Reserve Dr.
- Inspect sewer repair at 2766 woodland.
- Inspect sewer repair at 2865 Eagleville Rd.
- Inspect capped lateral at Eagleville Hospital.

**DEPARTMENT INFORMATION:**

	Maintenance	Administration
Regular hours worked	432	264
PTO hours	24	40
Holiday hours	48	32
Overtime	16	n/a
Part-time hours		91.5
Special Projects hours		0
Job related injury hours	0	0

RESOLUTION NO. 2020-01

AN RESOLUTION OF LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY, MONTGOMERY COUNTY, COMMONWEALTH OF PENNSYLVANIA, ELECTING TO AMEND ITS NON-UNIFORM PENSION PLAN ADMINISTERED BY THE PENNSYLVANIA MUNICIPAL RETIREMENT SYSTEM PURSUANT TO ARTICLE IV OF THE PENNSYLVANIA MUNICIPAL RETIREMENT LAW; AGREEING TO BE BOUND BY ALL PROVISIONS OF THE PENNSYLVANIA MUNICIPAL RETIREMENT LAW AS AMENDED AND AS APPLICABLE TO MEMBER MUNICIPALITIES. IT IS HEREBY RESOLVED BY LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY, MONTGOMERY COUNTY, AS FOLLOWS:

SECTION I. Lower Providence Township Sewer Authority (the Authority), having established a non-uniform pension plan administered by the Pennsylvania Municipal Retirement System (the System), hereby elects to amend its Non-Uniform Pension Plan administered by the System in accordance with Article IV of the Pennsylvania Municipal Retirement Law, 53 P.S. §881.101 et seq. (Retirement Law), and does hereby agree to be bound by all the requirements and provisions of the Retirement Law and the Municipal Pension Plan Funding Standard and Recovery Act, 53 P.S. §895.101 et seq., and to assume all obligations, financial and otherwise, placed upon member municipalities.

SECTION II. As part of this Resolution, the Authority agrees that the System shall administer and provide the benefits set forth in the amended Non-Uniform Pension Plan Document entered into between the Pennsylvania Municipal Retirement Board and the Authority effective as of the date specified in the adoption agreement (the Contract).

SECTION III. The Authority acknowledges that by passage and adoption of this Resolution, the Authority officially accepts the Contract and the financial obligations resulting from the administration of the Contract.

SECTION IV. Payment for any obligation established by the adoption of this Resolution and the Contract shall be made by the Authority in accordance with the Retirement Law and the Municipal Pension Plan Funding Standard and Recovery Act. The Authority hereby assumes all liability for any unfundedness created due to the benefit structure set forth in the Contract.

SECTION V. The Authority intends this Resolution to be the complete authorization of the Contract, as amended and it shall become effective as of the date specified in the adoption agreement, which is the effective date of the Contract, as amended.

SECTION VI. A duly certified copy of this Resolution and an executed Contract shall be filed with the System.

RESOLVED this 18th day of February, 2020.

TALLY OF VOTES – YEAS 3 NAYS 0

ATTEST:

A handwritten signature in black ink, consisting of a large, stylized 'S' or 'Z' shape with a horizontal line extending to the right.

Reviewed by PMRS Legal Counsel \_\_\_\_\_

EXHIBIT "D"