

REGULAR MEETING
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF MARCH 9, 2020

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, March 9, 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. Robert Tschoepe, Secretary; Mr. Doug Hager, Treasurer; Mr. Jason Sorgini, Asst. Treasurer

In addition thereto, the following persons were present:

Mrs. Lori Connolly, Office Manager; Mr. Eric Frey, Solicitor, Mr. Ed Woyden, Engineer.

Present was a member of the public not on the Agenda:

Leah 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 financial issues.

MINUTES

The minutes of the February 18, 2020 meeting were presented. Upon motion of Mr. Rose, seconded by Mr. Sorgini 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. Tschoepe 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 February unaudited Statements of Operation to the Board for approval.

Upon motion of Mr. Hager, seconded by Mr. Rose and unanimously carried, the Board approved the unaudited February Statements of Operation.

EDU SALES

A motion was made by Mr. Hager seconded by Mr. Sorgini and unanimously carried to approve six EDUs of Capacity and one Connection permit for 37 Crawford Road.

DEVELOPER AGREEMENT and/or PROFESSIONAL SERVICE AGREEMENT

A motion was made by Mr. Rose seconded by Mr. Tschoepe and unanimously carried to approve the Professional Service Agreement for Americo Moscariello at Ridge Pike and Crosskeys 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

Collection Letter

The Solicitor stated to the Board that the filing of complaints with the District Justice for any customer owing more than \$1000.00 has been completed.

Deduct Meters

Mr. Woyden and Mrs. Connolly presented to the Board the Water Deduct Installation and Guidelines and Pricing.

After discussion, the Board would like to see a few changes to the Guidelines and want to know the average cost of installation.

NEW BUSINESS

Truck Purchase

After discussion, a motion was made by Mr. Sorgini, seconded by Mr. Rose and unanimously carried to authorize Mr. Rubendall to purchase the truck up to \$50,000.

Proposed Capital Projects and Funding

Mr. Rose presented to the Board a fine tuned updated list of Capital Improvement Projects. He stated that we need financing to get the high priority projects done.

After discussion, the Board directed Mrs. Connolly to reach out to Delaware Valley Regional Finance Authority to set up a meeting.

Emergency Preparedness, COVID 19

The Chairman asked Mr. Tschoepe to come up with an Emergency Preparedness Plan with Mr. Rubendall to make sure we have proper procedures in place along with emergency contacts. This plan is not just for now but for any future natural disaster.

Annual Spring Inspection

The Chairman asked Mrs. Connolly to ask the Board of Supervisors if they would like to attend the Annual Inspection in May.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:55 PM by motion of Mr. Rose, seconded by Mr. Hager and unanimously carried.



Alan Rubendall, Assistant Secretary

BILLS PAID FROM REV. & ADMIN.**MARCH 9, 2020 BOARD MEETING**

PA MUNICIPAL AUTHORITY ASSOCIATION	OPERATING EXPENSES: PERFORMANCE ASSESMENT PROGRAM	[AUTO DEBIT]	225.00
ADVANCED AUTO PARTS	TRUCK & EQUIPMENT MAINT: FUEL HOSE, ANTIFREEZE		14.24
ADP	ADMINISTRATION: PAYROLL PROCESSING	[AUTO DEBIT]	175.30
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS		21.69
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE		254.00
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS		65.06
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING		350.00
COLLEGEVILLE DO IT BEST	PUMP STATION MAINT: BATTERY FOR CALLER		10.99
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY		333.17
DECKMAN ELECTRIC	PUMP STATION MAINT: REBUILD PUMP FOR CROSSKEYS AND FOX ROAD		5,759.00
DELAGE LANDEN	ADMINISTRATION: XEROX COPIER		341.49
DISCHEL BARTLE & DOOLEY	LEGAL FEES, SPECIAL PROJECTS, REIMBURSABLE FEES: MONTH OF JANUARY		7166.53
GANNETT FLEMING, INC.	ENGINEERING FEES / REF: DECEMBER 28, 2019 - JANUARY 31, 2020		7071.28
GRAINGER	OPERATING EXPENSES: DRILL BIT FOR SHOP		21.89
HADLEY, BLAYNE	ADMINISTRATION: 10 YEARS SERVICE		50.00
HAYES INDUSTRIES	PUMP STATION MAINT: REPAIR FLANGE FOR MOYER ROAD		292.00
HOME DEPOT	OPERATING EXPENSES, BUILDING MAINT: DEHUMIDIFIER, POST, BULBS, GLOVES		196.15
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL		73.50
LPVRS	TREATMENT CHARGES		0.00
MACK SERVICES GROUP	BUILDING OPERATION & MAINT: HEATING FUEL FOR OFFICE		103.49
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE DECEMBER		50.00
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE		74.91
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING		94.05
PECO	GAS & ELECTRIC		5224.19
RICHTER OFFICE SUPPLY COMPANY, INC.	ADMIN MISC: OFFICE SUPPLIES, DOCUMENT DESTRUCTION		185.67
ALAN RUBENDALL	HOSPITALIZATION, ADMINISTRATION: REIMBURSEMENT OF COPAY, 30 YEARS OF SERVICE		255.00
SHARP WATER CULLIGAN	OPERATING EXPENSES: WATER FOR SHOP		25.00
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING		403.56
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM		542.86
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS		812.52
VERIZON	TELEPHONE: OFFICE FIOS		214.65
VERIZON	TELEPHONE: OFFICE INTERNET		109.00
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES		276.60
WELLS FARGO	DEBT SERVICE: INTEREST / PRINCIPAL	[AUTO DEBIT]	2756.24
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT		646.46
LPTSA	PETTY CASH		226.26
LPTSA	PAYROLL	[TRANSFERRED]	50,000.00
UNITED HEALTHCARE	HOSPITALIZATION: APRIL PREMIUM		5826.86
		TOTAL	90248.61
BILLS PAID FROM CAPITAL RESERVE			
LPVRS	CAPACITY PERMITS		16020.00
		TOTAL	16020.00

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
March 9, 2020

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
66692.103	Chapter 94 Report	<ul style="list-style-type: none">- Preparation of Chapter 94 report underway.- Waiting for flow information from LPVRSA.
66692.106	Park Avenue and Eagleville Road Project	<ul style="list-style-type: none">- Utility relocation plans were received February 14, 2020 for review.
66692.202	37 Crawford Road	<ul style="list-style-type: none">- Provided engineering billing breakdown to Eric Frey February 24, 2020.- Testing of sewers remains outstanding.
66692.205	306 Level Road	<ul style="list-style-type: none">- Waiting on additional information to review shop drawings.
66692.211	Eagleville Hospital	<ul style="list-style-type: none">- Waiting on revised drawings. Discussed project with Design Engineer.

SYSTEM SUPERINTENDENT'S REPORT

FEBRUARY 2020

FOR WORK DONE FEBRUARY 1, 2020 – FEBRUARY 29, 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.

Cleaned/videoed: We cleaned 3,150' and cleaned and videoed 3'600' of sewer main this month. We also walked the sewer ROW and inspected manholes from Jode Road through the wooded area to Shearwater Road.

Fox Road Station: We got a call from Fox Road Station saying pump one failure. We pulled the pump and put the spare in and sent the damaged one out for repairs.

LPT 2020 Blacktop Project: The Lower Providence Township Road Crew sent us a list of roads that they will be blacktopping this year. We went out and got a count on manholes (33) that will need to be raised and rapid sealed and we measured the footage (7,566') of sewer main that we will have Acoustic Sounded. We are cleaning and videoing as much of this as we can inhouse.

PennDot 2020 Blacktop Project: We contacted PennDott to see what areas they will be paving this year and they responded that they have no paving projects in LP scheduled for this year.

Alignment Project of Eagleville Road and Crawford Road: There's a Utility Coordination meeting in Fort Washington at the office of McMahon Transportation Engineers. We will be attending this meeting with a representative from Gannett Fleming to speak with them about the relocation of the sewer mains + manholes in this intersection.

Update: Walker Lane Pump Station: M&T Services has started replacing the soft starters at Walker Lane Station. The job was not completed at the time of this report.

Update: Deduct Meter Project: We contacted the water companies about possibly reading the commercial customer deduct meters for us and they replied that they can't do them. So we put together an application and a fee structure for the application cost. We also got a quote for the auto read meters that will need to be installed by the Commercial Customer and the Auto read Gun that we will need to purchase to read the deduct meters. We came up with a cost estimate to do the quarterly meter reads. Hopefully we will have all the info together and a written policy and a resolution if needed for our April meeting for review and approval.

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 proposed 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

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

Vaux Hill Property: 30 EDU proposed subdivision.

MAINTENANCE DEPARTMENT:

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

- Responded to 103 locations (PA One Calls).
- Responded to call of pump one failure at Fox Rd station. Inspection revealed internal electrical fault in pump. Spare was installed and original pump was sent out to be repaired.
- Performed Drawdown test at Fox Rd station to confirm proper operation and collect data on newly installed pump. Tests showed pump was operating correctly moving about 30 GPM compared to 17 GPM from the last recorded test on the pump that was sent out for repair.
- Cleaned screens and venturis on all three bypass pumps. Bypass pump test/exercise times were also reprogrammed to coincide with the routine station checking schedule.
- Had McGovern clean and vacuum wet well at Audubon Square.
- Called all automated fault callers to confirm proper operation.
- Cleaned shop, painted floor in break room, bathroom and prepared garage bay floors for painting.
- Walked/inspected sewer R.O.W from manhole 27 on Jode road to manhole 14 on Shearwater Dr.
- Cleaned all sewer main on Sanderling Circle, Sandpiper and Shearwater Drive about 3,150 feet.
- Clean and video all sewer main on Oakdale Ave about 2,100 feet.
- Clean and video Sewer main on Woodlyn from manhole T56 to T52 about 1,200 feet.
- Clean and video sewer main crossing creek at Jode Rd from manhole 27 to 30B about 300 feet.
- Complete report on all possible areas to be paved this year including footages, existing risers, lid sizes and current condition of manholes.
- Performed infiltration and inflow inspections in providence crossing and trooper pump station areas following rain event.
- Replaced broken manhole lid on Lee Rd L12.
- Inspected sewer repair at 724 Meadowlark.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	428	296
PTO hours	20	8
Holiday hours	24	16
Overtime	20	n/a
Part-time hours		57
Special Projects hours		0
Job related injury hours	0	0