

REGULAR MEETING
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF APRIL 8, 2020

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Wednesday, April 8, 2020, at 3:30 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 (via phone and/or computer video meeting); Mr. Robert Tschoepe, Secretary; Mr. Doug Hager, Treasurer; Mr. Jason Sorgini, Asst. Treasurer (via phone and/or computer video meeting)

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 (all via phone and/or computer video meeting)

CALL TO ORDER

The Chairman called the meeting to order at 3:30 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 related to existing/potential litigation.

MINUTES

The minutes of the March 9, 2020 meeting were presented. Upon motion of Mr. Tschoepe, seconded by Mr. Rose 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 March 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 March Statements of Operation.

PERSONNEL

Healthcare Renewal

Mr. Tschoepe stated he, Mr. Hager, Mr. Rubendall and Mrs. Connolly had an opportunity to review the health insurance plans.

After discussion, a motion was made by Mr. Tschoepe, seconded by Mr. Hager and unanimously carried to approve health insurance plan option three.

EQUIPMENT & BUILDING

Pump replacement

Mr. Sorgini stated to the Board that the pump at Providence Crossing Pump Station has seal failure. Mr. Rubendall stated to the Board the options for repair or replacement.

After discussion, a motion was made by Mr. Sorgini, seconded by Mr. Hager and unanimously carried to authorize Mr. Rubendall to purchase a new pump not to exceed \$29,000.

CAPITAL PROJECTS

2020 Projects

Mr. Rose presented to the Board the updated list of Capital Improvement projects and stated that it is vital for projects one through four to be completed.

EDU SALES

A motion was made by Mr. Rose seconded by Mr. Sorgini and unanimously carried to approve one EDU for 17 Borton Road and one EDU for 9 S. Park Avenue.

DEVELOPER AGREEMENT and/or PROFESSIONAL SERVICE AGREEMENT

A motion was made by Mr. Tschoepe seconded by Mr. Rose and unanimously carried to approve the Professional Service Agreement for Methacton School District (Arrowhead School).

ENGINEER'S REPORT - EXHIBIT "B"

There were no questions on the Engineer's Report.

Capital Projects for 2020

A motion was made of Mr. Hager, seconded by Mr. Tschoepe and unanimously carried to authorize the Engineer to start design on Capital Improvement project number one.

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

Collections

The Solicitor stated to the Board that the District Justice Complaints are due April 9, 2020 and some of the delinquent accounts have made payment arrangements.

Deduct Meters

Mr. Rubendall presented to the Board the suggested changes to the Water Deduct Installation and Guidelines.

After discussion, a motion was made of Mr. Hager, seconded by Mr. Tschoepe and unanimously carried that the Authority will pay for the purchase of the deduct meter for existing customers only.

NEW BUSINESS

Proposed Capital Projects and Funding

After discussion, a motion was made by Mr. Hager, seconded by Mr. Sorgini and unanimously carried to submit the loan application to Delaware Valley Regional Finance Authority in the amount of 10,000,000.

Emergency Preparedness, COVID 19

Mr. Tschoepe stated to the Board that he and Mr. Rubendall have been working on the emergency preparedness plan and will have something to present to the Board at the May meeting.

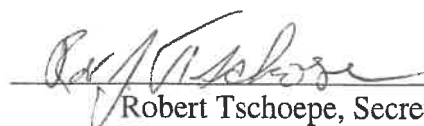
NEW BUSINESS

Audit

After discussion, a motion was made by Mr. Sorgini, seconded by Mr. Rose and unanimously carried to approve the Audit pending Attorney review of note.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 4:25 PM by motion of Mr. Rose, seconded by Mr. Hager and unanimously carried.


Robert Tschoepe, Secretary

BILLS PAID FROM REV. & ADMIN.	APRIL 8, 2020 BOARD MEETING	
21st CENTURY MEDIA	ADMINISTRATION: ADVERTISEMENT OF MEETING CHANGE	146.78
ADVANCED AUTO PARTS	TRUCK & EQUIPMENT MAINT: GLOVES, OIL, FILTERS, ANTIFREEZE	203.47
ADP	ADMINISTRATION: PAYROLL PROCESSING [AUTO DEBIT]	187.62
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS	21.19
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE, POSTAGE, PREPARE BILLING QTR.	6,576.76
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS	65.06
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING	280.00
COLLEGEVILLE DO IT BEST	PUMP STATION MAINT: BATTERY FOR CALLER	10.99
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY	232.51
DELAKE LANDEN	ADMINISTRATION: XEROX COPIER	325.22
DISCHEL BARTLE & DOOLEY	LEGAL FEES, SPECIAL PROJECTS, REIMBURSABLE FEES: MONTH OF FEBRUARY	11649.10
GANNETT FLEMING, INC.	ENGINEERING FEES / REF: FEBRUARY 1 - FEBRUARY 28, 2020	8269.37
HOME DEPOT	OPERATING EXPENSES, BUILDING MAINT	404.10
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL	73.50
LPVRS	TREATMENT CHARGES	160720.00
M&S SERVICE COMPANY	PUMP STATION MAINT: SERVICE CALL FOR WALKER LANE REPAIR	5962.50
MOBILE LIFTS	TRUCK & EQUIPMENT MAINT: FIX CABLE ON CRANE TRUCK	314.96
NABCO	INSURANCE: LIFE, SHORT / LONG TERM DISABILITY APRIL, MAY JUNE PREMIUM	1955.94
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE	73.82
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING	123.00
PECO	GAS & ELECTRIC	4413.06
RICHTER OFFICE SUPPLY COMPANY, INC.	ADMIN MISC: OFFICE SUPPLIES, DOCUMENT DESTRUCTION	302.54
SHARP WATER CULLIGAN	OPERATING EXPENSES: WATER COOLER RENTAL	18.00
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING	403.56
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM	542.86
USPS	POSTAGE	550.00
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS	802.96
VERIZON	TELEPHONE: OFFICE FIOS	206.81
VERIZON	TELEPHONE: OFFICE INTERNET	109.00
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES, EQUIPMENT UPGRADES	612.53
WELLS FARGO	DEBT SERVICE: INTEREST / PRINCIPAL [AUTO DEBIT]	714756.24
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT	486.19
LPTSA	PAYROLL [TRANSFERRED]	35,000.00
UNITED HEALTHCARE	HOSPITALIZATION: MAY PREMIUM	6135.84
	TOTAL	961935.48
BILLS PAID FROM CAPITAL RESERVE		
LPVRS	CAPACITY PERMITS	5340.00
	TOTAL	5340.00

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
April 8, 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. - Transmitted final Chapter 94 report to the LPVRS March 25, 2020.
66692.106	Park Avenue and Eagleville Road Project	<ul style="list-style-type: none"> - Attended meeting at McMahon Associates office on March 11, 2020. - Initiated design of sewer lines to be relocated.
66692.109	Update CIP	<ul style="list-style-type: none"> - Update CIP for potential borrowing. Submitted revised draft to Alan Rubendall March 31, 2020.
66692.110	2020 Capital Project	<ul style="list-style-type: none"> - Initiated preliminary work for design of sewer lines to be replaced.
66692.205	306 Level Road	<ul style="list-style-type: none"> - Still waiting on additional information to review shop drawings.
66692.207	LIDL	<ul style="list-style-type: none"> - Emailed LIDL representatives March 24, 2020 to request the status of the sewer lateral work. Work was scheduled to start that week but has been shut down.
66692.211	Eagleville Hospital	<ul style="list-style-type: none"> - Revised design drawings received for review March 26 and March 30.
66692.215	Arrowhead Elementary	<ul style="list-style-type: none"> - Transmitted draft review comments to Alan Rubendall April 1, 2020 for review. - Planning module submission received March 31, 2020 for review.

SYSTEM SUPERINTENDENT'S REPORT

MARCH 2020

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

SEWER AUTHORITY PROJECTS:

Providence Crossing: Got a call from Providence Crossing Pump Station about pump #2 seal failure. We pulled #2 pump out and put in the spare pump off the shelf and sent damaged pump to Deckmans for evaluation and repair quote.

New Truck: Sands Ford of Red Hill ordered our new utility bodied truck. Due to the Covid-19 issues they couldn't give us a estimated delivery date.

LPTs 2020 road paving project: We cleaned and video inspected all 7,566 feet of the sewer mains in the roads that are in the Township paving project areas. We found no major issues in the sewer mains but we did find a constant running house connection. We will be sending the homeowner a letter requesting them to get it repaired.

Update: Fox Road Station: Pump was repaired and now is on the shelf as our spare.

Alignment Project of Eagleville Road and Crawford road: Ed Woyden and I attended a Project meeting at McMahons Engineers office. Ed will be working on putting a set of plans together for the relocation of our sewer mains for this project. I spoke with the Township Manager and he informed us to send all engineering bills directly to his office for payment.

Update: Walker Lane Pump Station: M&S Services has completed the replacement project of the soft starters for both pumps.

Update: Deduct Meter Project: We rewrote the deduct meter installation guidelines and added the changes that the Board requested at the last meeting. There's a copy in the packets for review and any other comments or changes.

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: 7 EDUs are needed. One EDU was purchased and 6 more are needed.

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 140 locations (PA One Calls).
- Responded to a Call at Evansburg station of pump one failure at 9:00pm found overload tripped. Reset pump and ran for a brief period seemed fine took wet well down. We favored pump two left pump one on as backup checked well was at proper level everything was fine until a more thorough investigation could be done the next day.
- Returned to Evansburg station preformed amp draw and pressure checks on both pumps also checked all wire connection points for loose faulty connections found none. We then pulled pump one for a visual inspection we found no issues. We then switched pump one and two power wires in control cabinet to determine if it was a pump or control issue. The station called out later that day pump one failure after investigation we determined it had to be a control issue we put pumps back to original orientation and swapped pump control breakers to begin to eliminate individual control components. Problem has not since reoccurred.
- Responded to a call of pump one failure at Cross Keys station we performed an amp draw the amps for pump one were very high the pump was then pulled and visually examined we found no obvious cause. We then switched the pumps in the control panel and determined it was a problem with a pump one side of the panel. A Check of the individual control components on pump one side revealed a faulty start capacitor we replace the capacitor with a spare everything was returned to normal operation.
- Responded to a call of pump two failure at Valley Forge station. We observed pump two soft starter taking an abnormally long time to ramp pump up to full speed. We then preformed multiple checks and were convinced it was issue with the soft start. We Scheduled Dave Drummond to come and verify and or Replace/resolve issue with the soft starter. Dave was able to Reprogrammed the starter and resolve the issue he could offer no definite cause for the problem but suggested it could be due to the age of the component and suggested we begin to consider upgrading to new units.
- Responded to a call at Audubon Square of pump two failure we found the overload tripped. An amp draw was preformed and all checked out fine. We then pulled the pump for a visual inspection we found a small amount of debris stuck in impeller pump was cleared and put back into service.
- Routine check of Providence Crossing station showed pump two had a seal failure. Pump two was removed then sent out for repair and spare was installed.
- Routine check of Audubon rrd station showed pump two tripped overload. We reset the overload preformed amp draw everything seemed ok pump was put back online and has not been a issue since.
- Routine check of Grange Avenue revealed a coolant leak in the onsite generator. The leak was repaired and coolant was added.
- Cleaned and videoed all sewer main associated with paving projects on Level Rd, Kingston Cir, Driftwood Drive, lee and South Midland 5824 feet total.
- Videoed sewer main at 930 Jefferson to locate the buildings connection to the main.
- Changed oil and filter in units 1, 2, and 4.
- Completed painting of shop floor.
- Inspected sewer repair at 3888 Yerkes road.
- Inspected Sewer repair at 3109 Marilyn Ave.
- Inspected sewer repair at 555 Trooper Road Applebees.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	508	312
PTO hours	20	40
Holiday hours	0	0
Overtime	24	n/a
Part-time hours		20
Special Projects hours		0
Job related injury hours	0	0