

**REGULAR MEETING**  
**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**MINUTES OF MAY 11, 2020**

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, May 11, 2020 at 4:30 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.

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)

Visitors on Agenda:

Supervisor Colless, Ms. Amanda Pierantozzi

Visitor not on Agenda:

Ms. Leah Baird

**CALL TO ORDER**

The Chairman called the meeting to order at 4:30 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 April 8, 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.

**PUBLIC COMMENTS**

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

3225 Walker Lane

Supervisor Colless stated to the Board that she has been trying to work with Ms. DiGiovanni of 3225 Walker Lane regarding the sewer injector system (grinder pump) on her property to come up with an agreement in a very simple form and would like to keep the legal documents as simple as possible.

After discussion, the Board directed the Solicitor to draft the legal document.

4031 Cardin Place

Ms. Pierantozzi stated to the Board that she would like her late fees waived that have accrued from back to 2017.

After discussion, a motion was made by Mr. Hager, seconded by Mr. Walker and unanimously carried, the Board approved the waiving of the accrued late fees.

Mr. Tschoepe advised her that the Board usually waives one late fee and she has had multiple fees waived and that it will not be waived again. Ms. Pierantozzi stated that she understood.

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.

### **TREASURER'S REPORT**

Mr. Hager presented to the Board the bills to be paid from the Revenue & Administration, Capital Improvement and Capital Reserve Account.

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

### **STATEMENTS OF OPERATION**

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

Upon motion of Mr. Sorgini, seconded by Mr. Tschoepe and unanimously carried, the Board approved the unaudited April Statements of Operation.

### **PERSONNEL**

#### **Employee Increases**

Mr. Tschoepe stated to the Board that the employees are due to receive salary increases effective July 1, 2020.

After discussion, a motion was made by Mr. Tschoepe, seconded by Mr. Sorgini and unanimously that all employees would receive a three percent increase. The vote was 4-1 and carried with Mr. Hager voting Nay that Michael Hagenbuch would receive an additional \$2.00 per hour.

### **BUDGET**

Mr. Hager reviewed with the Board the final draft of the Revenue & Administration, Capital Improvement and Capital Reserve Budgets for Fiscal Year July 1, 2020 to June 30, 2021.

Upon motion of Mr. Hager, seconded by Mr. Tschoepe and unanimously carried, the Board adopted the Budgets for Revenue & Administration hereto marked as Exhibit "B", Capital Improvement hereto marked as Exhibit "C" and Capital Reserve hereto marked as Exhibit "D" for Fiscal Year July 1, 2020 to June 30, 2021

### **CAPITAL PROJECTS**

#### **2020 Projects**

Mr. Rose stated to the Board that the preliminary design work on the first phase is moving forward assuming the loan goes through.

### **EDU SALES**

A motion was made by Mr. Tschoepe seconded by Mr. Sorgini and unanimously carried to approve four EDUs for 3444 Germantown Pike (IROY Gym).

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

There were no questions on the Engineer's Report.

### **SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT "F"**

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 in front of Judge Rebar but due to Covid 19, things are on hold.

**Emergency Preparedness, COVID 19**

Mr. Tschoepe presented to the Board the completed emergency response list.

**NEW BUSINESS**

**Deduct Meters Resolution No.: 2020-02**

A motion was made by Mr. Rose, seconded by Mr. Sorgini and unanimously carried to approve Resolution No.: 2020-02 hereto marked as Exhibit "G".

**Authorization of the Issuance of Sewer Rental Note, 2020 Series Resolution No.: 2020-03**

A motion was made by Mr. Sorgini seconded by Mr. Tschoepe and unanimously carried to approve Resolution No.: 2020-03 hereto marked as Exhibit "H".

**Meeting Time Change**

A motion was made by Mr. Hager, seconded by Mr. Walker and unanimously carried to change the meeting time to 4:30 PM.

**EXECUTIVE SESSION**

The Chairman called for an Executive Session to discuss personnel issues.


Upon motion of Mr. Sorgini, seconded by Mr. Hager and unanimously carried, the Board went into Executive Session at 5:45 PM.

Upon motion of Mr. Hager seconded by Mr. Rose and unanimously carried, the Board came out of Executive Session at 5:50 PM.

A motion was made by Mr. Tschoepe, seconded by Mr. Walker and unanimously carried to give Alan Rubendall and Lori Connolly a bonus as thanks for all of their hard work.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 5:50 PM by motion of Mr. Tschoepe, seconded by Mr. Hager and unanimously carried.

  
Robert Tschoepe, Secretary

BILLS PAID FROM REV. & ADMIN.		MAY 11, 2020 BOARD MEETING	
ADVANCED AUTO PARTS	TRUCK & EQUIPMENT MAINT, SAFETY: GLOVES FOR OFFICE		43.70
ADP	ADMINISTRATION: PAYROLL PROCESSING	[AUTO DEBIT]	175.30
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS		22.01
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE, MAIL CERTIFICATION		389.00
APPLIED COMUTER SOLUTIONS, INC.	OPERATING EXPENSES: FIVE YEAR RENEWAL OF LPTSA.ORG		225.00
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS		65.06
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING		280.00
COMMONWEALTH OF PENNSYLVANIA	WASTEWATER SYSTEM OPERATOR CERTIFICATION (B. HADLEY)		135.00
COMMONWEALTH OF PENNSYLVANIA	WASTEWATER SYSTEM OPERATOR CERTIFICATION (M. HAGENBUCH)		135.00
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY		611.66
CREAMERY TIRE	OPERATING EXPENSES: USED TIRE DISPOSAL		24.00
DANICA CONSUTING & TRAINING	TRAINING: CONFINED SPACES		320.00
DELAGE LANDEN	ADMINISTRATION: XEROX COPIER		325.22
DISCHEL BARTLE & DOOLEY	LEGAL FEES, SPEECIAL PROJECTS, REIMBURSABLE FEES: MONTH OF MARCH		4496.00
EPWPCOA INC	TRAINING: A. RUBENDALL INTRO TO SUBMERSIBLE PUMPS, PUMP HYDRAULICS		20.00
GANNETT FLEMING, INC.	ENGINEERING FEES / REF: FEBRUARY 29 - MARCH 27, 2020		5958.98
HOME DEPOT	OPERATING EXPENSES, BUILDING MAINT		59.92
HOMER GROUP	ADMIN MISC: PRINTED ENVELOPES		365.00
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL		77.18
KISTLER O'BRIEN FIRE PROTECTION	BUILDING OPERATION & MAINT: ANNUAL EXTINGUISHER INSPECTION		450.50
LPVRS	TREATMENT CHARGES		191280.00
MACK ENERGY	BUILDING OPERATION & MAINT: OIL		90.45
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE		67.09
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING		109.45
PECO	GAS & ELECTRIC		4203.44
REYNOLDS, PITTNER & ASSOCIATES, LLC	BALANCE OF AUDIT		1875.00
RICHTER OFFICE SUPPLY COMPANY, INC.	ADMIN MISC: DOCUMENT DESTRUCTION, OFFICE SUPPLIES		241.93
RUBENDALL AUTO REPAIR	TRUCK & EQUIPMENT MAINT: INSPECTION UNIT 2		46.00
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING		403.56
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM		542.86
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS		824.82
VERIZON	TELEPHONE: OFFICE FIOS		208.80
VERIZON	TELEPHONE: OFFICE INTERNET		109.00
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES		275.70
WELLS FARGO	DEBT SERVICE: INTEREST	[AUTO DEBIT]	1850.22
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT		725.28
LPTSA	PETTY CASH		143.99
LPTSA	PAYROLL	[TRANSFERRED]	35,000.00
UNITED HEALTHCARE	HOSPITALIZATION: JUNE PREMIUM		6135.84
TOTAL			258311.96
BILLS PAID FROM CAPITAL IMPROVEMENT			
GANNETT FLEMING	ENGINEERING FEES: FEBRUARY 29 - MARCH 27, 2020		3700.00
PA DEPT OF TRANSPORTATION	ENGINEERING FEES: SR 4031 CAST RISERS		1835.00
TOTAL			5535.00
BILLS PAID FROM CAPITAL RESERVE			
LPVRS	CAPACITY PERMITS		10680.00
EXHIBIT "A"			TOTAL 10680.00

**LOWER POVIDENCE TOWNSHP SEWER AUTHORITY**  
**REVENUE & ADMINISTRATION BUDGET**

<b>REVENUE</b>	<b>2020 / 2021</b>
Residential	\$ 3,192,564
Commercial	\$ 710,000
Penalties and Adjustments	\$ 25,000
<b>SEWER RENTAL BILLED</b>	<b>\$ 3,927,564</b>
Increase (Decrease) in Sewer Rental Accounts Receivable	\$ (100,000)
<b>SEWER REVENUE COLLECTED</b>	<b>3,827,564</b>
Service Fee	\$ 10,000
Inspection Fees	
Interest Income	\$ -
Misc. Revenue	\$ -
<b>REVENUE COLLECTED</b>	<b>3,837,564</b>
<b>DISBURSEMENTS (OPERATING EXPENSES)</b>	
Treatment (LPVRSa)	\$ 2,301,300
Wages	\$ 469,641
Water	\$ 1,500
Power / Heat	\$ 55,000
Maintenance Pump Station	\$ 60,000
Maintenance Truck & Equipment / Building	\$ 20,000
Maintenance Collection System	\$ 3,000
Training	\$ 4,000
Health & Safety	\$ 8,000
Operating Expenses / Supplies	\$ 10,000
Emergency	\$ 10,000
<b>TOTAL OPERATING EXPENSES</b>	<b>2,942,441</b>
<b>DISBURSEMENTS (ADMINISTRATIVE EXPENSES)</b>	
Office Equipment Replacement and O & M Services	\$ 5,000
Sewer Billing Services (computer billing)	\$ 13,000
Building Maintenance	\$ 10,000
Office Supplies / Expenses	\$ 12,000
Telephone	\$ 19,000
Audit & Statements preparation	\$ 9,500
Engineering	\$ 25,000
Legal Fees	\$ 25,000
Professional Services / Special Projects	\$ 25,000
Health & Life Insurance	\$ 125,000
Insurance General	\$ 50,000
Payroll Taxes	\$ 36,477
Miscellaneous	\$ 1,000
Pension	\$ 87,000
Postage	\$ 12,000
Interest on DEBT	\$ 158,191
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 613,168</b>
Total Operating Revenue Connected	<b>\$ 3,837,564</b>
Total Operating and Administrative Expenses Paid	<b>\$ 3,541,930</b>
Excess Revenues collected Over (Under) Expenses Paid	\$ 295,634
Transfer to Capital Improvement fund	\$ 295,634
<b>ENDING BALANCE</b>	<b>\$ -</b>

**LOWER POVIDENCE TOWNSHP SEWER AUTHORITY**  
**CAPITAL IMPROVEMENT BUDGET**  
**FIVE YEAR PLAN**

	<b>YR 1</b> 2020/2021	<b>YR 2</b> 2021/2022	<b>YR 3</b> 2022/2023	<b>YR 4</b> 2023/2024	<b>YR 5</b> 2024/2025
<b>Beginning Balance</b>	438,517	10,244,542	7,416,027	1,355,471	1,273,631
New Loan amount	10,000,000				
Transfer from Capital Reserve					
<b>Subtotal</b>	10,438,517	10,244,542	7,416,027	1,355,471	1,273,631
Interest Income at .5%	52,193	51,223	37,080	7,121	6,711
Transfer from Rev. & Adm.					
<b>Total Funds Available</b>	<b>10,490,710</b>	<b>10,295,765</b>	<b>7,453,107</b>	<b>1,362,591</b>	<b>1,280,343</b>
<b>EXPENDITURES</b>					
<b>I/I Reduction</b>					
Manhole Rehab.& Grade Adjustment					
Sewer Line Repair/Replacement		2,524,225	5,386,027		
Air Testing & Grouting & Televis					
Engineering, I/I					
Legal					
<b>Pump Station Rehab/ Repair</b>					
Structure & Property					
Pumps & Equipment					
<b>Equipment Replacement</b>					
New Vehicle	50,000	10,000	10,000	10,000	10,000
Mower					
PAVING	46,260	315,513	671,609	48,960	
MANHOLE REHAB / GRADE ADJUSTMENT					
<b>New Construction- Unsewered Areas</b>					
Sewer Line Construction					
<b>Miscellaneous</b>					
Engineering					
Legal					
Updating, computerization of Sewer map					
EMERGENCY REPAIRS	30,000	30,000	30,000	30,000	30,000
<b>TOTAL EXPENDITURES</b>	126,260	2,879,738	6,097,636	88,960	40,000
<b>ENDING BALANCE</b>	<b>10,244,542</b>	<b>7,416,027</b>	<b>1,355,471</b>	<b>1,273,631</b>	<b>1,240,343</b>

**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**CAPITAL RESERVE BUDGET**  
**FIVE YEAR PLAN**

	<b>YR 1</b> 2019/2020	<b>YR 2</b> 2020/2021	<b>YR 3</b> 2021/2022	<b>YR 4</b> 2022/2023	<b>YR 5</b> 2023/2024
Beginning Balance	<b>2,171,555</b>	<b>1,470,502</b>	<b>1,047,879</b>	<b>585,673</b>	<b>879,561</b>
<b>Expenditures</b>					
Principal on Debt Service	712,000	722,000	733,000	1,000	300,000
Interest on Debt Service					
Total Payment on Debt	712,000	722,000	733,000	1,000	300,000
<b>Balance after Payment of Debt Service</b>	<b>1,459,555</b>	<b>748,502</b>	<b>314,879</b>	<b>584,673</b>	<b>579,561</b>
Interest Income @ .5%	10,947	3,743	1,574	3,003	3,037
Miscellaneous Income					
Additional Funds Available at end of year	10,947	3,743	1,574	3,003	3,037
<b>Balance in fund at year end</b>	<b>1,470,502</b>	<b>752,245</b>	<b>316,453</b>	<b>587,676</b>	<b>581,597</b>
Transfer from (to) Revenue & Administrative Fund		295,634	269,220	291,885	300,000
Transfer from (to) Capital Improvement Fund	-	-		-	-
Transfer (to) Capital Improvement Fund		-	-		
<b>Connection Fees</b>					
Existing System	-	-	-	-	-
Proposed System	-	-	-	-	-
Developers	-	-	-	-	-
<b>Total Connection Fees (Permits, sale of EDUs)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Reserve Ending Balance</b>	<b>1,470,502</b>	<b>1,047,879</b>	<b>585,673</b>	<b>879,561</b>	<b>881,597</b>

**GANNETT FLEMING'S REPORT**  
**for the**  
**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**May 11, 2020**

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
66692.110	2020 Capital Project	<ul style="list-style-type: none"> <li>- Survey work now permitted to begin as per Governor's revised order. Authority authorized project to start as soon as possible.</li> <li>- Preparing letter to homeowners introducing the project and the survey work. Incorporating COVID-19 measures into work.</li> <li>- Proposing to start survey work the week of May 11, 2020 pending all letters being delivered to the initial project locations.</li> <li>- Started preparation of Unit Debt Act Report on May 5, 2020 for Authority borrowing.</li> </ul>
66692.111	Intersection Improvement Project	<ul style="list-style-type: none"> <li>- Received revised minutes from the utility meeting from McMahon Associates on April 13, 2020</li> <li>- Received information from McMahon on scope of the project and permitting on April 17, 2020.</li> </ul>
66692.205	306 Level Road	<ul style="list-style-type: none"> <li>- Project on hold. Still waiting on additional information to review shop drawings.</li> </ul>
66692.207	LIDL	<ul style="list-style-type: none"> <li>- Relocation of sanitary sewer laterals began Monday May 4, 2020. Two laterals along Trooper Rd. need to be relocated due to the storm sewer work proposed.</li> </ul>
66692.211	Eagleville Hospital	<ul style="list-style-type: none"> <li>- Transmitted review letter to Design Engineer April 10, 2020.</li> </ul>
66692.215	Arrowhead Elementary	<ul style="list-style-type: none"> <li>- Transmitted review letter to Design Engineer April 10, 2020.</li> </ul>



# SYSTEM SUPERINTENDENT'S REPORT

APRIL 2020

FOR WORK DONE APRIL 1, 2020 – APRIL 30, 2020

## SEWER AUTHORITY PROJECTS:

Updated the emergency response list of phone numbers and contact people and made notebooks to be giving to employees for home and also to put at shop and in Authority vehicles.

Three separate contractors are scheduled to come out after they get the ok to go back to work and give us quotes on putting liners in the two 6" laterals that need to be repaired. 724 Meadowlark and 517 Winthrop.

Received a call from the home owner at 668 Sunnyside Ave on 4/24/2020 to tell us that the manhole at the edge of her property overflowed during the heavy rain that we had on 4/13/2020. After checking out the manhole we did find signs of an overflow and also found that the inner lid was not bolted down. We secured the inner lid and also dug down around the outside of the top of the manhole and concreted it to secure it in place. After further investigation we found that the next manhole upstream was leaking badly at the base. We also videoed the ROW going under the creek and saw five or six leaking joints in the eight inch sewer main. We continued to flip the lids up the ROW and found the whole run was leaking heavily. This was all found during normal (not high) water table levels. We will have to look into this further to decide the best way to fix these leaks and follow up with a report for next month's meeting.

**Update - Providence Crossing:** Last meeting the Board approved the purchase of a replacement pump for Providence Crossing Pump Station. I have gotten one price so far and working on getting two more. The companies that are getting us quotes are just getting back to work after the Covid- 19 layoff.

**On hold - New Truck:** Still no change in status. 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.

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

**Project is on hold due to Covid 19 - Alignment 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 - Deduct Meter Project:** We rewrote the deduct meter installation guidelines and added the changes that the Board requested at the last meeting. We sent it to the Attorney to write it as a resolution.

## 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:** 6 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 136 locations (PA One Calls).
- Responded to pump 2 failure call at Audubon Square. Pump was pulled and checked for blockage none was found. Pump one and two were power leads were switched to determine if the issue is a pump or control panel problem. All power connections were checked/ tightened problem has not reoccurred.
- Responded to pump 2 failure call at Gertrude Rd Station investigation revealed a loose power connection caused the pump to trip the overload.
- Responded to customer complaint If sewer backing up at 24 circle drive the main was checked and no issues were found.
- Secure lid and repair concrete on manhole 68 on R.O.W off of Sunnyside.
- Had unit number two inspected.

\*\*Due to adjusted work schedule to prevent spreading COVID 19, the field report is limited.

**DEPARTMENT INFORMATION:**

	Maintenance	Administration
Regular hours worked	144	336
PTO hours	0	0
Holiday hours	24	16
Overtime	8	n/a
Part-time hours		33
Special Projects hours		0
Job related injury hours	0	0

**LOWER PROVIDENCE TOWNSHIP  
SEWER AUTHORITY**

**RESOLUTION NO. 2020-02**

**A RESOLUTION ADOPTING  
APPLICATION FORM AND GUIDELINES FOR DEDUCT METERS**

**WHEREAS**, the Lower Providence Township Sewer Authority (hereinafter “LPTSA”) is a Municipal Authority duly organized and existing under the laws of the Commonwealth of Pennsylvania; and

**WHEREAS**, LPTSA is governed by the Municipality Authorities Act of 1945, 53 Pa.C.S.A. 5601, *et. seq.*; and

**WHEREAS**, LPTSA’s duties include, *inter alia*, operating, acquiring, constructing, improving, maintaining, owning and leasing a system of sewers and sewage treatment works to serve Lower Providence Township; and

**WHEREAS**, LPTSA desires to accurately reflect the use of their sewer system and to allow certain property owners the right to install meters for the purpose of deducting water use at a property which will not enter into the LPTSA sewer system; and

**WHEREAS**, LPTSA desires to adopt a uniform Application Form and Guidelines for property owners to utilize and follow prior to the installation of deduct meters so that such meters shall be approved by LPTSA prior to the purchase and installation of the same by said property owners.

**NOW, THEREFORE**, in order to facilitate the orderly and comprehensive application, review and approval process for deduct meters within Lower Providence Township, it is hereby **RESOLVED** as follows

1. Deduct Meter Application Form: The form of application attached hereto as Exhibit “A” is adopted as the formal application request form. Once an application is approved, the landowner shall comply with the LPTSA inspection requirements then in effect. The Form of Application may be changed from time to time by staff to ensure the proper information is requested and provided by applicants.

2. Deduct Meter Guidelines. The form of Guidelines attached hereto as Exhibit “B” is adopted as the formal Guidelines for the application and approval of deduct meters. Once an application is approved, the landowner shall comply with the LPTSA inspection requirements then in effect.

**EXHIBIT "A"**  
**APPLICATION FORM**

# LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY

## Water Deduct Meter Request

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*Please provide the following information:*

- 1) Name, as it appears on your sewer bill \_\_\_\_\_
- 2) Service address \_\_\_\_\_
- 3) Billing address, *if different than the service address* \_\_\_\_\_
- 4) Account number, *from your sewer bill statement* \_\_\_\_\_
- 5) Water Company providing water to the property \_\_\_\_\_
- 6) Your phone number: Home \_\_\_\_\_ Work \_\_\_\_\_
- 7) Email address \_\_\_\_\_

Modifications to the water supply piping to install a deduct water meter must be done in conformance with all Lower Providence Township Sewer Authority (LPTSA) requirements (see Guidelines for Deduct Meter Installations on the LPTSA website) and those of the applicable Water Company and the PADEP. Please attach a sketch of the proposed meter installation. After you receive approval of the plan for installing the deduct meter and your plumber completes the necessary internal plumbing changes, call the Authority at 610-539-6161 to schedule a convenient time to have the deduct meter installation inspected.

Please note, credits are given only after the installation is approved in writing from the LPTSA and when readings are based on actual meter readings and not on estimated readings.

*Return this completed form along with your check (See Guidelines for fees) to:*

Lower Providence Township Sewer Authority  
Attn: Alan Rubendall  
20 Parklane Drive  
Eagleville, PA 19403

**EXHIBIT “B”**  
**GUIDELINES**

## LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY

### Water Deduct Meter Installation Guidelines

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1. The installation site of the deduct meter must be approved by the Lower Providence Township Sewer
2. Authority (LPTSA). A sketch of the proposed installation must be provided.
3. The deduct meter shall meter only that water which does not discharge into the sanitary sewer system. If user wants to deduct more than one item, said user should try to use one deduct meter to meter all items to be deducted. The water line with the deduct meter shall be segregated from the rest of the water system and all materials and plumbing shall conform to the applicable plumbing codes of Lower Providence Township.
4. DEDUCTION OF SEWER CHARGES WILL NOT BEGIN UNTIL FINAL INSPECTION IS COMPLETED AND THE METER IS SEALED. FOR INSPECTION AND SEALING, PLEASE CALL THE NUMBER BELOW. INSPECTIONS/SEALINGS ARE SCHEDULED MONDAY-FRIDAY 8:00 AM – 3:00 PM.
5. It is the responsibility of the owner (account holder) to ensure the deduct meter is operating correctly and is reflected on the monthly water bill. In the event it is determined that the deduct meter has malfunctioned, billing corrections (credits) will only reflect one (1) billing cycle. Questions regarding the deduct meter should be directed to the LPTSA at the number below.
6. The deduct meter shall be:
  - SENSUS 5/8X3/4 IPERL 1G 3-TS SM 7WHL 3-TERM SCREW, 7.5"LL SMART MODE I5S3GBXX
7. If needed, a backflow preventer (BFP) must be installed by a plumber registered to work in Lower Providence Township. The type and location of the BFP must be approved by the water supplier.
8. The current fee schedule for deduct meter applications is:

a. Review of application	-	\$ 50.00*
b. Site visit to review proposed meter location	-	\$100.00*
c. Post installation inspection	-	\$100.00*
d. Fee to read meter and apply credit	-	\$ 25.00 per quarter

\*One-time fees

9. Any questions please contact:


Lower Providence Township Sewer Authority  
Attn: Alan Rubendall  
20 Parklane Drive  
Eagleville, PA 19403  
610-539-6161



**RESOLVED** and **ADOPTED** this 11<sup>th</sup> day of May, 2020.

Attest:

**LOWER PROVIDENCE TOWNSHIP  
SEWER AUTHORITY**

  
**Robert Tschoepe**  
Secretary

  
**Fred Walker, Chairman**

**RESOLUTION NO. 2020-03**  
**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**MONTGOMERY COUNTY, PENNSYLVANIA**

A RESOLUTION AUTHORIZING THE ISSUANCE OF THE \$10,000,000 GUARANTEED SEWER REVENUE NOTES, 2020 SERIES (COLLECTIVELY, THE "PARTICIPANT NOTE"), BY THE LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY; APPROVING CERTAIN CAPITAL PROJECTS; APPROVING THE ISSUANCE AND NEGOTIATED SALE OF THE PARTICIPANT NOTE TO THE DELAWARE VALLEY REGIONAL FINANCE AUTHORITY; APPROVING THE FORMS OF THE LOAN DOCUMENTS AND AUTHORIZING AND DIRECTING THE EXECUTION AND DELIVERY OF ALL DOCUMENTS NECESSARY TO ISSUE THE PARTICIPANT NOTE; SETTING THE MAXIMUM INTEREST RATE AND THE PRINCIPAL AMORTIZATION SCHEDULE; AND REPEALING INCONSISTENT RESOLUTIONS.

WITNESSETH:

WHEREAS, the Lower Providence Township Sewer Authority (the "Authority") was incorporated pursuant to the *Municipality Authorities Act*, 53 Pa. C.S. §5601 *et seq* (the "*Authorities Act*") and appropriate actions of the Board of Supervisors of the Township of Lower Providence (the "Township"); and

WHEREAS, the Authority owns certain facilities for the collection and transmission of sanitary sewage in the Township and has contracted for the conveyance and treatment of sanitary sewage at the Oaks Treatment Plant (collectively, the "Sewer System") of the Lower Perkiomen Valley Regional Sewer Authority; and

WHEREAS, the Authority assesses rentals, rates, and other charges (the "Revenues") to fund the costs of operation, maintenance, and administration and to pay any debt service costs of the Sewer System; and

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WHEREAS, the Board of Directors of the Authority has reviewed its capital improvement program (the "CIP") and has obtained preliminary cost estimates for the projects from persons qualified by experience; and

WHEREAS, the incurrence of debt by the issuance of the Guaranteed Sewer Revenue Notes, 2020 Series (collectively, the "Participant Note") is necessary to provide the funding for the CIP; and

WHEREAS, certain capital projects of the CIP (collectively, the "2020 Project"), consisting of (i) construction of and repair to sewer laterals, mains, and interceptors, (ii) replacement and repair of pumping stations, (iii) acquisition and installation of metering equipment, (iv) replacement and repair of manholes, (v) acquisition and clearing of rights-of-way, (vi) acquisition and installation of equipment to monitor infiltration and inflow, (vii) repair of roadways and stormwater collection damaged by construction projects, and (viii) payment of the costs of issuance of the Participant Note, will benefit the health and welfare of the residents of the Township; and

WHEREAS, the Delaware Valley Regional Finance Authority ("DeIVal") has submitted a purchase proposal (the "Loan Commitment") to purchase the Guaranteed Sewer Revenue Notes, 2020 Series to fund the 2020 Project; and

WHEREAS, the 2020 Project shall be for the benefit and use of the general public, and no private party shall have any special legal entitlement to the beneficial use of the Sewer System, through a lease, management contract, or any other arrangement that would result in a private business use under the *Internal Revenue Code of 1986* (the "Code"), as amended; and

WHEREAS, the Authority has determined that the negotiated sale of the Participant Note to DeIVal is in the best financial interest of the Authority; and

WHEREAS, the Loan Commitment requires the execution and delivery of a guaranty agreement (the "Guaranty") by the Township as a condition to the purchase of the Participant Note; and

WHEREAS, the Township has determined that the 2020 Project will benefit and contribute to the health and general welfare of the Township's residents; and

WHEREAS, the Township has determined that the execution of the Guaranty will allow the Authority to minimize the costs of issuance and the interest costs of the Participant Note and thereby minimize the rates and charges that the Authority must assess for use of the Sewer System; and

WHEREAS, the execution and delivery of the Guaranty, under which the Township shall guarantee the Authority's obligations to pay principal, interest, and other charges due and payable to DelVal under the terms of the Participant Note and the related loan agreement (the "Loan Agreement") will constitute "lease rental debt" under the Pennsylvania *Local Government Unit Debt Act*, 53 Pa. C.S.A. §8001, et seq (the "*Debt Act*"), as amended and restated; and

WHEREAS, the proposed increase of lease rental debt from the execution of the Guaranty, together with the nonelectoral and lease rental debt presently outstanding, will not cause the constitutional or statutory debt limitations of the Township to be exceeded; and

WHEREAS, the Revenues to be pledged by the Authority to repay the Participant Note are expected to be sufficient to pay the costs of operation and maintenance of the Sewer System and to pay the Authority's debt obligations; and

WHEREAS, DelVal, a public authority within the meaning of the *Debt Act*, has from time to time issued Local Government Revenue Bonds (the "DelVal Bonds"), to provide funds for loans to be secured by the pledge of the full faith, credit and taxing power of local government units (the "Loan Program"); and

WHEREAS, DelVal has from time to time entered into interest rate swap agreements related to the DelVal Bonds (collectively, the "DelVal Swap Agreement") in order to provide a more cost-effective Loan Program and to allow participants in the Loan Program to manage interest rate risk more efficiently; and

WHEREAS, Calhoun Baker Inc. (the "Financial Advisor") is an "Independent Financial Advisor", as such term is defined in the *Debt Act*, to DelVal, and the Financial Advisor has prepared an "Interest Rate Management Plan" (the "Plan"), as such term is defined in the *Debt Act*, and an Interest Rate Swap Management Policy (the "Swap Policy") that have been adopted by the Board of Directors of DelVal; and

**SECTION 1. APPROVAL OF PROJECT, ESTIMATED USEFUL LIFE OF THE PROJECT, AND APPROVAL OF THE PARTICIPANT NOTE**

The estimated, weighted average useful life of the 2020 Project, exceeds the thirty-year term of the Participant Note. The principal of the Participant Note shall be amortized to provide level or declining annual debt service. The amortization of the principal amounts of the Participant Note shall begin within two years of the issuance of the Participant Note.

The Board of Directors of the Authority (the "Board") hereby authorizes and approves the 2020 Project. The Board hereby approves and directs the issuance of the Participant Note, which shall be evidenced by one or more promissory notes in the aggregate par amount of TEN MILLION DOLLARS (\$10,000,000).

**SECTION 2. APPROVAL OF THE LOAN COMMITMENT**

The Board, after due deliberation and investigation, hereby determines that a private sale by negotiation of the Participant Note is in the best financial interest of the Authority. The Participant Note shall be sold at a negotiated sale in accordance with the terms of the Loan Commitment attached hereto. The DelVal Loan Commitment for the Participant Note at a price of \$10,000,000 is hereby accepted. The Authority shall be responsible for paying DelVal's costs of issuance, in an amount not to exceed \$50,000, as directed by DelVal's Program Administrator upon the issuance of the Participant Note. The Participant Note shall be purchased by DelVal on or about June 12, 2020, or in such installments and/or at such other times as the Board's Chairman or Vice Chairman and DelVal's Program Administrator shall determine.

**SECTION 3. APPROVAL OF THE FORMS OF THE LOAN DOCUMENTS AND AUTHORIZATION TO EXECUTE THE AGREEMENTS TO ISSUE THE PARTICIPANT NOTE**

The Board hereby approves the substantial forms of the Participant Note, Loan Agreement, Participant Tax Compliance Agreement, Participant Continuing Disclosure Agreement, Guarantor Continuing Disclosure Agreement, and Guaranty (collectively, the "Loan Documents") attached to DelVal's Loan Commitment. The Chairman or Vice Chairman and the Secretary or Assistant Secretary (the "Authorized Officers") are hereby authorized and directed to execute and deliver the Loan Documents, each in the respective form attached to the Loan Commitment, but with such alterations, deletions and additions as the Authorized Officers may approve (such approval to be conclusively established by the execution by said Authorized Officers). The Authorized Officers also are hereby authorized and directed (i) to execute and deliver such other certificates,

instruments, and agreements and (ii) to take all actions that may be necessary or beneficial to issue the Participant Note.

#### **SECTION 4. MAXIMUM INTEREST RATE AND AMORTIZATION SCHEDULE**

The indebtedness of the Participant Note shall be evidenced by one or more Notes in the aggregate par amount of TEN MILLION DOLLARS (\$10,000,000). The Participant Note shall bear interest at the floating rate and shall be subject to optional redemption as specified in the Loan Agreement and the Participant Note, the substantial forms of which are attached to the Loan Commitment. The principal amortization schedule and maximum annual debt service payments for the Participant Note (based upon the maximum interest rate of 15%) are set forth below:

**Guaranteed Sewer Revenue Notes, 2020 Series**  
**Principal Amortization Schedule and**  
**Maximum Annual Debt Service**

<i>Bond Year</i> <u>Ending</u>	<i>Principal</i> (1)	<i>Maximum</i> <i>Interest</i> <u>Rate</u>	<i>Maximum</i> <i>Interest</i> <u>Payment</u> (2)	<i>Maximum</i> <i>Annual</i> <u>Debt Service</u>
25-May-21	\$ 1,000.00	15%	\$ 1,429,166.67	\$ 1,430,166.67
25-May-22	1,000.00	15%	1,499,850.00	1,500,850.00
25-May-23	299,000.00	15%	1,499,700.00	1,798,700.00
25-May-24	303,000.00	15%	1,454,850.00	1,757,850.00
25-May-25	307,000.00	15%	1,409,400.00	1,716,400.00
25-May-26	311,000.00	15%	1,363,350.00	1,674,350.00
25-May-27	315,000.00	15%	1,316,700.00	1,631,700.00
25-May-28	319,000.00	15%	1,269,450.00	1,588,450.00
25-May-29	323,000.00	15%	1,221,600.00	1,544,600.00
25-May-30	327,000.00	15%	1,173,150.00	1,500,150.00
25-May-31	331,000.00	15%	1,124,100.00	1,455,100.00
25-May-32	335,000.00	15%	1,074,450.00	1,409,450.00
25-May-33	340,000.00	15%	1,024,200.00	1,364,200.00
25-May-34	344,000.00	15%	973,200.00	1,317,200.00
25-May-35	348,000.00	15%	921,600.00	1,269,600.00
25-May-36	353,000.00	15%	869,400.00	1,222,400.00
25-May-37	357,000.00	15%	816,450.00	1,173,450.00
25-May-38	362,000.00	15%	762,900.00	1,124,900.00
25-May-39	367,000.00	15%	708,600.00	1,075,600.00
25-May-40	371,000.00	15%	653,550.00	1,024,550.00
25-May-41	376,000.00	15%	597,900.00	973,900.00
25-May-42	381,000.00	15%	541,500.00	922,500.00
25-May-43	386,000.00	15%	484,350.00	870,350.00
25-May-44	391,000.00	15%	426,450.00	817,450.00
25-May-45	396,000.00	15%	367,800.00	763,800.00
25-May-46	401,000.00	15%	308,400.00	709,400.00
25-May-47	406,000.00	15%	248,250.00	654,250.00
25-May-48	411,000.00	15%	187,350.00	598,350.00
25-May-49	416,000.00	15%	125,700.00	541,700.00
25-May-50	422,000.00	15%	-	422,000.00
<b>Total</b>	<b>\$ 10,000,000.00</b>		<b>\$ 25,853,366.67</b>	<b>\$ 35,853,366.67</b>

- (1) Principal is payable annually, commencing on: 25-May-21  
Principal is amortized to provide level or declining annual debt service.
- (2) Interest is payable monthly on the 25th, commencing: 25-Jun-20  
Interest is calculated for the period beginning on: 12-Jun-20

**SECTION 5. PLEDGE OF REVENUES**

The Authority hereby covenants to assess rentals, rates, and other charges on the Sewer System to generate Revenues which, together with other unrestricted funds available to the Authority, shall be sufficient to provide for the costs to operate, maintain, and administer the Sewer



System and to pay 125% of the Authority's debt service obligations, including the Participant Note. The Authority hereby pledges the Revenues for the repayment of all the obligations due under the Loan Agreement and the Participant Note. The Authority hereby represents and covenants that it has not incurred and will not incur any other obligations with a pledge of Revenues senior to the pledge for the Participant Note as long as any obligations or payments due under the Loan Agreement or the Participant Note remain outstanding.

The Authority hereby covenants:

- 1) to include all periodic, scheduled payments of Loan Interest and Loan Principal payable under the Loan Agreement and the Participant Note in the budget of the fiscal year in which such amounts are due and payable,
- 2) to appropriate such amounts from its general revenues, and
- 3) to pay, or cause to be paid, punctually and duly, such amounts that are due and payable under the Loan Agreement and the Participant Note on the dates, at the places, and in the manner stated in the Loan Agreement and the Participant Note.

## **SECTION 6. COVENANTS FOR TERMINATION CHARGES**

The Authority hereby covenants:

- 1) to include the amounts due under the Loan Agreement for Termination Charges for the DelVal Swap Agreement related to the Participant Note for each fiscal year in which such Termination Charges are payable in its budget for that year,
- 2) to appropriate such amounts from its general revenues for the payment of such Termination Charges, and
- 3) to duly and punctually pay or cause to be paid from its sinking fund or any other of its revenues or funds the Termination Charges at the dates and places and in the manner stated in the Participant Note and the Loan Agreement.

The Authority's obligations to make scheduled payments of the DelVal Swap Agreement related to the Participant Note are senior to any obligation for a Termination Charge allocable to the Participant Note.

## **SECTION 7. CONFLICTING RESOLUTIONS ARE REPEALED**

All Resolutions or parts of Resolutions not in accord with this Resolution are hereby repealed insofar as they conflict herewith.

IN WITNESS WHEREOF, we, the undersigned Authorized Officers, have hereunto set our signatures and affixed hereto the Seal of the LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY, Montgomery County, Pennsylvania.

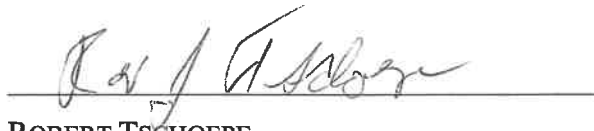
Dated: May 11, 2020

A handwritten signature in cursive script, appearing to read "Fred Walker", is written over a horizontal line.

FRED WALKER  
Chairman, Board of Directors

[Seal]

ATTEST:


A handwritten signature in cursive script, appearing to read "Robert Tschoepe", is written over a horizontal line.

ROBERT TSCHOEPE  
Secretary, Board of Directors

IN WITNESS WHEREOF, I have hereunto set my signature as such officer and affixed hereto the Seal of the LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY, Montgomery County, Pennsylvania.

[Seal]

Dated: May 11, 2020

  
ROBERT TSCHOEPE  
Secretary, Board of Directors