

REGULAR MEETING

**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF FEBRUARY 12, 2018**

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, February 12, 2018 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. William Stanczak, Treasurer
Mr. Doug Hager, 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. William Brennan, Solicitor
Mr. Ed Woyden, Engineer
Mr. Peter MacFarland, Liaison

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

Mrs. 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 legal issues.

MINUTES

The minutes of the January 10, 2018 meeting were presented. Upon motion of Mr. Rose, seconded by Mr. Stanczak and unanimously carried, the reading of the minutes was waived and approved.

TREASURER'S REPORT

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

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

STATEMENTS OF OPERATION

Mr. Stanczak presented the December Statements of Operation to the Board for approval.

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

ENGINEER'S REPORT - EXHIBIT "C"

There were no questions on the Engineer's Report.

Sanitary Sewer Replacement

Mr. Woyden stated that the Sanitary Sewer Replacement Project is complete. Mr. Woyden requested a motion for Payment Estimate #6.

A motion was made by Mr. Rose, seconded by Mr. Stanczak and unanimously carried, to authorize the Chairman to sign Payment Estimate #6 for the Sanitary Sewer Replacement Project with PACT One, LLC.

SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT "D"

There were no questions on the System Superintendent's Report.

The Chairman stated that he would like Mr. Rubendall to develop a policy/procedure regarding Capacity sales.

ATTORNEY'S REPORT

Mr. Brennan reported that all of his comments on legal matters had been previously discussed in Executive Session.

OLD BUSINESS

EDU Overusage Update

Mr. Rubendall reported to the Board that a second letter was sent to all commercial customers in the EDU Overuse Project either reminding them that they are still over or that they are back in compliance.

The letter that the customers received stating they are still over their allocations were also reminded that they had nine months to fix their problem or purchase EDUs to match the sewer usage.

The letter that the customers received stating that they were back in compliance also reminded them that if they go over in the future they will need to purchase the EDUs needed to match their usage.

22 customers out of 49 are still not in compliance with their EDU allocations.

Meeting Day / Time Change Resolution No. 2018-01: EXHIBIT "E"

A motion was made by Mr. Hager, seconded by Mr. Stanczak and unanimously carried to approve the Resolution of the change of the meeting dates for their regular monthly meetings for 2018/2019, held on the second Monday of every month at 6:00 P.M. unless otherwise noted.

Capital Projects for 2018

Mr. Woyden presented to the Board three alternatives for the 2018 Sanitary Sewer Replacement Project.

After discussion, a motion was made of Mr. Stanczak seconded by Mr. Rose and unanimously carried to approve the \$1.5 million project budget.

NEW BUSINESS

Water Shut Off / Turn On Rate Change

The Attorney needs to look into this further and will be discussed at the March meeting.

Outstanding Accounts Receivables

There was discussion about the number of past due accounts. The Chairman stated that he would like an Audit to be done of the residential accounts over \$2000.00 to see if they have been connected to public water.

Manhole No. 376 on South Park Avenue Replacement

Mr. Rubendall stated to the Board that the casting and lid will be replaced at Manhole number 376 on South Park Avenue.

Testing of Sewers on Township Roads to be Paved

Mr. Rubendall asked the Board if they would like the acoustical testing to be done on the Township Roads before they are paved to see if any problems are found.

After discussion, a motion was made by Mr. Walker, seconded by Mr. Stanczak and unanimously carried, to do acoustical testing on the sewers of the Township Roads to be paved in 2018.

Rick Brown

The Chairman stated to the Board that he would like to do a Resolution for Rick Brown and his service to the Authority to be sent to his family.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:12 PM by motion of Mr. Stanczak, seconded by Mr. Rose and unanimously carried.


Secretary

BILLS PAID FROM REV. & ADMIN.**FEBRUARY 12, 2018 BOARD MEETING**

21ST CENTURY MEDIA	ADMINISTRATION: ADVERTISE MEETING DATE, TIME	128.81
ADVANCE AUTO PARTS	TRUCK & EQUIPMENT MAINT: PARTS TO REPAIR TRUCK WATER PUMP, BATTERY	320.24
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS	15.08
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE	254.00
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS	65.06
BUTERA, BEAUSANG, COHEN & BRENNAN	LAWYER FEES / SPECIAL PROJECTS: MONTH OF JANUARY	2539.18
CARROLL'S	ADMINISTRATION: PAPER TOWELS, PAPER, OFFICE SUPPLIES	305.76
CHARLES DILIBERTO PLUMBING	OPERATING EXPENSES: TESTED BACK FLOW ASSEMBLY	100.00
CLARK INDUSTRIAL SUPPLY	TRUCK & EQUIPMENT MAINT: PARTS TO REPAIR SEWER CLEANER	210.43
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING	280.00
COLLEGEVILLE DO IT BEST	PUMP STATION MAINT: SET SCREWS FOR MUFFIN MONSTER AT EVANSBURG PS	12.39
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY	255.00
COMPLETE DOCUMENT SOLUTIONS	ADMINISTRATION: COPIES FOR DECEMBER / JANUARY	152.84
DELAGÉ LANDEN	ADMINISTRATION: XEROX COPIER	248.32
EPWPCOA, INC	OPERATING EXPENSES: DIRECTORY, DUES FOR CICIPPIO, HAGENBUCH	115.00
FASTENAL	TRUCK & EQUIPMENT MAINT: SUPPLIES TO EQUIP CRANE TRUCK	63.37
GANNETT FLEMING, INC.	ENGINEERING FEES / REF FEES: NOVEMBER 25 - DECEMBER 29, 2017	15018.96
HADLEY, BLAYNE	HOSPITALIZATION: REIMBURSEMENT OF COPAY	70.00
HADLEY, KEITH	HOSPITALIZATION: REIMBURSEMENT OF COPAY	30.00
HOME DEPOT	TRUCK & EQUIPMENT MAINT, BUILDING MAINT	306.25
HORIZON WASTE SERVICE	OPERATING EXPENSES: TRASH REMOVAL	80.00
LPVRS	TREATMENT CHARGES	162,552.00
MAD EXTERMINATORS	EXTERMINATING SERVICE FEBRUARY	50.00
NAPA AUTO PARTS	TRUCK & EQUIPMENT MAINT: WINDSHIELD WASHER FLUID	25.02
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE	99.94
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING	100.15
PECO	GAS & ELECTRIC	5,387.47
PRIMEPAY	ADMINISTRATION: PAYROLL PROCESSING	337.66
REYNOLDS, PITTLNER & ASSOICATES	ACCOUNTING: STATEMENT OF OPERATION DECEMBER	300.00
RICHTER OFFICE SUPPLY	ADMINISTRATION: DOCUMENT RECYCLE	65.00
SHARP WATER CULLIGAN	OPERATING EXPENSES: COOLER RENTAL / WATER	43.00
STAPLES	OPERATING EXPENSES / ADMINISTRATION: FLOOR MATS, SHOE COVERS	217.35
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING	299.37
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM	486.47
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS	851.44
VERIZON	TELEPHONE: OFFICE FIOS	198.57
VERIZON	TELEPHONE: OFFICE INTERNET	94.99
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES	377.94
WELLS FARGO	DEBT SERVICE: INTEREST [AUTO DEBIT]	4531.37
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT	513.03
LPTSA	PAYROLL [TRANSFERRED]	30000.00
INDEPENDENCE BLUE CROSS	HOSPITALIZATION: MARCH PREMIUM	8739.56
	TOTAL	235841.02

EXHIBIT "A"

BILLS PAID FROM CAPITAL IMPROVEMENT FEBRUARY 12, 2018 BOARD MEETING

COLONIAL ELECTRIC SUPPLY	PUMP STATION: BATTERIES AT PUMP 3 STATIONS	225.63
DECKMAN ELECTRIC	PUMP STATION: PUMP FOR VF STATION, MUFFIN MONSTER	1417.93
EXETER SUPPLY COMPANY, INC.	MANHOLE REHAB: CEMENT PAIL, EPOXY SEAL	492.00
GANNETT FLEMING	ENGINEERING I/I: NOVEMBER 25 - DECEMBER 29, 2017	36036.47
HAYES INDUSTRIES	PUMP STATION: REPAIR MUFFLERS FOR 2 STATIONS	575.00
M&S SERVICE COMPANY	PUMP STATION: SERVICE CALL FOR VALLEY FORGE PS, REBUILD TRANSDUCER	2530.00
PACT ONE, LLC	REPLACEMENT OF SYSTEM PAYMENT #5	67240.52
TOTAL		108517.55

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
February 12, 2018

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
52361.134	Replacement of Sanitary Sewer	<ul style="list-style-type: none"> - Construction is completed. A final punch list was completed and forwarded to the contractor. - Estimate #6 for the final paving of Kenny Lane was prepared.
52361.140	2018 Sewer Replacement Project	<ul style="list-style-type: none"> - Performed a study to determine sewer lines to be replaced based on budgeted amount - Met with Alan Rubendall January 29 to review study results - Prepared summary memo and tables and figures and transmitted to the Authority Board on February 1, 2018. - Prepared update to study based on Authority feedback and transmitted to the Board February 9, 2018.
52361.218	Courts at Brynwood	<ul style="list-style-type: none"> - Reviewed revised plans. Transmitted review letter to W.B. Homes on January 29, 2018.
52361.200	Providence Place	<ul style="list-style-type: none"> - Transmitted review letter to Design Engineer on January 16th 2018. - Review revised plans submitted January 21, 2018 and transmitted review letter to Design Engineer on January 25, 2018 stating all outstanding engineering comments have been adequately addressed.
52361.225	412 Ashley Circle	<ul style="list-style-type: none"> - Transmitted review letter to Design Engineer on January 15, 2018. - Subsequent phone conversations and e-mails with Design Engineer.
52361.229	141 Appledale Road	<ul style="list-style-type: none"> - Transmitted planning module review letter to Design Engineer on January 12, 2018

SYSTEM SUPERINTENDENT'S REPORT

FEBRUARY 2018

FOR WORK DONE JANUARY 1, 2018 – JANUARY 31, 2018

SEWER AUTHORITY PROJECTS:

Ed Woyden and I have been working on next year's project areas for sewer main and lateral replacement. Since this is a time sensitive project we put together a few different scenarios for the Board's review with the hopes of finding one that fits our budget/needs and timetable. In order to have the next project started and completed during the summer season (while schools are on summer vacation) we need to decide on a plan which will allow Gannett Fleming to start the design stages so we can start the advertising procedure and get the bidding started.

I went out on the morning of Monday, February 5th after a significant rain event that we had during the night and flipped the manholes in the sewer main replacement areas and did not see any heavy flows. The project seemed to have had a major effect on the heavy infiltration in those areas and at the pump stations. Although we haven't had the major rain event yet to give the replacement project the true test.

A second letter was sent to all commercial customers in our EDU Overuse Project either reminding them that they are still over or that they are back in compliance. The letter that the customers received stating they are still over their allocations were also reminded that they had nine months to fix their problem or purchase EDUs to match the sewer usage. The letter that the customers received stating that they were back in compliance also reminded them that if they go over in the future they will need to purchase the EDUs needed to match their usage. We have 22 customers out of 49 still not in compliance of their EDU allocations.

We still didn't hear back from Mike McGann at (LPVRS) about changing the instructions for Capacity Rights Agreement. I sent him an email asking him of the status of this and didn't hear back yet. Last we heard he was going to send us a draft of the changes for our review before finalizing it.

DEVELOPER PROJECTS:

Brynwood Manors hasn't started back on installing sewer main yet. They are still working on storm sewer and said they will be back on sanitary sewer in a week or two.

Providence Place is still getting changes on plans reviewed and approved for sewer main and lateral installation.

Audubon Bird Sanctuary called and talked about the sewer tie in and decided it would be best to tie into a manhole in Audubon Road instead of tying into an existing lateral for their maintenance building. They didn't set a date yet.

Haven't heard anything from Lidl (old Norristown Ford building) since last months meeting.

The engineer for the County 911 Center called and had some questions about building a garage and a warehouse next to the Emergency Center both having bathrooms in both of them.

Ted Anderko stopped in to talk about tying a single new house onto the sewer main on South Park Ave.

MISCELLANEOUS:

All the air, vacuum and mandrel testing is done on Kenny Lane sewer system and the Notice To Connect letters will be going out in the mail to home owners this week.

MAINTENANCE DEPARTMENT:

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

- Responded to 113 locations (PA One Calls).
- Responded to call pump failure at Valley Forge St, found pump #2 was tripping over temp alarm. Removed Pump, installed spare and sent pump #2 out for repair.
- Repaired sump pump and cleared drain at Valley Forge St.
- Drained/flushed and replaced coolant in bypass pump at Trooper St. then installed new thermostat and drive belt.
- Drained/flushed and replaced coolant in generator at Mile Hill St.
- Replaced failed electric motor on muffin monster at Evansburg St.
- Cleared Blocked Sump drain at Walker Lane St.
- Performed and recorded amp draw readings on pumps at all stations.
- Updated phone list in fault callers at all stations.
- Cleaned transducers and stilling tubes at Walker Lane, Trooper, Providence Crossing and Audubon Square Stations.
- Found faulty phone line at St Gabes Station. Called Verizon and had it repaired.
- Replaced batteries in fault callers at Evansburg, Grange Ave and Providence Crossing Stations.
- Cleaned/repared drain for kitchen sink at office.
- Installed four foot aluminum railing at employee office entrance.
- Replaced faulty garage door spring at shop.
- Installed new radiator water pump and battery in unit #3.
- Rotated tires on unit #1.
- Installed rail system on unit #2 for securing cargo in truck bed.
- Hot patched Manhole 347 on Park Ave.
- Ran root cutter on Elm Ave MH 340-312 and 340-315.
- Located and exposed buried MHb311 on R.O.W off Elm St.
- Inspected lateral repair at 2621 Woodlyn.
- Inspected lateral repair at 2626 Ridge Pike.
- Plunged and cleared lateral at 32 Arrowhead Circle.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	446.5	296
Vacation hours	8	0
Sick / Personal hours	1.5	8
Holiday hours	16	16
Overtime	4	0
Part-time hours		115.5
Special Projects hours	30	78

LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
RESOLUTION 2018- 01

WHEREAS, the Lower Providence Township Sewer Authority ("LPTSA") by and through its duly authorized Members reorganized at a properly advertised meeting on January 10, 2017; and

WHEREAS, before said meeting, the Board wishes to change the monthly meeting date from the second Wednesday to the second Monday of each month commencing at 6:00 PM at the Municipal Authority Meeting Room, unless otherwise noted.

NOW, THEREFORE, it is hereby RESOLVED as follows:

1. Beginning February, 2018 through January, 2019, the advertised monthly meeting of the LPTSA shall take place on the second Monday of each month beginning at 6:00 PM at the meeting room at the Municipal Authority Building, unless otherwise noted.

The meeting dates shall be as follows:

February 12, 2018	August 13, 2018
March 12, 2018	September 10, 2018
April 9, 2018	October 8, 2018
May 14, 2018	Tuesday, November 13, 2018
June 11, 2018	December 10, 2018 at 5:30 PM
July 9, 2018	January 14, 2019

APPROVED, this 12th day of FEBRUARY, 2018.

LOWER PROVIDENCE TOWNSHIP SEWER
AUTHORITY



Fred Walker, Chairman