

REGULAR MEETING
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF JULY 13, 2020

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, July 13, 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; 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.

Visitor not on Agenda: Ms. Leah Baird, Mr. Bill Stanczak

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.

MINUTES

The minutes of the June 8, 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. 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 June 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 June Statements of Operation.

EDU SALES

A motion was made by Mr. Rose seconded by Mr. Hager and unanimously carried to approve one EDU for 3815 Ridge Pike.

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 stated that there was no update at this time.

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 presented to the Board an update of the Collections to date.

Annual Facilities Inspection

The Board has decided to not do the Facilities Inspection this year due to COVID-19.

Methacton School District Transfer of EDUs

Mr. Woyden stated to the Board that they are waiting to hear back from the Lower Perkiomen Regional Authority if they agree with the transfer.

NEW BUSINESS

Construction Escrow Release No: 1 for 306 Level Road

A motion was made by Mr. Sorgini seconded by Mr. Hager and unanimously carried to approve the construction Escrow Release for 306 Level Road in the amount of \$29,562.

Bank Depositor

Mr. Hager made a motion to add Victory Bank as a Depositor. The motion was seconded by Mr. Sorgini and unanimously carried.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 4:50 PM by motion of Mr. Rose, seconded by Mr. Hager and unanimously carried.

Alan Rubendall, Assistant Secretary

BILLS PAID FROM REV. & ADMIN.		JULY 13, 2020 BOARD MEETING	
ADVANCED AUTO PARTS	HEALTH & SAFETY: GLOVES, WINDSHIELD WASHER FLUID, FUEL TREATMENT		91.48
ADP	ADMINISTRATION: PAYROLL PROCESSING	[AUTO DEBIT]	187.62
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS		22.26
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE, POSTAGE, PRINTING OF BILLS		4,580.02
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS		65.06
BEE, BERGVALL & CO.	AUDIT: PROGRESS BILL		3000.00
BROWN & BROWN OF THE LV	GENERAL INSURANCE RENEWAL		32385.00
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING		280.00
COMPLETE DOCUMENT SOLUTIONS	ADMIN MISC: COPIER BASE RATE CHARGE FOR COPIES THROUGH APRIL 22		147.69
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY		142.46
DECKMAN MOTOR & PUMP, INC	OPERATING EXPENSES: INSPECTION OF PROVIDENCE CROSSING PUMP		1200.00
DISCHEL BARTLE & DOOLEY	LEGAL FEES, SPECIAL PROJECTS, REF: MONTH OF MAY		3184.00
EASTERN ALLIANCE	WORKERS COMPENSATION RENEWAL		11446.00
ENDICOTT COMM, INC	OPERATING EXPENSES: EMERGENCY AFTER HOURS SERVICE		325.00
GANNETT FLEMING, INC.	ENGINEERING FEES / REF: APRIL 25, 2020 - MAY 22, 2020		14313.78
HADLEY, KEITH	HOSPITALIZATION / SAFETY: REIMBURSEMENT OF COPAY		110.00
HAJOCA CORPORATION	OPERATING EXPENSES: TEST BALL FOR BLOCKED SEWERS		307.34
HOME DEPOT	OPERATING EXPENSES, BUILDING MAINT		716.08
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL		77.18
LPVRS	TREATMENT CHARGES		191580.00
MACK ENERGY	BUILDING OPERATION & MAINT: OFFICE FUEL		3.91
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE JUNE		50.00
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE		67.09
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING		152.90
PECO	GAS & ELECTRIC		3280.07
RICHTER OFFICE SUPPLY COMPANY, INC.	ADMIN MISC: DOCUMENT DESTRUCTION, OFFICE SUPPLIES		238.47
RUBENDALL, ALAN	TRUCK & EQUIPMENT MAINT: CDL LICENSE		98.50
SHARP WATER CULLIGAN	OPERATING EXPENSES: WATER		25.00
SHIRT & INK	MISC: SHIRTS		130.00
STAPLES	COMPUTER BILLING: FLASH DRIVES FOR BACK UP		72.22
STRATIX SYSTEMS	ADMIN MISC: COPIER BASE RATE CHARGE FOR COPIES		234.00
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING		403.56
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM		542.86
VALLEY FORGE SECURITY	BUILDING OPERATION & MAINT: DOOR INTERCOM SYSTEM / RELEASE		1973.00
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS		820.12
VERIZON	TELEPHONE: OFFICE FIOS		208.70
VERIZON	TELEPHONE: OFFICE INTERNET		109.00
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES		301.34
WELLS FARGO	DEBT SERVICE: INTEREST 2016 NOTE	[AUTO DEBIT]	1850.22
WELLS FARGO	DEBT SERVICE: INTEREST 2020 NOTE	[AUTO DEBIT]	11041.67
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT		915.98
LPTSA	PAYROLL	[TRANSFERRED]	30,000.00
UNITED HEALTHCARE	HOSPITALIZATION: JULY PREMIUM		5522.26
TOTAL			322201.84
BILLS PAID FROM CAPITAL RESERVE			
LPVRS	CAPACITY PERMITS		2670.00
EXHIBIT "A"			
TOTAL			2670.00

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
July 13, 2020

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
66692.109	CIP Update	- Provided updated CIP to Charlie Rose and Alan Rubendall July 10, 2020
66692.110	2020 Capital Project	- Draft design in progress. Prepared and submitted on June 23, 2020 a drawdown spreadsheet for the Bond issue
66692.111	Intersection Improvement Project	- Sent draft plans to McMahon on June 28, 2020 along with comments on construction sequencing
66692.205	306 Level Road	- Prepared first request for escrow release. Transmitted on July 1, 2020.
66692.211	Eagleville Hospital	- Transmitted review letter to Design Engineer on June 8, 2020. Transmitted escrow information to Eric Fry for use in preparing the Sanitary Sewer Agreement on June 8, 2020 - Transmitted revised escrow information to Eric Frey for use in preparing the Sanitary Sewer Agreement on June 26, 2020. - Field observation of the construction of the sanitary sewer system began on July 7, 2020.
66692.215	Arrowhead Elementary	- Transmitted review of flows to Mike McGann on June 9, 2020. - Review additional flow information received by Design Engineer. - Transmitted comments to Bill Dingman on July 6, 2020 regarding EDUs.

SYSTEM SUPERINTENDENT'S REPORT

JULY 2020

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

SEWER AUTHORITY PROJECTS:

UPDATE: Met with a Representative from Mr. Rehab at 724 Meadowlark and 517 Winthrop to get a quote for putting liners in the six inch lateral from the main to the four inch adapter in the yard instead of digging them up and replacing them.

UPDATE: 668 SUNNYSIDE AVENUE: After meeting with Gannett Flemming about the ROW off Sunnyside that we found the Manholes and eight inch mains leaking we added it to our CIP (Capital Improvement list).

UPDATE – PROVIDENCE CROSSING PUMP REPLACEMENT: Met with Gary Covert from Mid Atlantic Pump And Equipment CO. several times to find a way to adapt a Wilo pump in place of the Fairbanks Morse Pump. We seem to have real good luck with Wilo pumps and they are a low maintenance pump that seem to last longer the most. If we get it figured out it will be a significant savings to convert over to a Wilo pump. We are waiting for a quote from the Machine shop on what it will cost to make the adapter to retrofit the volute flange to match.

NO UPDATE – 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 an estimated delivery date.

TOWNSHIP PAVING: All the manholes in the roads that the Township will be paving for this year have been either reset and shrink wrapped or just shrink wrapped. Twenty eight were reset and shrink wrapped and 4 were only shrink wrapped. Twelve of the twenty eight had the casting and lids replaced to get rid of the old style three inch thick lids and castings. There is an issue going on with PennDot and the Township so the Township had to shut the contractor down. Half the project roads are milled and none of them have been paved,

MOBILE HOME PARKS: Don Delamater and I met about the Mobil Home Parks I&I problems and talked about the different ways we could go about getting the Parks to identify and address their problems as they find them and also we spoke about how we can start doing inspections to all new trailer connections and reconnections.

MINE RUN: Got a quote from Sewer Specialties for their day rate to come in and video the section of Mine Run off Sunnyside Ave going down through the woods along the creek to see why the sewer can't flow down through there freely. If or when we see any major leaks while they will have the capability to grout it and seal it for an extra charge for grout per gallon.

CUSTOMER ENTRANCE DOOR: The automatic electric door unlock /intercom was installed and is working out very well.

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 were needed. 2 EDUs were purchased and 5 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 151 locations (PA One Calls).
- Responded to call of pump two failure at Mile Hill station investigation revealed a wire nut deteriorated due to age and caused a wire in the sub panel to short to ground. All connections in sub panel were repaired and pump two checked out fine and was put back into service.
- Transported and rotated Trailer generators between stations in response to multiple prolonged power outages caused by brief storm.
- Monitored all fault callers to determine which stations were not responding due to storm damage. Several were temporally down, providence Crossing remained down a repair request was submitted to Verizon and caller was back online in a few days.
- Refueled and monitored the operation of all Stationary Generators and bypass pumps during power outage.
- Remove and dispose all storm debris left at stations.
- Continued to complete renovations at sewer authority office.
- Collected all deductible meter readings.
- Supply castings and oversee manhole raising operation in preparation for township paving projects.
- Cleaned all sewer main on Stoneham Rd approximately 1000' in response to customer complaint, no issues were found with the main.
- Remove and clean/repair Throttle body on unit 3.
- Inspect sewer repair at Rita's Water Ice.
- Inspect 29 new sewer connections at Brnywood Estates development.
- Inspect new sewer connection at 811 N Park Ave

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	348	244
PTO hours	180	108
Holiday hours	0	0
Overtime	32	n/a
Part-time hours		44.5
Special Projects hours		0
Job related injury hours	0	0