

REGULAR MEETING
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF SEPTEMBER 14, 2020

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, September 14, 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. Doug Hager, Treasurer; Mr. Jason Sorgini, Asst. Treasurer; Mr. Robert Tschoepe, Secretary

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 on Agenda: Mrs. Deborah Samarco

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.

PUBLIC COMMENTS

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

2866 First Street

Mrs. Samarco stated to the Board that she would like to discuss the leaks in her sewer pipe in her basement that occurred on August 4, 2020 due to the Tropical Storm. Mrs. Samarco indicated that prior to moving in, the sewer pipe was tested under pressure by the Township and approved.

She presented the Board with two quotes for two alternatives for the installation of a backflow preventer. The Authority stated that the Engineer provided a report that is currently being reviewed and subsequent to that review, the LPTSA would be in contact.

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.

MINUTES

The minutes of the August 10, 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. Mr. Tschoepe abstained from voting as he was not at that meeting.

TREASURER'S REPORT

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

Upon motion of Mr. Sorgini seconded by Mr. Tschoepe 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 July and August unaudited Statements of Operation to the Board for approval.

Upon motion of Mr. Hager, seconded by Mr. Tschoepe and unanimously carried, the Board approved the unaudited July and August Statements of Operation.

EDU SALES

A motion was made by Mr. Hager seconded by Mr. Tschoepe and unanimously carried to approve one EDU of Capacity and one Connection Permit for 45 S. Grange Avenue.

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 Margaret Labosh at 45 S. Grange Avenue.

ENGINEER'S REPORT - EXHIBIT "B"

There were no questions on the Engineer's Report.

Sanitary Sewer Back-ups

The Engineer presented to the Board his report of the homes that were flooded during Tropical Storm Isaias.

After discussion, the Board will wait to decide if any reimbursements for damages will be paid until the Board has reviewed the report and will defer to the Engineer and Solicitor for comments.

SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT "C"

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

Mine Run Interceptor Repairs

Mr. Rubendall stated to the Board Sewer Specialty Services has videoed the Mine Run Right of Way off of Sunnyside Avenue and is reviewing the tapes. Significant damage has been found.

After discussion, a motion was made by Mr. Walker, seconded by Mr. Rose and unanimously carried, to authorize the Engineer to design and price the replacement of the cast iron crossings between manholes 68-63.

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

NEW BUSINESS

PMAA Performance Assessment Report

The Chairman stated to the Board that the Authority participated in the PMAA Performance Assessment Program. The program was created to help authorities become better organizations through continuous improvement by developing a self-assessment survey. He would like to form a committee to review, report and make recommendations to the Board to identify strengths and areas of improvement within the Sewer Authority.

Upon motion of Mr. Rose, seconded by Mr. Tschoepe and unanimously carried, the Board approved the Committee of Mr. Walker, Mr. Tschoepe, Mr. Rubendall and Mrs. Connolly.

MMO Obligation for 2021

Mr. Rose, Chief Administrative Officer of the Authority's Municipal Pension Plan, stated that he informed the Board by memo of the 2021 Minimum Municipal Obligation for the Lower Providence Township Sewer Authority Pension Plan. The calculation of the 2020 plan cost was estimated at \$60,303. The plan obligation will be due to the Pennsylvania Municipal Retirement System upon receipt of invoice from them.

Upon motion of Mr. Rose, seconded by Mr. Tschoepe and unanimously carried, the Board approved the Minimum Municipal Obligation in the amount of \$60,303 for the upcoming year 2021.

Rates & Fees Resolution 2020-05- EXHIBIT "D"

The Solicitor presented to the Board the consolidated rates and fees resolution.

Upon motion of Mr. Hager, seconded by Mr. Tschoepe and unanimously carried, the Board approved Rates & Fees Resolution no.: 2020-05 hereto marked as Exhibit "D".

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:25 PM by motion of Mr. Rose, seconded by Mr. Hager and unanimously carried.


Robert Tschoepe, Secretary

BILLS PAID FROM REV. & ADMIN.

ADVANCED AUTO PARTS
ADP
AMERICAN WATER
AMS
AUDUBON WATER COMPANY
COLONIAL ELECTRIC
CONNOLLY, LORI
CORE & MAIN
DECKMAN MOTOR & PUMP
DISCHEL BARTLE & DOOLEY
EAGLEVILLE FENCE
FASTENAL
GANNETT FLEMING, INC.
GRAINGER
HADLEY, KEITH
JAMER R. KENNEY
JOHNSON AMERICAN
HOME DEPOT
JP MASCARO
LPVRS
MATOS TREE SERVICE
NAPA AUTO PARTS
NABCO
PA AMERICAN WATER COMPANY
PA ONE CALL
PECO
RICHTER OFFICE SUPPLY COMPANY, INC.
RUBENDALL AUTO REPAIR
SANTONIS GARAGE
SEWER SPECIALTY SERVICES CO
SHARP WATER CULLIGAN
SOIL RICH
SRATIX SYTEMS
CLEANING SERVICES
TOTAL RENTAL
UNIFIRST
UNITED CONCORDIA
UNITED HEALTHCARE
USPS
VERIZON
VERIZON
VERIZON
VERIZON WIRELESS
WELLS FARGO
WELLS FARGO
WEX BANK
LPTSA CREDIT CARD
LPTSA

SEPTEMBER 14, 2020 BOARD MEETING

OPERATING EXPENSES: SOAP FOR SHOP 14.42
ADMINISTRATION: PAYROLL PROCESSING [AUTO DEBIT] 169.68
COMPUTER BILLING: MONTHLY METER READINGS 22.76
COMPUTER BILLING: MONTHLY MAINTENANCE 254.00
COMPUTER BILLING: MONTHLY METER READINGS 65.06
PUMP STATION MAINT: FUSES FOR PUMP STATION 45.80
HOSPITALIZATION: REIMBURSEMENT OF COPAY 489.93
PUMP STATION MAINT, EQUIPMENT: SEAL GASKET, METER READ AUTO GUN 1413.03
PUMP STATION MAINT: GASKET FOR PROVIDENCE CROSSING 18.00
LEGAL FEES, SPECIAL PROJECTS, REF: MONTH OF AUGUST 3653.75
PUMP STATION MAINT: REPAIR FENCE AT GERTRUDE PS 2998.00
TRUCK & EQUIPMENT MAINT: BOLTS FOR WEEDEATER 3.50
ENGINEERING FEES / REF: JULY 4, 2020 - JULY 31, 2020 13943.46
HEALTH & SAFETY: CLOTH WORK GLOVES 87.67
HOSPITALIZATION: REIMBURSEMENT OF COPAY 55.00
EMERGENCY REPAIR: EXCAVATION 672 SUNNYSIDE AVENUE 854.40
COLLECTION SYSTEM MAINT: ANCHORS, BOLTS FOR MANHOLES 219.80
PUMP STATION MAINT, TRUCK & EQUIPMENT, MISC: 117.71
OPERATING EXPENSES: TRASH REMOVAL 77.18
TREATMENT CHARGES 191640.00
PUMP STATION MAINT: TREE REMOVAL GERTRUDE PS 600.00
HEALTH & SAFETY: HAND CLEANER FOR SHOP 11.99
INSURANCE: LIFE, SHORT/LONG TERM INSURANCE FOR OCT, NOV, DEC 1,955.94
WATER: GARAGE & OFFICE 74.25
COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING 129.65
GAS & ELECTRIC 4307.97
ADMIN MISC, SAFETY, OPERATING EXPENSES: 1389.33
TRUCK & EQUIPMENT MAINT: REPAIR & INSPECTION OF 03' GMC SIERRA 989.47
TRUCK & EQUIPMENT MAINT: REPAIR SEWER CLEANER 2584.45
EMERGENCY REPAIR: TELEVIEWED MINE RUN LINE DUE TO SUBSTANTIAL FLOODING 21000.00
OPERATING EXPENSES: DRINKING WATER 25.00
PUMP STATION MAINT: SEED, TOP SOIL GERTRUDE PS 66.00
ADMIN MISC: BASE RATE COPIES 9/11/2020 - 12/10/2020 234.00
BUILDING OPERATION & MAINT: OFFICE CLEANING 280.00
EMERGENCY REPAIR: SAW RENTAL 672 SUNNYSIDE AVENUE 69.67
HEALTH & SAFETY: UNIFORM CLEANING 504.45
INSURANCE: DENTAL PREMIUM 542.86
HOSPITALIZATION: OCTOBER PREMIUM 6135.84
POSTAGE 550.00
TELEPHONE: GARAGE & PUMP STATIONS 836.90
TELEPHONE: OFFICE FIOS 222.23
TELEPHONE: OFFICE INTERNET 89.00
TELEPHONE: MOBILE PHONES 258.65
DEBT SERVICE: INTEREST 2016 NOTE [AUTO DEBIT] 1850.22
DEBT SERVICE: INTEREST 2020 NOTE [AUTO DEBIT] 11041.67
TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT 1127.93
TRUCK & EQUIPMENT MAINT: PART TO REPAIR TRAILER GENERATOR 476.99
PAYROLL 60,000.00
TOTAL 333497.61

BILLS PAID FROM CAPITAL IMPROVEMENT

GANNETT FLEMING ENGINEERING FEES: JULY 4, 2020 - JULY 31, 2020 4440.00
-LOWER PROVIDENCE TOWNSHIP RAISING OF MANHOLES FOR PAVING 45280.00
MID ATLANTIC PUMP PUMP STATION MAINT: NEW PUMP FOR PROVIDENCE CROSSING 19950.00
TOTAL 69670.00

BILLS PAID FROM CAPITAL RESERVE

LPVRS
CAPACITY PERMITS 2670.00
TOTAL 2670.00

EXHIBIT "A"

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
September 14, 2020

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
66692.109	CIP Update	- Developed Alternates 1 and 2 to the CIP reflecting the issues found by Tropical Storm Isaias. Forwarded the CIP alternatives to Alan Rubendall September 9, 2020
66692.110	2020 Capital Project	- Design on hold pending the Authority's direction on the sequence of projects on the CIP.
66692.113	Sanitary Sewer Back-ups	- Transmitted a revised draft report to Charlie Rose and Alan Rubendall on September 7, 2020. - Finalized report and transmitted to the Authority September 10, 2020
66692.114	Mine Run Int. Repairs	- Reviewing televisual inspection work on the Mine Run Interceptor off Sunnyside Avenue, downstream of the sanitary sewer back up locations. Working with Alan Rubendall to define the extent of the damage and the approach to repairs.
66692.202	37 Crawford Road	- A letter was sent August 13, 2020 to the contractor informing him of the incorrect and unacceptable repairs done to the sewer main.
66692.204	Woodland Ave Development (Gambone)	- Received notice that construction escrows are ready to be developed. Emailed the Design Engineer September 8, 2020 asking for additional information.
66692.205	306 Level Road	- Construction in progress
66692.211	Eagleville Hospital	- Construction in progress
66692.216	Moscariello at Crosskeys	- Transmitted review comments to Design Engineer on August 13, 2020. - Correspondence with Design Engineer regarding the proposed EDUs for the project on August 27, 2020.

SYSTEM SUPERINTENDENT'S REPORT

SEPTEMBER 2020

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

SEWER AUTHORITY PROJECTS:

UPDATE – PROVIDENCE CROSSING PUMP REPLACEMENT: New pump was delivered and we dropped it off to the machine shop and they made the mounting bracket to retrofit this style pump to replace the old style pump. We picked up the pump from the machine shop and we are going to install it in the wet well next week to be sure everything lines up correctly and will leave it in for a week. Once we are sure it lines up and operates correctly we will pull it back out and put it on the shelf as the spare.

UPDATE – NEW TRUCK: The chassis was built and has been delivered to Sands Ford and they will be sending it out to Perkiomen Performance to have the utility body installed. They will be delivering the truck to us by the end of the month.

TOWNSHIP PAVING: Allen Myers completed all the paving for this year's Township project. All the manholes that got raised and shrink wrapped turned out good and we stopped a good bit of infiltration with this project.

UPDATE-MINE RUN: Sewer Speacalties came in and spent a week and a half videoing the Mine Run Interceptor. I am in the process of reviewing all the footage that was taken and recording all issues found and will then get together with Ed and make a report and repair suggestions and have it for next month's meeting.

GERTRUDE STATION TREE DAMAGE: MGK Electrical has completed all the repairs at Gertrude station. Eagleville Fence Company replaced the damage section of fence.

FLOODED BASEMENTS: Ed Woyden and I went out to four properties (100,126 and 130 Sunnyside and 2866 First Street) to take pictures and get information for Ed to make reports.

PORTABLE CAMERA SYSTEM QUOTE: I have calls into two companies (ARIES AND QUES) to come out and do demonstrations for portable sewer video cameras. Did not set any times or dates yet.

PROPOSED / POSSIBLE FUTURE 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.

2711/2725 WOODLAND AVE: 9 lot subdivision. Both properties have an existing EDU. 7 EDUs needed

MAINTENANCE DEPARTMENT:

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

- Responded to 136 locations (PA One Calls).
- Replaced dry well exhaust fan at trooper Rd station.
- During power outage caused by a storm Gertrude Ave station lost power, phone line and backup power system malfunctioned. The backup generators voltage regulator failed causing a low voltage situation that destroyed both pump contactors. When the situation was discovered we installed the bypass pump to maintain the station. After the station was secure we were able to replace both contactors with used ones salvaged when providence crossing was upgraded to soft starts. Finally we were able to examine why the generator failed, after a lengthy investigation we found the voltage regulator had been damaged by mud wasps the damage was repaired and the station was back in operation.
- Responded to power outages at Moyer, Old Baptist, Fox, Washington and Cross Keys stations caused by storm. Throughout this time we used the bypass pump to maintain the stations because the trailer generator was not operational.
- Responded to multiple situations caused during storm such as sewer entering basements at 116 Hollywood and 130 Sunnyside. We also secured the lid to manhole C1 in Egypt Rd that blew off due to excessive flow.
- Reinstalled and bolted down casting and lid for manhole 30 A on R.O.W. off of Linnett damaged by storm.
- Used sewer cleaner to power wash mud/debris left from storm out of basement of 130 Sunnyside.
- After storm we were able to trouble shoot the trailer generator upon examination we were able to determine a control circuit board had failed. A new part was ordered and installed generator is now operational.
- Attended Capacity management and operations seminar.
- Videoed A storm drain line on Sunnyside for the township road crew we found the pipe had collapsed.
- Inspect reconnection of sewer lateral at 121 Farm House.
- Inspect sewer lateral repair at 258 Tomstock Cir.
- Inspect sewer lateral repair at 11 Oakdale.
- Inspect sewer lateral repair at 3813 Monitor Dr.
- Inspect sewer lateral repair at 3008 Appledale.
- Inspect sewer lateral repair at 42 Lee Rd.
- Inspect new sewer connection lot 5 the Enclave new development off level Rd

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	476	300
PTO hours	28	36
Holiday hours	0	0
Overtime	19	n/a
Part-time hours		63.5
Special Projects hours		0
Job related injury hours	0	0

**LOWER PROVIDENCE TOWNSHIP
SEWER AUTHORITY**

RESOLUTION NO. 2020 - 05

**A RESOLUTION AMENDING THE SEWER RENTAL RATES AND OTHER
CHARGES**

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, the Municipality Authorities Act authorizes LPTSA to impose and collect an annual rental, rate or charge for its customers' use of its sewers and sewage treatment works; and

WHEREAS, this Authority adopted a Resolution dated August 18, 1964 ("Resolution") setting forth the sewer rental rates and other charges for use of the sewer system, and amendments thereto;

WHEREAS, LPTSA, in order to maintain its sanitary sewer facilities, has determined that the quarterly rental rate or charge and fees for the use of the sewage treatment works to residents shall be consistent with the rate schedules listed below.

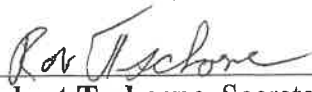
NOW, THEREFORE, BE IT RESOLVED:

1. The LPTSA Board hereby confirms the quarterly rental rate for all users pursuant to the schedule(s) set forth below.
2. Calculation of User Rates. User rates applicable to any improved property constituting a residential dwelling unit, a commercial establishment, an industrial establishment, an institutional establishment or large consumer shall be calculated, imposed and collected, at the sole discretion of LPTSA, in accordance with rate schedule attached hereto as Exhibit "A." Customers shall be billed on a quarterly basis in April, July, October and January of each year, for the immediately preceding quarter.
3. Calculation of Fees. The LPTSA Board hereby confirms its sewer inspection fee, tapping fee, finance and penalty charges and sewer certification fee in accordance with the schedule attached as Exhibit "B."
4. The above rates and fees were, and shall continue to be, effective beginning January 1, 2020, until amended by a future resolution adopted by the LPTSA Board.

RESOLVED and **ADOPTED** this 14th day of September, 2020.

**LOWER PROVIDENCE TOWNSHIP
SEWER AUTHORITY**

Attest:



Robert Tschoepe, Secretary



Fred Walker, Chairman

EXHIBIT "A"

<u>Category</u>	<u>Quarterly Rental Rate</u>
Residential	\$332 per annum, payable at the rate of \$83 per billing quarter per EDU (LPTSA collection rate of \$38.00, and LPVRSA treatment rate of \$45 per EDU)
Residential (Skiypack rate)	\$152 per annum, payable at \$38 per billing quarter (Skiypack customers are billed for LPTSA collection rate only at \$38 per quarter. Skiypack customers pay the LPVRSA treatment rate directly to LPVRSA)
Nonresidential ¹	\$45 per assigned UFU (user fee unit) per quarter plus \$1.41 per 1,000 gallons of water use (as measured by the water bill promulgated to each nonresidential user) which is consumed during the quarter for which the billing is rendered. The minimum sewer rental charge for each nonresidential improved property shall remain \$38 per quarterly billing period in addition to the charge related to UFUs.
Non-Residential with Apartment Units	In addition to the charges associated with the nonresidential rate (as set forth above), each apartment units shall be billed \$152 annually (\$38 per billing quarter) for collection. Should a property owner contend that this amount is already being collected pursuant to the water usage calculation, then a separate water meter shall be installed for the nonresidential and the residential apartment use(s) to determine actual water usage.

¹ Nonresidential shall consist of any and all commercial, industrial, schools, clubhouses, firehouses, offices, banks, hospitals, churches, chapels, institutions and any other non-residential users

EXHIBIT "B"

<u>Category</u>	<u>Fee</u>
Sewer Inspection Fee	Inspection fees shall be paid by the property owner for the actual time utilized for the inspection(s) at the following rates: \$83.64 per hour M-F 7:00 AM to 3:30 PM; \$101.15 per hour after 3:30 PM and Saturdays (minimum billing of 4 hours); and \$118.66 per hour Sundays and holidays (minimum billing of 4 hours)
Tapping Fee*	\$4,176.00
Finance Charge	6% annually
Penalty Charge	10%
Sewer Certification Fee	\$25.00

*Applicants shall also apply to, pay for and obtain sewer capacity from the Lower Perkiomen Valley Regional Sewer Authority ("LPVRSa"). The current rate for this must be paid in the amount of \$2,670.00 (subject to change per the fee schedule of the LPVRSa).