

REGULAR MEETING
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF OCTOBER 12, 2020

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, October 12, 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.

Visitors not on Agenda: Ms. Leah Baird, Mrs. Debbie DeMedio

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. Tschoepe, seconded by Mr. Sorgini and unanimously carried, the Board deviated from the Agenda for Public Comments.

100 Sunnyside Avenue

Mrs. Demedio stated to the Board that she wants to know the status of her reimbursement for the sanitary sewer clean up from the backup in her home. The Chairman thanked Mrs. DeMedio for allowing the Engineer to come in to her home. He advised her to submit the claim to her insurance company.

Mrs. Demedio asked why she should have to submit it to her insurance company when it was the Authority's fault.

The Attorney responded that he does not necessarily agree with Mrs. DeMedio's statement and that as a homeowner, she needs to submit the claim to her insurance company as that is what insurance is for. Once a response is received from her insurance company, the Authority can submit to its insurance if needed and make a decision after that.

The Chairman stated to Mrs. DeMedio that the Board is asking you to go through the process of submitting the claim to your insurance. He understands that you are upset and that the Board does care. The Chairman also stated that we are in the process of doing an emergency repair to the Mine Run Interceptor in the next few weeks and will hopefully help mitigate future issues.

The Chairman asked for a motion to return to the Agenda. Upon motion of Mr. Sorgini seconded by Mr. Rose and unanimously carried, the Board returned to the Agenda.

MINUTES

The minutes of the September 14, 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.

TREASURER'S REPORT

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

Upon motion of Mr. Hager 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 September unaudited Statements of Operation to the Board for approval.

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

BUDGET & RATES

Audit for FYE 2019

Mr. Hager stated to the Board that he met with the new Auditor to review the Draft Audit. Everything is done including the financial statements and they are just waiting on the numbers for the Pension which we may not have until early 2021.

EQUIPMENT & BUILDING

Truck Purchase

Mr. Sorgini, stated to the Board that the Ford F-350 with Plow and Utility Body was delivered to the Authority on September 24, 2020.

CAPITAL PROJECTS

2020 Projects

Mr. Rubendall presented to the Board the updated list of Capital Improvement projects.

ENGINEER'S REPORT - EXHIBIT "B"

There were no questions on the Engineer's Report.

37 Crawford Road

Mr. Woyden stated to the Board that he will be on site to do the inspection himself of the pipe that needs to be removed and reconstructed.

SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT "C"

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

EDU Overusage Update

Mr. Rubendall presented to the Board a spreadsheet with an update of the project to date.

ATTORNEY REPORT

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

OLD BUSINESS

Collection Update for Delinquent Accounts

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

Arrowhead School Transfer of EDU

Mr. Rubendall stated that we are just waiting on a decision from the Lower Perkiomen Valley Regional Sewer Authority. Their meeting is scheduled for Tuesday, October 13, 2020.

PMAA Performance Assessment Report

The Chairman stated to the Board that the committee met and the Board was provided an update of the meeting and they will be meeting again.

Sanitizing Clean up Reimbursement

The Board discussed that all requests for reimbursement for sanitizing clean-up due to backups as a result of the tropical storm on August 11, 2020 should be submitted to the property owner's insurance company before the Authority will consider any action.

Mine Run Interceptor Emergency Repair Project Status

Mr. Rubendall stated to the Board that the trees and bushes in the sewer easement for the emergency sewer repair have been removed. Gannett Fleming has designed the emergency sewer repair and three contractors came out to look at the job and will be providing us with bids once they receive the specifications.

NEW BUSINESS

PENNBID Program

Mr. Walker asked the Engineer if the Authority could utilize PENNBID regarding the bidding of the upcoming Capital Projects. Mr. Woyden responded that it works well and the Authority can use that going forward.

Joe Pizza – Late Fees Waived Request

Mr. Pizza requested to be on the Agenda but was not present at the public meeting. While his request would not have been considered due to his absence, due to Covid-19, the Board decided to discuss his request.

The Board discussed his calls to and treatment of staff, his obligation to pay and future late fees.

A motion was made by Mr. Hager seconded by Mr. Sorgini and unanimously carried to waive the late fees incurred on account 4398 and 3777.

They Board instructed Mr. Rubendall to write a letter and have the Attorney review it before sending to Mr. Pizza notifying him of their decision.

37 Crawford Road Escrow Release No.1

A motion was made by Mr. Sorgini seconded by Mr. Hager and unanimously carried to approve the Construction Escrow Release for 37 Crawford Road in the amount of \$47,105.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:10 PM by motion of Mr. Rose, seconded by Mr. Hager and unanimously carried.



Robert Tschoepe, Secretary

BILLS PAID FROM REV. & ADMIN.	OCTOBER 12, 2020 BOARD MEETING	
ADVANCED AUTO PARTS	PUMP STATION MAINT / TRUCK MAINTENANCE: OIL, ANTIFREEZE	115.81
ADP	ADMINISTRATION: PAYROLL PROCESSING [AUTO DEBIT]	289.02
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS	23.07
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE, POSTAGE, BILLING QUARTER	4,593.86
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS	65.06
CLARK INDUSTRIAL SUPPLY	PUMP STATION MAINT: HYDRAULIC HOSE FOR STATION GRINDER	203.54
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY	770.12
DECKMAN MOTOR & PUMP	PUMP STATION MAINT: GASKET FOR PROVIDENCE CROSSING	18.00
DISCHEL BARTLE & DOOLEY	LEGAL FEES, SPECIAL PROJECTS, REF: MONTH OF AUGUST	2976.00
EASTER ALLIANCE INSURANCE GROUP	GENERAL INSURANCE: WORKER COMP AUDIT JULY 1, 2019 - July 1, 2020	874.00
ENDICOTT COMM, INC	OPERATING EXPENSES: AFTER HOUR EMERGENCY SERVICE	299.20
GANNETT FLEMING, INC.	ENGINEERING FEES / REF: AUGUST 1, 2020 - AUGUST 28, 2020	17640.05
GRAINGER	PUMP STATION MAINT: THERMOSTATS, BATTERY FOR FAULT CALLER	135.25
HAYES INDUSTRIES	COLLECTION SYS, PUMP STATION MAINT: VOLUTE FOR PROV CROSSING, MH BRACKETS	3298.79
HOME DEPOT	PUMP STATION MAINT, TRUCK & EQUIPMENT, MISC:	118.71
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL	77.18
LPVRS	TREATMENT CHARGES	192045.00
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE SEPTEMBER, OCTOBER	100.00
MGK INDUSTRIES	PUMP STATION MAINT: ELECTRICAL REPAIR TO GERTRUDE AVE	16,000.00
NAPA AUTO PARTS	PUMP STATION MAINT: OIL, FILTERS FOR STATIONS	625.25
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE	70.19
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING	138.15
PECO	GAS & ELECTRIC	3016.22
PENNDOT	COLLECTION SYSTEM MAINT: BRIDGE OCCUPANCY LICENSE	324.66
RICHTER OFFICE SUPPLY COMPANY, INC.	ADMIN MISC, SAFETY, OPERATING EXPENSES: DOCUMENT DESTRUCTION, BINDERS	92.86
RUBENDALL, ALAN	HOSPITALIZATION: REIMBURSEMENT OF COPAY	174.70
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING	280.00
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING	412.03
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM	803.77
UNITED HEALTHCARE	HOSPITALIZATION: NOVEMBER PREMIUM	6135.84
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS	829.25
VERIZON	TELEPHONE: OFFICE FIOS	215.72
VERIZON	TELEPHONE: OFFICE INTERNET	89.00
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES	258.65
VSP VISION	INSURANCE: EYE PREMIUM	659.12
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	452.31
LPTSA	PETTY CASH	195.96
LPTSA	PAYROLL	18,000.00
	TOTAL	285308.23
BILLS PAID FROM CAPITAL IMPROVEMENT		
GANNETT FLEMING	ENGINEERING FEES: AUGUST 1, 2020 - AUGUST 28, 2020	6629.50
MATOS TREE SERVICE	EMERGENCY: TREE REMOVAL FOR MINE RUN	1,400.00
SANDS FORD OF RED HILL	FORD F-350 WITH PLOW & UTILITY BODY [ALREADY ISSUED]	
	TOTAL	8029.50

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
October 12, 2020

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
66692.109	CIP Update	- Final revised CIP order developed. Alternative 1 will be the order of projects for the 2021 construction.
66692.110	2020 Capital Project	- Design moving forward on new order of projects. Project still on track for winter bidding and spring start. - Sent draft contract documents to Mr. Frey on September 25, 2020. - Met with 3 contractors during the past 2 weeks to view the site and discuss the emergency repair.
66692.114	Mine Run Int. Repairs	- Prepared Emergency permit application to file with the PADEP.
66692.202	37 Crawford Road	- Met at site on October 1 with Alan Rubendall and the Contractor to view internal TV inspection of the defective main. Determined that the pipe had to be removed and reconstructed. Work scheduled for October 12, 2020. - Preparation of escrow release #1. Escrow release sent October 8, 2020.
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. Waiting on PSA to proceed with the project.
66692.205	306 Level Road	- Construction in progress
66692.211	Eagleview Hospital	- Construction in progress
66692.216	Moscariello at Crosskeys	- Received revised plans for review.
66692.217	Culligan	- Met with Alan Rubendall and the owner of the site on September 29, 2020 to discuss the proposed expansion at 915 Madison Ave. Followed up with information to the site Engineer September 29, 2020.

SYSTEM SUPERINTENDENT'S REPORT

OCTOBER 2020

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

SEWER AUTHORITY PROJECTS:

UPDATE – PROVIDENCE CROSSING PUMP REPLACEMENT: The new pump was retro fitted with the new fabricated discharge adapter. We installed the pump in the wet well to make sure it seats and operates correctly. It's been in place and running for two weeks and all seems good. We will be taking it back out to put it on the shelf as the spare.

UPDATE – NEW TRUCK: The new utility body/plow truck has been delivered and we transferred all the tools and equipment out of the old truck and into the new one. I contacted the Township to see when the next upcoming auction is and gave them all the info needed to add it to the list.

UPDATE-MINE RUN: We had a Tree Service Company come and clear all the trees and bushes in sewer easement for the emergency sewer repair. Gannett & Flemming has designed the emergency sewer repair and we had three contractors come into look at the job and will be sending us their bids. We sent letters out to all the residents in the immediate area of the project to inform them of the repair/replacement. We also sent out two release forms to be signed by the property owners to be filled out and returned to allow the replacement of their laterals to the trap. One has responded giving us permission and the other has not responded yet.

FLOODED BASEMENTS: Ed Woyden has made reports on the four flooded basements and will have them for board review at this month's regular Board meeting. The property owners of 100 Sunnyside and 126/130 have sent us paid receipts for the cleanup of their flooded basements for approval and owner of 2866 1st Street sent in quotes for backflow preventers she would like installed and reimbursed for.

PORTABLE CAMERA SYSTEM QUOTE: I have calls into two companies (ARIES AND QUES) to come out and do demonstrations for portable sewer video cameras. The Aries salesman set up a demonstration at the office parking lot for 10/13/2020 at 9:00 am. The sales Rep from Ques has not set a time and date yet for their demo.

MANHOLE # 58: During hurricane Isaiah the manhole off the edge of Appledale Road on edge of the Mine Run creek had the top cone section shift out of place by eight or ten inches and most the ground around it washed away. We had Hayes industries machine shop make us some brackets so we can ram neck the cone back in place and drill and anchor it so it can't come off again. We are waiting for the Township to fill back in around the manhole and they are going to try to lift it and put it back in place for us.

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

EXHIBIT "C"

MAINTENANCE DEPARTMENT:

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

- Responded to 152 locations (PA One Calls).
- Routine check of Audubon Rd station found pump one had tripped the thermal overload. After examining the issue we found multiple pieces of debris had been passed by pump and were stuck in the check valve. The valve was disassembled cleaned and returned to service.
- Responded to call of high wet well at Walker Lane station investigation revealed the issue was due to a low voltage condition. Peco was contacted they replaced a faulty transformer and resolved the problem.
- Called all fault dialers to confirm proper operation and found Mile Hill, Grange Ave and Gertude did not respond. We determined it was a Verizon Issue they were contacted and they resolved the issues.
- Replaced defective backup battery in fault caller at Providence Crossing.
- Installed external thermostat on Bypass pump block heater at Walker Lane station allow it to run only when needed.
- A brand new pump was temporarily installed at Providence Crossing to confirm proper operation. This pump was a new unit made by a different manufacturer and required a custom made flange to adapt it to the original rail system. We Performed draw down test on the new pump and compared it to previous test performed on the original pumps. We found the new pump matched closely with the others in GPM, amp draw and Psi.
- We serviced all three stationary bypass pumps. All fluids and filters were changed, fitting were greased and screen and venturis assemblies were inspected and cleaned.
- The remaining storm Damage at Gertude Ave station was repaired by MGK.
- Ran root cutter on R.O.W off regency ST1-MH62 about 280'.
- Ran root cutter on R.O.W off Mockingbird PT36-PT37 about 300'
- Changed oil and filter in unit 1.
- Plunged and cleared lateral 2013 Waterfall Cir.
- Inspected Lateral repair at 3128 Alden Rd.
- Inspected lateral repair at 2716 lantern Lane.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	460	290
PTO hours	44	48
Holiday hours	24	14
Overtime	21	n/a
Part-time hours		51
Special Projects hours		0
Job related injury hours	0	0