

REGULAR MEETING
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF JANUARY 11, 2021

The Reorganization / Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, January 11, 2021 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. Gary Neights, Liaison.

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 billing issues.

TEMPORARY CHAIRMAN

The Chairman asked for a motion to turn the meeting over to Mr. Frey.

Upon motion of Mr. Rose, seconded by Mr. Hager and unanimously carried, Mr. Frey was appointed as temporary Chairman for the election of Chairman.

APPOINTMENT OF CHAIRMAN

Mr. Frey asked for nominations for the office of Chairman.

Mr. Rose made a motion nominating Fred Walker as Chairman. The motion was seconded by Mr. Tschoepe and unanimously carried.

Mr. Frey turned the meeting back to the Chairman, Mr. Walker.

APPOINTMENT'S

Mr. Rose made a motion nominating Mr. Rose as Vice Chairman, Mr. Hager as Treasurer, Mr. Sorgini as Assistant Treasurer, Mr. Tschoepe as Secretary, Mr. Rubendall as Assistant Secretary and Mrs. Connolly as Open Records Officer. The motion was seconded by Mr. Sorgini and unanimously carried.

APPOINTMENT OF SOLICITOR

Mr. Hager made a motion to reappoint the law firm of Dischell Bartle Dooley, P.C. per the amount stipulated in the Engagement Letter. The nomination was seconded by Mr. Rose and unanimously carried.

APPOINTMENT OF ENGINEER

Mr. Tschoepe made a motion to reappoint the engineering firm of Gannet Fleming, Inc. per the amount stipulated in the Engagement Letter. The nomination was seconded by Mr. Sorgini and unanimously carried.

APPOINTMENT OF AUDITOR

Mr. Hager made a motion to appoint Bee, Bergvall & Company as Auditor. The motion was seconded by Mr. Sorgini and unanimously carried.

APPOINTMENT OF DEPOSITORS

Mr. Hager made a motion to appoint Trumark Financial Credit Union, Victory Bank and Wells Fargo Corporate Trust as Depositors. The motion was seconded by Mr. Rose and unanimously carried.

APPOINTMENT OF COMMITTEES

The Chairman made a motion to appoint the following committees:

Personnel & Pension - Mr. Tschoepe, Equipment & Building - Mr. Sorgini. Rates & Budget - Mr. Hager and Capital Projects - Mr. Rose. The motion was seconded by Mr. Tschoepe and unanimously carried.

MEETING DATES & TIMES

A motion was made by Mr. Hager, seconded by Mr. Sorgini and unanimously carried, to approve the meeting dates for their regular monthly meetings for 2021/2022, held on the second Monday of every month at 4:30P.M. unless otherwise noted, and for said dates and times to be advertised in the local newspaper.

The meeting dates are as follows:

FEBRUARY 8

MARCH 8

APRIL 12

MAY 10

JUNE 14

JULY 12

AUGUST 9

SEPTEMBER 13

OCTOBER 11

NOVEMBER 8

DECEMBER 13

JANUARY 10, 2022 - REORGANIZATION / REGULAR MEETING

MINUTES

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

PERSONNEL & PENSION

PMAA Performance Assessment Report

Mr. Tschoepe stated to the Board that the committee will be meeting again to discuss items in the handbook that need to be updated.

BUDGET & RATES

Mr. Hager stated to the Board that the Audit is complete, we are just waiting for the GASB report to complete the Pension portion to finalize the Audit.

ENGINEER'S REPORT - EXHIBIT "B"

There were no questions on the Engineer's Report.

Mr. Rose stated to the Board on behalf on Mr. Woyden in regard to the Mine Run Interceptor Emergency Project that the Contractor has requested some change orders but they have not yet been reviewed and approved by GF. These will be discussed in the next few weeks and any deemed acceptable will be presented at the February Meeting. The Substantial Completion paperwork has been started with the Contractor. The sodding and final cleanup needs to be completed weather permitting.

In regards to the 2021 Sewer Replacement Project. Project 1 - Amy and Alexandria has been designed. The Township has contacted us about incorporating storm sewer repairs into this portion of our project. More details should be available by the next meeting. Project 2 – Walker Lane Area has been designed. No issues at this time. Project 3 – Second Street Area is under design. There are easement issues we have been working on with Eric. Also, there are environmental permitting issues with the location along the stream. Further discussion on the timing of this portion of the bid is needed after the easement and permit issued are ironed out.

After discussion, a motion was made by Mr. Rose, seconded by Mr. Sorgini and unanimously carried, for the Solicitor to investigate easements on property between West Mt Kirk Avenue and Second Street identified as movie lots.

Mine Run Interceptor Emergency Sewer Repair Payment Estimate No. 1

A motion was made by Mr. Rose, seconded by Mr. Sorgini and unanimously carried, to authorize the Chairman to sign Payment Estimate Number 1 for the Mine Run Interceptor Emergency Sewer Repair with Anrich, Inc in the amount of \$145,825.87.

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.

The Solicitor stated to Mr. Neights for the benefit of the Authority if the Township can let us know if a sump pump is connected to the Sanitary Sewer System when they do the inspection for the U&O. Would also like the property owner to video the lateral to make sure there are no problems.

126 Sunnyside Avenue

The Solicitor stated to the Board that Mr. Lou Gryga alleged another flooding issue on December 25, 2020. Mr. Gryga wants \$150.00 per hour for the clean- up which he said took him four hours. The Solicitor suggested paying \$50.00 per hour plus the cleanup for the prior event as long as he signs release agreement.

OLD BUSINESS

Collection Update for Delinquent Accounts

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

3225 Walker Lane Agreement

The Solicitor stated to the Board that the Agreement has been signed by the property owner and he is waiting on receipt of the signed document.

NEW BUSINESS

Township Request to have SA Employees to Assist Public Works in Emergency / Snow Plowing

Mr. Rubendall explained the Township Request to the Board.

After discussion, the Board was happy to assist the Township and directed the Solicitor to put together a letter of understanding to the Township.

Waive Late Fee for Current Customers

The Chairman stated to the Board his thoughts regarding the waiving of late fees due to the lateness of the mail with the USPS.

After discussion, the Board directed Mrs. Connolly to waive the late fees for current customers only as it pertains to the current situation if applicable. In addition, she has the discretion to waive other late fees and or penalties.

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.



Alan Rubendall, Assistant Secretary

BILLS PAID FROM REV. & ADMIN.		JANUARY 11, 2021 BOARD MEETING	
ADVANCED AUTO PARTS	TRUCK & EQUIPMENT MAINT: SPARK PLUG, FUEL TREATMENT		17.40
ADP	ADMINISTRATION: PAYROLL PROCESSING	[AUTO DEBIT]	289.02
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS		24.20
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE, POSTAGE, BILLING QUARTER		4,621.00
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS		65.06
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING		280.00
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY		353.65
CORE & MAIN	OPERATING EXPENSES: REPAIR COUPLING STOCK FOR EMERGENCY REPAIR		44.72
DISCHEL BARTLE & DOOLEY	LEGAL FEES, SPECIAL PROJECTS, REF: MONTH OF DECEMBER		1616.00
DILIBERTO PLUMBING	BUILDING OPERATION & MAINT: ETEST BACK FLOW PREVENTOR (SHOP)		110.00
ENDICOTT COMM, INC	OPERATING EXPENSES: AFTER HOURS EMERGENCY SERVICE		28.20
EXETER SUPPLY COMPANY	OPERATING EXPENSES: PIPE FOR STOCK		538.24
GANNETT FLEMING, INC	ENGINEERING FEES / REF: OCTOBER 24, 2020 - NOVEMBER 27, 2020		7834.49
GRAINGER	PUMP STATION MAINT, SHOP MAINT, SAFETY:		93.44
HOME DEPOT	PUMP STATION MAINT, SHOP MAINT, TRUCK, OPERATING EXPENSES:		123.21
JOHNSON AMERICAN FASTENER CO	PUMP STATION MAINT: BOLTS FOR TROOPER BYPASS		34.70
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL		77.18
LPVRS	TREATMENT CHARGES		192210.00
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE JANUARY		50.00
M&S SERVICE COMPANY, INC	PUMP STATION MAINT: REBUILD TRANSDUCER FOR TROOPER BYPASS		703.00
NAPA AUTO PARTS	PUMP STATION MAINT, TRUCK & EQUIP: FILTERS, WINDSHIELD WASHER FLUID		75.58
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE		74.27
PA MUNICIPAL AUTHORITIES ASSOC	OPERATING EXPENSES: 2021 MEMBERSHIP DUES		2300.00
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING		137.00
PECO	GAS & ELECTRIC		4917.51
RICHTER OFFICE SUPPLY COMPANY, INC.	ADMIN MISC: OFFICE SUPPLIES, DOCUMENT DESTRUCTION, CALENDARS		282.77
RUBENDALL, ALAN	SAFETY: REIMBURSEMENT OF BOOTS		89.96
SHARP WATER CULLIGAN	OPERATING EXPENSES: WATER		25.00
STRATIX LEASING	ADMINISTRATION: COPIER LEASE	[AUTO DEBIT]	321.00
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING		406.20
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM		629.83
UNITED HEALTHCARE	HOSPITALIZATION: JANUARY PREMIUM		6515.64
VALLEY FORGE SECURITY	BUILDING OPERATION & MAINT: ALARM MONITORING THROUGH DECEMBER 31, 2021		300.00
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS		880.26
VERIZON	TELEPHONE: OFFICE FIOS		210.72
VERIZON	TELEPHONE: OFFICE INTERNET		89.00
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES		377.41
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		1456.63
XYLEM DEWATERING SOLUTIONS	PUMP STATION MAINT: PART FOR TROOPER BYPASS		38.62
LPTSA CC		[TRANSFERRED]	395.61
LPTSA	PAYROLL	[TRANSFERRED]	36,000.00
TOTAL			277528.41

BILLS PAID FROM CAPITAL IMPROVEMENT

ANRICH, INC	EMERGENCY SEWER REPAIR PAYMENT ESTIMATE NO. 1		145825.87
GANNETT FLEMING	ENGINEERING FEES: OCTOBER 24, 2020 - NOVEMBER 27, 2020		32585.62

TOTAL 178411.49

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
January 11, 2021

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
66692.103	Chapter 94 Report	- Transmitted information requests letter to Alan Rubendall on January 5, 2021.
66692.110	2021 Capital Project	- Preparation of plans and specifications.
66692.114	Mine Run Int. Repairs	- Construction was completed on December 23, 2020. - Transmitted Substantial Completion Certificate to Alan Rubendall on January 8, 2021. - Estimate #1 presented to the Authority on January 11, 2021.
66692.217	Culligan - Madison Avenue	- E-mailed review comments to the Developer and Engineer on January 6, 2021

SYSTEM SUPERINTENDENT'S REPORT

JANUARY 2021

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

SEWER AUTHORITY PROJECTS:

DRIFTWOOD DRIVE: We took sewer cleaner to Driftwood Drive and Cleaned approximately 1000 feet of sewer main.

TROOPER ROAD PUMP STATION: During an inspection of the bypass pump it was noticed that the compressor belt needs to be replaced. We had to separate the pump section from the diesel engine section to replace the belt. We have the two separated and we are waiting for the new belt to be delivered so we can put it back together. Turned out to be a major job just to replace a belt.

UPDATE: Crosskeys Station and Old Baptist Station: We approved repairs with Deckmans for both of these pumps last meeting and Deckmans is in the process of doing the repairs.

UPDATE: MINE RUN: Anrich has completed the sewer replacement job on Mine Run off Sunnyside. We met onsite with Anrich and put a punch list together for them of items that need to be done in the spring for final restoration.

UPDATE: PORTABLE CAMERA SYSTEM QUOTE: We contacted reference companies that have the two different camera units and they are going to get back to us with a time and date on when we can come out to speak with them and get a demonstration from them but everyone seems a little hesitant due to the covid virus.

UPDATE: MANHOLE # 58 APPLEDALE RD: Still no progress with the Township on this repair. We are on their waiting list but they have been busy fixing the damage done to the other storm sewer pipes from the last big rain storm.

UPDATE: CIP PROJECT #2: The surveying has been done on the Walker Lane, Roanoke and Jamestown Rd. portion of the next CIP project. The surveyors are in the now in the process of doing the Second Street and the ROW connecting MT Kirk to Second Street.

NO UPDATE: VALLEY FORGE STATION: Deckmans has taken the Muffin Monster apart and inspected it and gave a list of parts needed and we are working on getting them.

NO UPDATE: OLD UTILITY BODY/PLOW TRUCK: Signed the title for the truck and gave it to Township Road Master (John Primus) and they will be doing online bidding on January 13th to sell the truck and we will see a check after that for the amount that it sells for.

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: 42 units + 6 commercial proposed building Subdivision at Crosskeys and Ridge Pike. Plans are being reviewed by Gannett Flemming. 48 EDUs possibly more (commercial) need to be purchased.

Anderko subdivision: 7 EDUs were needed. 2 EDUs were purchased and 5 more are needed.

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 139 locations (PA One Calls).
 - Installed terminal bars and connectors to organize wiring in pump sub panels at Washington Rd station.
 - Called all fault callers to confirm proper operation found Gertude Ave, Old Baptist and Providence crossing were not responding. Notified Verizon and had issues resolved.
 - Performed draw down test at Evansburg station to confirm proper operation.
 - Used wet plug to repair multiple areas of infiltration in valve chamber at Old Baptist station.
 - Removed fallen tree from Providence Crossing and all other debris left at stations from storm event.
 - Collected and delivered all scrap metal to recycling station.
 - Removed snow from office, shop and all stations.
 - Rewired all traffic control lights on unit two to operate from one switch.
 - Collected all deductible meter readings.
 - Cleaned all sewer main on Driftwood Drive.
 - Responded to homeowner complaint of sewer backing up in home at 218 Tomstock. Investigation revealed a blockage in the main between MH NW6 and NW7. We used to sewer cleaner to clear blockage and video showed roots entering a joint to be the cause.
 - Plunged and cleared lateral at 2815 Leon.
 - Plunged and cleared lateral at 28 Pine Tree.
 - Inspected sewer repair at 1202 Lantern Lane.
 - Inspected sewer repair at 706 Pondview.
 - Inspected Sewer repair at 32 Sharron.
 - Inspected New sewer connections at 3810 and 3811 Addison Ct.
 - Inspected new Sewer connections for lot 49,50,51,52 and 53 Flint Rock Ct.
 - Inspected new sewer connection at 3780 Drake Cir.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	504	300
PTO hours	0	36
Holiday hours	48	32
Overtime	8	n/a
Part-time hours		57.5
Special Projects hours		0