

**REGULAR MEETING**  
**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**MINUTES OF MAY 10, 2021**

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, May 10, 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. Ed Woyden, Engineer; Mr. Eric Frey, Solicitor

Visitors not on Agenda: Ms. Leah Baird, Mr. John Pergolese

**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 personnel & legal issues.

**PUBLIC COMMENTS**

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

10 Indian Head Road

Mr. Pergolese, owner of 10 Indian Head Road wanted to know the status of connecting to sanitary sewer.

After discussion, a motion was made by Mr. Rose seconded by Mr. Sorgini and unanimously carried, to authorize the Engineer and Solicitor to work with Mr. Pergolese's team to assist with design and installation requirements and structure an Agreement to memorialize the recapture fee.

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

**MINUTES**

The minutes of the April 12, 2021 meeting were presented and unanimously carried. Upon motion of Mr. Rose, seconded by Mr. Sorgini and 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.

Upon motion of Mr. Hager seconded by Mr. Sorgini and unanimously carried, the Board approved payment of bills to be paid from Revenue & Administration and Capital Improvement hereto marked as Exhibit "A".

**PERSONNEL**

Employee Increases

Mr. Tschoepe stated to the Board that the employees are due to receive salary increases effective July 1, 2021

After discussion, a motion was made by Mr. Rose, seconded by Mr. Sorgini and unanimously carried that all employees would receive a three percent increase and Michael Hagenbuch would receive an additional \$2.00 per hour.

Employee Retirement Account

Mr. Frey stated he would have options for the Board at the next meeting.

**EQUIPMENT & BUILDING**

Mr. Sorgini stated to the Board that several pumps are still being repaired and the Portable Sewer Camera training should be scheduled for later in May.

**BUDGET**

Mr. Hager reviewed with the Board the final draft of the Revenue & Administration, Capital Improvement and Capital Reserve Budgets for Fiscal Year July 1, 2021 to June 30, 2022

Upon motion of Mr. Hager, seconded by Mr. Rose and unanimously carried, the Board adopted the Budgets for Revenue & Administration hereto marked as Exhibit "B", Capital Improvement hereto marked as Exhibit "C" and Capital Reserve hereto marked as Exhibit "D" for Fiscal Year July 1, 2021 to June 30, 2022.

FYE 2019 Audit

Upon motion of Mr. Hager, seconded by Mr. Rose and unanimously carried, the Board accepted the Audit prepared by Bee, Bergvall & Co. for the Fiscal Year ending June 30, 2019 and authorized the publication of the Balance Sheet Statement.

**CAPITAL PROJECTS**

Sanitary Sewer Line Replacement

Mr. Rose stated to the Board that the Notice of Intent to Award was issued. The Contractor's qualifications and references were reviewed. Gannett Fleming is currently reviewing bonds and insurances. Once these are in order, the Notice of Award will be issued (this was already approved by Authority motion) and a Notice to Proceed date is scheduled for June. The Board will need to approve a motion to issue the Notice to Proceed.

Upon motion of Mr. Hager, seconded by Mr. Tschoepe and unanimously carried the Board authorized Mr. Woyden to issue the Notice to Proceed subsequent to all other Contract requirements being met.

**EDU SALES**

A motion was made by Mr. Sorgini seconded by Mr. Tschoepe and unanimously carried to approve one EDU each for 12 & 13 Borton Road and 33 Crawford Road.

**DEVELOPER AGREEMENT and/or PROFESSIONAL SERVICE AGREEMENT**

A motion was made by Mr. Tschoepe seconded by Mr. Sorgini and unanimously carried to approve the Developer Sewer Service Agreement for Americo Moscariello at Ridge Pike & Cross Key Road.

**ENGINEER'S REPORT - EXHIBIT "E"**

There were no questions on the Engineer's Report.

**SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT "F"**

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

**ATTORNEY REPORT**

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

Mr. Frey stated to the Board that he had a signed Dedication of Public Sanitary Sewer Easement Agreement for 62 W. Mount Kirk Avenue and would like a motion to approve to have the Chairman sign. Upon motion of Mr. Tschoepe, seconded by Mr. Sorgini and unanimously carried, the Board approved and authorized the Chairman to sign the agreement.

**OLD BUSINESS**

Collection Update for Delinquent Accounts

The Solicitor presented to the Board an update of the Collections to date and is moving forward with the writ of scire facias on 5 Henry Avenue.

**NEW BUSINESS**

609 Linnet Road

Mr. Rubendall stated to the Board that he received a call from the homeowner from 609 Linnett Road and reported an exposed 8' clay pipe on the edge of the creek behind his property in the woods. The creek has changed direction and washed out the creek bank again next to a repair that was done by the Authority 20 or 25 years ago. Mr. Rubendall met on site with Ken Finger from Gannett Fleming to get some ideas how to repair and protect this section of pipe and they are developing solutions to protect the sewer.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 5:20 PM by motion of Mr. Sorgini, seconded by Mr. Hager and unanimously carried.

  
\_\_\_\_\_  
Alan Rubendall, Assistant Secretary

BILLS PAID FROM REV. & ADMIN.		MAY 10, 2021 BOARD MEETING	
ADVANCED AUTO PARTS	TRUCK & EQUIPMENT MAINT: FILTERS, SEAFOAM		17.46
ADP	ADMINISTRATION: PAYROLL PROCESSING	[AUTO DEBIT]	276.90
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS		25.29
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE		269.00
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS		65.06
AUDUBON WATER COMPANY	OPERATING EXPENSES: WATER OFF ADMIN FEE		250.00
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING		280.00
CDI LAWN EQUIPMENT	TRUCK & EQUIPMENT MAINT: STRING FOR WEED EATER		33.96
CHETTY, DUSHENDRA	PAID SEWER RENTAL & NO LONGER OWNS PROPERTY		83.00
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY		354.32
DECKMAN MOTOR & PUMP INC	PUMP STATION MAINT: REBUILD MUFFIN MONSTER FOR VALLEY FORGE PS		2425.00
DISCHEL BARTLE & DOOLEY	LEGAL FEES, SPECIAL PROJECTS, REF: MONTH OF MARCH		4144.00
DYNATECH	PUMP STATION MAINT: DIAGNOSED ISSUE FOR GENERATOR CONTROL BOARD		1111.40
ENDICOTT COMM, INC	OPERATING EXPENSES: AFTER HOURS EMERGENCY SERVICE		25.75
GANNETT FLEMING, INC	ENGINEERING FEES / REF: FEBRUARY 27, 2021 - APRIL 2, 2021		7120.60
GRAINGER	OPERATING EXPENSES: AX HANDLE		14.79
HADLEY, KEITH	HOSPITALIZATION: REIMBURSEMENT OF COPAY		25.00
HAJOCA	OPERATING EXPENSES: GASKET FOR DIGIOVANNI REPAIR		8.80
HOME DEPOT	EQUIPMENT MAINT, BUILDING MAINT:		183.71
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL		81.05
LPVRS	TREATMENT CHARGES		192405.00
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE MAY		50.00
NAPA AUTO PARTS	OPERATING EXPENSES: HAND CLEANER, CAR WASH		19.48
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE		81.00
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING		174.10
PECO	GAS & ELECTRIC		4374.02
RICHTER OFFICE SUPPLY COMPANY, INC.	ADMIN MISC / OPERATING EXPENSES: DOCUMENT DESTRUCTION, OFFICE SUPPLIES		507.14
RUBENDALL, ALAN	HOSPITALIZATION: REIMBURSEMENT OF COPAY		610.00
STRATIX LEASING	ADMINISTRATION: COPIER LEASE	[AUTO DEBIT]	321.00
SUN LIFE	INSURANCE: MAY PREMIUM LIFE, AD&D, LTD, STD, DENTAL, VISION	[AUTO DEBIT]	1206.19
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING		307.50
UNITED HEALTHCARE	HOSPITALIZATION: JUNE PREMIUM		7558.50
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS		864.09
VERIZON	TELEPHONE: OFFICE FIOS		221.10
VERIZON	TELEPHONE: OFFICE INTERNET		89.00
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES		259.05
WELLS FARGO	DEBT SERVICE: INTEREST 2016 NOTE	[AUTO DEBIT]	931.47
WELLS FARGO	DEBT SERVICE: INTEREST, PRINCIPAL 2020 NOTE	[AUTO DEBIT]	12041.67
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT		696.26
LPTSA CC	TRUCK & EQUIPMENT MAINT: TOW HITCH, SIDE MIRROR	[TRANSFERRED]	387.07
LPTSA	PETTY CASH		194.55
LPTSA	PAYROLL	[TRANSFERRED]	40,000.00
TOTAL			280093.28
BILLS PAID FROM CAPITAL IMPROVEMENT			
ANRICH, INC	EMERGENCY REPAIR: CHANGE ORDER NUMBER 3		3852.17
DISCHEL BARTLE & DOOLEY	LEGAL FEES: MONTH OF FEBRUARY		4841.56
GANNETT FLEMING	ENGINEERING FEES: FEBRUARY 27, 2021 - APRIL 2, 2021		58913.71
EXHIBIT "A"			
TOTAL			67607.44

**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**REVENUE & ADMINISTRATION BUDGET**

<b>REVENUE</b>	<b>2021/2022</b>
Residential	\$ 3,213,206
Commercial	\$ 735,000
Penalties and Adjustments	\$ 50,000
<b>SEWER RENTAL BILLED</b>	<b>\$ 3,998,206</b>
Increase (Decrease) In Sewer Rental Accounts Receivable	\$ (70,000)
<b>SEWER REVENUE COLLECTED</b>	<b>\$ 3,928,206</b>
Service Fee	\$ 10,000
Inspection Fees	
Interest Income	\$ -
Misc. Revenue	\$ "
<b>REVENUE COLLECTED</b>	<b>\$ 3,938,206</b>
<b>DISBURSEMENTS (OPERATING EXPENSES)</b>	
Treatment (LPVRS)	\$ 2,308,350
Wages	\$ 471,945
Water	\$ 1,500
Power / Heat	\$ 55,000
Maintenance Pump Station	\$ 60,000
Maintenance Truck & Equipment / Building	\$ 20,000
Maintenance Collection System	\$ 5,000
Training	\$ 3,000
Health & Safety	\$ 8,000
Operating Expenses / Supplies	\$ 12,000
Emergency	\$ 30,000
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,974,795</b>
<b>DISBURSEMENTS (ADMINISTRATIVE EXPENSES)</b>	
Office Equipment Replacement and Operation & Maintenance Services	\$ 5,000
Sewer Billing Services (computer billing)	\$ 15,000
Building Maintenance	\$ 10,000
Office Supplies / Expenses	\$ 12,000
Telephone	\$ 19,000
Audit	\$ 9,800
Engineering	\$ 30,000
Legal Fees	\$ 30,000
Professional Services / Special Projects	\$ 30,000
Health & Life Insurance	\$ 115,000
Insurance General	\$ 45,000
Payroll Taxes	\$ 37,756
Miscellaneous	\$ 1,000
Pension	\$ 70,000
Postage	\$ 13,000
Interest on DEBT	\$ 141,800
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 584,356</b>
Total Operating Revenue Connected	\$ 3,938,206
Total Operating and Administrative Expenses Paid	\$ 3,559,151
Excess Revenues collected Over (Under) Expenses Paid	\$ 379,055
<b>TRANSFER TO ANOTHER FUND</b>	<b>\$ 379,055</b>
<b>ENDING BALANCE</b>	<b>\$ -</b>

LPTSA  
CAPITAL IMPROVEMENT BUDGET  
FIVE YEAR PLAN

	YR 1 2021/2022	YR 2 2022/2023	YR 3 2023/2024	YR 4 2024/2025	YR 5 2025/2026
Beginning Balance	1,776,232	1,161,073	3,958,120	993,799	455,026
TRANSFER FROM CD	1,441,000				
TRANSFER FROM CD	2,179,500	4,563,000			
Transfer from Capital Reserve					
Interest Income at .5%	5,000	5,000	5,000	-	-
Total Funds Available	5,401,732	5,729,073	3,963,120	993,799	455,026

<b>EXPENDITURES</b>					
<b>I/I Reduction</b>					
Manhole Rehab.& Grade Adjustment	100,000				
Sewer Line Repair/Replacement	4,240,659	1,203,637	2,881,761		
<b>Pump Station Rehab/ Repair</b>					
Structure & Property					
Pumps & Equipment					
<b>Equipment Replacement</b>					
New Vehicle	10,000	10,000	10,000	10,000	10,000
PAVING		527,316	47,560	498,773	
<b>New Construction- Unsewered Areas</b>					
Sewer Line Construction					
<b>Miscellaneous</b>					
EMERGENCY REPAIRS	30,000	30,000	30,000	30,000	30,000
<b>TOTAL EXPENDITURES</b>	4,380,659	1,770,953	2,969,321	538,773	40,000
<b>ENDING BALANCE</b>	1,161,073	3,958,120	993,799	455,026	415,026

**LOWER POVIDENCE TOWNSHIP SEWER AUTHORITY**  
**CAPITAL RESERVE BUDGET**  
**FIVE YEAR PLAN**

	<b>YR 1</b> 2021/2022	<b>YR 2</b> 2022/2023	<b>YR 3</b> 2023/2024	<b>YR 4</b> 2024/2025	<b>YR 5</b> 2025/2026
Beginning Balance	277,497	675,950	705,450	730,950	752,450
Transfer from CD	750,898				

<b>Expenditures</b>					
Principal on Debt Service	733,000	297,000	301,000	305,000	309,000
Interest on Debt Service					
Total Payment on Debt	733,000	297,000	301,000	305,000	309,000
<b>Balance after Payment of Debt Service</b>	295,395	378,950	404,450	425,950	443,450

Interest Income @ .5%	1,500	1,500	1,500	1,500	1,500
Miscellaneous Income					
Transfer from (to) Revenue & Administrative Fund	379,055	325,000	325,000	325,000	325,000

<b>Connection Fees</b>					
Existing System	-	-	-	-	-
Proposed System	-	-	-	-	-
Developers	-	-	-	-	-
Other Receipts					
<b>Total Connection Fees (Permits, sale of EDUs)</b>	-	-	-	-	-

<b>Capital Reserve Ending Balance</b>	<b>675,950</b>	<b>705,450</b>	<b>730,950</b>	<b>752,450</b>	<b>769,950</b>
---------------------------------------	----------------	----------------	----------------	----------------	----------------

**GANNETT FLEMING'S REPORT**  
**for the**  
**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**May 10, 2021**

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
66692.105	DEP I/I CAP	- Transmitted updated index map and map summarizing completed and planned projects to the PA DEP on May 4, 2021.
66692.109	CIP	- Prepared additional updates during the month to the CIP for the Authority's use. Prepared a financial comparison spreadsheet for prior and current project priorities. Met with Alan Rubendall May 4, 2021 to review final CIP update and revise and transmit to the Authority May 5, 2021.
66692.110	2021 Capital Project	- Transmitted NOIA to Anrich, Inc. April 21, 2021. Upon receipt and approval of the bonds and insurances the project is scheduled to kick off in June.
66692.114	MRI Emergency Repair Project	- Transmitted Final Paperwork to the Authority May 6, 2021.
66692.117	Second Street Area	- Provided easement descriptions April 29, 2021 to Mr. Frey for use in finalizing Agreements with landowners for the 2 <sup>nd</sup> Street R/W.
66692.118	Exposed Sanitary Sewer	- Developing solutions to protect sewer.
66692.216	Moscariello at Crosskeys	- Transmitted revised escrow letter to Eric Frey on April 13, 2021.
66692.223	102 N. Park Avenue	- Transmitted review comments to Engineer April 23 and April 26, 2021.
66692.222	Montgomery County Archive Building	- Transmitted review comments to Engineer April 23, 2021.
66692.224	Blat – Backyard Winery	- Phone call with DEP April 28, 2021 to discuss planning module. Several follow-up conversations with the Township and the DEP regarding the capacity allocation and the Planning Module process in general



# SYSTEM SUPERINTENDENT'S REPORT

MAY 2021

FOR WORK DONE APRIL 1, 2021 – APRIL 30, 2021

## SEWER AUTHORITY PROJECTS:

**INDIAN HEAD LANE:** We met with Ed Woyden from Gannett on site and walked the Indian Head Lane area to get a count of dwellings that could hook up to a sewer system and pump station if one was installed. Ed took that info back to the office and he will have a report on it at the May Meeting.

**CIP LIST CHANGES:** We had a meeting at Gannett Fleming's office and we made the changes and updated the CIP list as directed by the Board.

**609 LINNETT ROAD:** The homeowner from 609 Linnett called in and reported an exposed 8' clay pipe on the edge of the creek behind his property in the woods. The creek has changed direction and washed out the creek bank again next to a repair that we did 20 or 25 years ago. We met out on site with Ken Finger from Gannett and Fleming to get some ideas how to repair and protect this section of pipe.

**UPDATE: 3225 WALKER LANE:** We dug up the 4" gravity pipe coming from the house and going into the wall of the holding tank in the front yard and pulled the old pipe and rubber gasket out and replaced both of them with new ones to stop the leak. We backfilled the trench and put the sod back in place that we dug up before digging the pipe up. All seems good with no apparent leaks.

**UPDATE: PORTABLE CAMERA SYSTEM QUOTE:** We are scheduled for a two day training session May 18<sup>th</sup> and 19<sup>th</sup>.

**UPDATE: CIP PROJECT:** Anrich will be awarded the 2021 CIP Project. We are preparing the letters to go out to the residents in and around the project areas. We also are putting something together to inform the schools and the emergency organizations to make them aware of project areas and dates.

**UPDATE: VALLEY FORGE STATION:** We got the Muffin Monster back from Deckmans after getting it rebuilt and we installed it in station.

**UPDATE: GRANGE AVE/AUDUBON SQUARE STATION:** Spare pump is at Deckmans getting rebuilt.

**UPDATE: 2021 TOWNSHIP PAVING LIST:** Myers has been awarded the Township paving contract for 2021. They will be paving Van Buren, Lauman Ave. Part of Second St., Glenwood Ave, Hollywood Ave, Vine St. and Doris Lane. We have all the sewer mains videoed in these areas and all is good. We are working with Myers putting together a plan to reset and raise or lower all the castings to be paved around.

## 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.

**Anderko subdivision:** 7 EDUs were needed. 4 EDUs were purchased and 3 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 186 locations (PA One Calls).
- Clean transducers and stilling tubes at walker lane, Providence Crossing, trooper Rd, Audubon Sq and Audubon Rd stations.
- Clean venturis and screens on bypass pumps at walker lane Providence Crossing and Trooper Rd stations.
- Change oil and filter on unit two and unit four.
- Serviced lawn mower, blades were sharpened, oil and filter was replaced and all fittings were greased.
- Installed receiver hitch on unit four.
- Collect fire extinguishers from stations, vehicles and office and had them inspected.
- Unpack, store and inventory new inspection camera.
- Cleaned sewer main on Middle school Dr from MH B18 to MH B19 350'.
- Cleaned all sewer main on Circle Dr about 3600'.
- Cleaned all sewer main on Highland Ave about 1400'.
- Cleaned all sewer main on Orchard Ln about 1600'.
- Cleaned all sewer main on Culp Rd about 750'.
- Cleaned all sewer main on Apple Valley Ln about 2500'.
- Cleaned all sewer main on Longspur Rd about 2100'.
- Inspect sewer repair at 512 Meadowlark.
- Inspect sewer repair at 3349 Arcola Rd.

**DEPARTMENT INFORMATION:**

	Maintenance	Administration
Regular hours worked	452	280
PTO hours	28	40
Holiday hours	24	16
Overtime	12	n/a
Part-time hours		114
Injury related hours	0	0