

**REGULAR MEETING**

**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY  
MINUTES OF MAY 14, 2018**

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, May 14, 2018 at 6:00 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. William Stanczak, Treasurer  
Mr. Doug Hager, 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. William Brennan, Solicitor  
Mr. Ed Woyden, Engineer

**Present were members of the public not on the Agenda:**

Mrs. Leah Baird  
Mr. William Fryer

**CALL TO ORDER**

The Chairman called the meeting to order at 6:00 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 for Public Comments. Upon motion of Mr. Rose, seconded by Mr. Stanczak and unanimously carried, the Board deviated from the Agenda for Comments from the Public.

Mr. William Fryer of 427 S. Trooper Road stated to the Board that he received a water shut off and needs more time to pay the bill and would like to set-up a payment plan as he does not want his water shut off. He stated he could pay \$100.00 per week until the unpaid balance of \$354.87 is satisfied.

After discussion a motion was made by Mr. Rose, seconded by Mr. Tschoepe and unanimously carried, to allow the proposed payment plan of \$100.00 per week due by 4:30 PM each Friday.

The Board explained to Mr. Fryer that should he miss a said payment amount on due date and time, the Authority would proceed with water shut off and additional fees would be incurred.

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

## **MINUTES**

The minutes of the April 9, 2018 meeting were presented. Upon motion of Mr. Rose, seconded by Mr. Stanczak and unanimously carried, the reading of the minutes was waived and approved.

## **TREASURER'S REPORT**

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

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

## **STATEMENTS OF OPERATION**

Mr. Stanczak presented the April Statements of Operation to the Board for approval.

Upon motion of Mr. Tschoepe, seconded by Mr. Rose and unanimously carried, the Board approved the March Statements of Operation.

## **PERSONNEL**

### **Handbook**

Mr. Tschoepe stated to the Board that they received a copy of the Handbook with written changes and asked if anyone had any comments.

After discussion, the Board made some revisions and asked Mrs. Connolly to distribute a new draft copy with the changes.

## **EQUIPMENT & BUILDING**

Mr. Hager stated to the Board that he met with Mr. Rubendall and they visited every pump station, the garage facilities and equipment. He reported that everything was clean and in good working order. In addition, he has a better understanding of what the Authority has.

Mr. Hager stated to the Board that an email was received by a concerned resident regarding the lock-box. The resident stated they appreciate the convenience of a drop box for sewer bill payments. They are concerned about the security of it and feel it would be possible for someone to remove a payment from the drop box and worry about the possibility of identity theft.

After discussion, the Board directed Mr. Rubendall to look into options for a door slot or a more secure drop box.

## **BUDGET**

Mr. Stanczak stated to the Board that he, Mr. Hager, Mr. Rubendall and Mrs. Connolly met a few times to discuss the Preliminary Budget and presented copies to the Board for review.

The Board was satisfied with the proposed Budget, however asked if the \$6000.00 for flow metering of the Eagleville Run Interceptor was still needed in the Capital Improvement Budget. Mr. Rubendall responded that he and Mr. Woyden would look into it.

Mr. Stanczak stated that the Budget should be approved at the June Board Meeting.

## **EDU SALES**

A motion was made by Mr. Stanczak, seconded by Mr. Hager and unanimously carried to approve one EDU each for 2, 3, 6 and 10 Kenney Lane.

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

There were no questions on the Engineer's Report.

**2018 Sewer Replacement Project**

Mr. Woyden stated to the Board that the Sanitary Sewer Replacement Project is out to Bid.

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

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

**ATTORNEY'S REPORT**

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

**OLD BUSINESS**

**EDU Overusage Update**

Mr. Rubendall reported to the Board that nine letters will be mailed to the customers that are over their usage for nine months.

**Outstanding Accounts Receivables over \$2000.00**

Mr. Brennan stated that he was directed at the last Board Meeting to send Mrs. Connolly a copy of the Pennsylvania Municipal Authority's Act statute regarding water shut-offs for delinquent accounts and send a copy with a letter to the private water companies. Mr. Brennan stated that he further advised her not to and stated that we could have legal issues.

**NEW BUSINESS**

**FYE 2017 Audit**

Upon motion of Mr. Stanczak, seconded by Mr. Tschoepe and unanimously carried, the Board accepted the Audit prepared by Reynolds, Pittner & Associates LLC for the Fiscal Year ending June 30, 2017 and authorized the publication of the Balance Sheet Statement.

**EXECUTIVE SESSION**

The Chairman called for an Executive Session to discuss legal issues.

Upon motion of Mr. Rose, seconded by Mr. Stanczak and unanimously carried, the Board went into Executive Session at 7:05 PM.

Upon motion of Mr. Rose, seconded by Mr. Stanczak and unanimously carried, the Board came out of Executive Session at 8:58 PM.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:58 PM by motion of Mr. Rose, seconded by Mr. Tschoepe and unanimously carried.

  
Secretary

## SYSTEM SUPERINTENDENT'S REPORT

MAY 2018

FOR WORK DONE APRIL 1, 2018 – APRIL 30, 2018

### SEWER AUTHORITY PROJECTS:

Water meter readings were received for the first quarter and we have six new commercial customers that are using more sewer than allocated to them. We sent the letters out to them and have received calls from three of them.

Sanitary Sewer Overflow Report was sent to DEP on 4/16/2018. We had an estimated 2 ½" of rain and the station overflowed for approximately seven hours.

Met with Mr. Walker and Lori to review the power point presentation for the Township meeting on 5/17/2018.

We have been running the sewer cleaner and trying to root cut and clean all the lines on our root blockage list.

The final air release chamber was rebuilt using stainless material this time instead of the original galvanized material.

Working on a letter to send to Township to get Road Opening Permits waived for the Sewer Replacement Project.

Met with Mr. Stanczak, Mr. Hager and Lori to review the Budget for FYE June 30, 2019.

Did personnel evaluations for Mr. Tschoepe.

### DEVELOPER PROJECTS:

**Brynwood Manors:** 139 units are in the process of installing sewer main. *88 EDUs were purchased. 51 EDUs need to be purchased in the second phase.*

**Providence Place:** 160 units will be installing sewer main soon. *61 units were allocated. 19 EDUs need to be purchased in the second phase.*

**35 Evansburg Road:** 24 unit Subdivision Plans are being reviewed. *24 EDUs need to be purchased.*

**Moscariello:** 30 units + 2 commercial building Subdivision at Crosskeys and Ridge Pike. Plans are being reviewed by Gannett Flemming. *32 EDUs possibly more (commercial) need to be purchased.*

**Worcester Twp:** Sent plans to be reviewed for tying Sewer laterals into our system for two houses in Worcester that are included in the Intermunicipal Agreement. *3 EDUs need to be purchased.*

**911 County Site:** garage and warehouse are still in the planning stages. *No EDUs needed.*

**Anderko subdivision:** 8 units at Crawford and South Park and 2 units at Eagleville and South Park. Plans are at Gannett Fleming office for review. *9 EDUs still need to be purchased – purchased 1 EDU for existing house.*

**John James Audubon Center:** Sewer connection was completed

**GANNETT FLEMING'S REPORT**  
**for the**  
**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**May 14, 2018**

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
52361.134	Replacement of Sanitary Sewer	- Reviewing final cost issues with Contractor. - Working on substantial completion.
52361.140	2018 Sewer Replacement Project	- Project advertised for bidding May 11, 2018
52361.200	Providence Place	- Construction observation continued during the month.
52361.218	Courts of Brynwood	- Construction observation continued during the month. - Review of escrow release #3 as requested by Tim Woodrow.
52361.219	37 Crawford Road	- Review of revised plans and planning module submission.
52361.223	35 Evansburg Road	- Review of construction escrow amounts.
52361.230	EOC Expansion	- Transmitted review letter to Design Engineer April 20, 2018.
52361.233	3423 & 3427 Germantown	- Review of plans. Transmitted review letter to Design Engineer on April 23, 2018.
52361.234	Iroy Gym	- Correspondence with owner regarding EDUs required and utility plans required. Still waiting to receive site utility plans.

BILLS PAID FROM REV. & ADMIN.		MAY 14, 2018 BOARD MEETING	
ADVANCE AUTO PARTS	TRUCK & EQUIPMENT MAINT: FILTER, OIL		44.45
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS		15.88
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE		254.00
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS		65.06
BUTERA, BEAUSANG, COHEN & BRENNAN	LAWYER FEES / SPECIAL PROJECTS: MONTH OF APRIL		2448.26
CARROLLS'S OFFICE SUPPLY	ADMINISTRATION: COPY PAPER, TABLETS, CLIP BOARD		76.95
CDI LAWN EQUIPMENT	TRUCK & EQUIPMENT MAINT: OIL & FILTER FOR LAWN MOWER		18.57
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING		280.00
CLOVERLEAF TOOL COMPANY	TRUCK & EQUIPMENT MAINT: BALL VALVE FOR SEWER CLEANER		77.69
COLLEGEVILLE DO IT BEST	OPERATING EXPENSES: TANK & PROPANE FILL (2) FOR SHOP TORCH		87.35
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY		141.25
CORE & MAIN	PUMP STATION MAINT: PARTS FOR AIR RELEASE CHAMBER GERTRUDE / ST. GABES		773.28
DELAKE LANDEN	ADMINISTRATION: XEROX COPIER		248.32
GANNETT FLEMING, INC.	ENGINEERING FEES / REF FEES: MARCH 3, 2018 TO MARCH 30, 2018		16518.50
GANNETT FLEMING, INC.	REF FEES: NOVEMBER 25, 2017 TO DECEMBER 29, 2017 (payment missed)		2394.00
HOME DEPOT	TRUCK & EQUIPMENT MAINT, BUILDING MAINT, PUMP STATION MAINT, SAFETY		250.04
JP MASCARO & SONS	OPERATING EXPENSES: TRASH REMOVAL		65.33
KISTLER O'BRIEN	BUILDING OPERATION & MAINT: ANNUAL INSPECTION OF FIRE EXTINGUISHERS		704.50
LOWE'S	BUILDING OPERATION & MAINT: LIGHT BULBS		7.04
LPVRS	TREATMENT CHARGES		162,786.00
MAD EXTERMINATORS	EXTERMINATING SERVICE		50.00
NAPA AUTO PARTS	TRUCK & EQUIPMENT MAINT: OIL & FILTER FOR UNIT 1		28.27
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE		90.44
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING		123.75
PECO	GAS & ELECTRIC		4,541.81
PRIMEPAY	ADMINISTRATION: PAYROLL PROCESSING		189.66
REYNOLDS, PITNER & ASSOCIATES	ACCOUNTING: STATEMENT OF OPERATION APRIL BALANCE OF AUDIT		2112.50
RICHTER OFFICE SUPPLY COMPANY, INC.	ADMINISTRATION: DOCUMENT DESTRUCTION		65.00
RUBENDALL AUTO REPAIR	TRUCK & EQUIPMENT MAINT: 2017 FORD F150 INSPECTION		62.00
SANTONIS GARAGE	TRUCK & EQUIPMENT MAINT: SEWER CLEANER INSPECTION		87.00
SHARP WATER CULLIGAN	OPERATING EXPENSES: WATER		25.00
STAPLES	ADMINISTRATION: KEYBOARD, ELECTRONIC DUST SPRAY		61.88
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING		347.88
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM		542.86
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS		716.01
VERIZON	TELEPHONE: OFFICE FIOS		210.32
VERIZON	TELEPHONE: OFFICE INTERNET		94.99
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES		339.34
WELLS FARGO	DEBT SERVICE: INTEREST	[AUTO DEBIT]	3649.53
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT		837.34
LPTSA	PETTY CASH: CERTIFIED MAIL - LIENS & EDU OVERUSE		763.44
LPTSA	PAYROLL	[TRANSFERRED]	35,000.00
UNITED HEALTHCARE	HOSPITALIZATION: JUNE PREMIUM		6535.70
		TOTAL	243731.19
BILLS PAID FROM CAPITAL IMPROVEMENT		MAY 14, 2018 BOARD MEETING	
GANNETT FLEMING	ENGINEERING I/I: MARCH 3, 2018 TO MARCH 30, 2018		6839.13
		TOTAL	6839.13
BILLS PAID FROM CAPITAL EXPANSION		MAY 14, 2018 BOARD MEETING	
LPVRS	PERMITS: 2, 3, 6, 10 KENNEY LANE		19200.00
		TOTAL	19200.00

**MAINTENANCE DEPARTMENT:**

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

- Responded to 133 locations (PA One Calls).
- Installed rebuilt pump in position two at Moyer Rd PS.
- Clean transducer and power wash wet well at Valley Forge PS.
- Collected all fire extinguishers to be serviced from vehicles, stations and building.
- Power wash Providence Crossing PS after overflow caused by rain event.
- Removed, refurbished and reinstalled air/vacuum release valves at St Gabes PS.
- Removed, refurbished and reinstalled second set of air/vacuum release valves at Gertude Ave PS.
- Troubleshoot and replace faulty valve on sewer cleaner.
- Changed oil and filter on unit #1.
- Changed oil and filter greased all fittings on lawn mower.
- Cleaned/ root cut all sewer mains on Ringneck Rd, Mourning Dove Rd, Mocking Bird Rd and Meadowlark Rd.
- Cleaned/ root cut sewer main on Park Ave from manhole PT 26 to PT 51.
- Cleaned/ root cut R.O.W off Mary Bell Rd from manhole 214C to 214E.
- Cleaned sewer R.O.W off of Van Buren from manhole VF1BI 250' to terminal manhole.
- Video sewer main on Cherry Tree Lane from manhole HH13 about 100' to rule out possibility that a broken main was the cause of a sinkhole. No problems with main were found.
- Installed new light fixture at office.
- Installed new sign at garage displaying address.
- Plunge and cleared lateral at 1012 Bayberry Lane.
- Plunge and cleared lateral 3856 Yerkes Rd.
- Inspect lateral repair at 1017 Longspur Road.
- Inspect new sewer connection at 3812 Brynwood Manor.

**DEPARTMENT INFORMATION:**

	Maintenance	Administration
Regular hours worked	464	304
Vacation hours	8	8
Sick / Personal hours	8	8
Holiday hours	0	0
Overtime	8	0
Part-time hours		96
Special Projects hours		56
Job related injury hours	0	0