

**REGULAR MEETING**  
**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**MINUTES OF JULY 12, 2021**

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

Absent was Authority Members:

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

Visitor not on Agenda: Ms. Leah Baird

**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 and contractual issues.

**MINUTES**

The minutes of the June 14, 2021 meeting were presented and unanimously carried. Upon motion of Mr. Hager seconded by Mr. Rose 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 & Capital Improvement Account.

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

**PERSONNEL**

Employee Retirement Account

Mr. Tschoepe stated to the Board that he, Mr. Hager, Mr. Rubendall & Mrs. Connolly spoke to Mr. Charles Friedlander, Director of Actuarial Services at Municipal Finance Partners, Inc. regarding the switching of pension plans. Mr. Friedlander provided an engagement letter to do an actuarial study to show the cost savings to the Authority and to assist with the withdrawal of the pension plan from Pennsylvania Municipal Retirement System (PMRS). In order to withdrawal from PMRS they require that the municipality has certified an affirmation vote approving withdrawal from at least seventy-five percent of its employees (this includes active & retired) on the plan. This would be nine of the eleven total current and former employees.

After discussion the Board directed Mrs. Connolly to reach out to all of the employees (active & retired) on the plan to see how they feel about it.

A motion was made by Mr. Hager seconded by Mr. Rose and unanimously carried to retain Mr. Friedlander to perform the actuarial study and assist with the withdrawal of the pension plan from Pennsylvania Municipal Retirement System provided we get seventy five-percent agreement from the employees to move forward.

### **CAPITAL PROJECTS**

#### **Sanitary Sewer Line Replacement**

Mr. Rose stated to the Board that the Notice to Award was issued. The Notice to Proceed has not been issued due to the difficulty with the contractor getting project materials & labor.

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

The Chairman asked Mr. Woyden if the 2022 project was moving forward in the planning process. Mr. Woyden responded that it was.

### **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. He stated that there are several accounts still over their usage that need to purchase permits that have been previously notified.

### **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 will be setting up a meeting with Mr. Maro & Mr. Rubendall regarding the EDUs for apartments for the properties located at 20 Moyer Road and 11 S. Trooper Road.

### **OLD BUSINESS**

#### **Mobile Home Parks Collection**

There was discussion regarding the excess flows coming from the Trooper and Sunnyside Mobile Home Parks.

A motion was made by Mr. Hager seconded by Mr. Rose and unanimously carried to meter the flow in the manholes where the trailer park system connects to LPTSA system.

#### **609 Linnet Road Exposed Pipe**

Mr. Rubendall stated to the Board that this repair was to be added to the contract with Anrich since they were going to be working in the area. Since there is a change of plans with the current replacement project getting pushed to 2022 due to delays we will need to reach out to some other contractors for bids. The Engineer is currently working on this.

### **NEW BUSINESS**

#### **4041 Cardin Place Sewer Rental Relief**

The Chairman stated to the Board that a motion was passed on August 8, 2004 that relief on sewer rental will not be given. The Chairman asked if any Board Member would like to make a motion to change the policy. No motion was made, policy remains as is. The request for relief was denied.

#### **17 Borton Road Notice to Connect**

Mr. Rubendall stated to the Board that the construction of sanitary sewer lines to provide public sanitary sewer service to the property is complete. Permits were purchased by the property owner in April 2020.

A motion was made by Mr. Rose seconded by Mr. Hager and unanimously carried to issue a Notice to Connect to the Sanitary Sewer System to 17 Borton Road.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 5:15 PM by motion of Mr. Rose, seconded by Mr. Hager and unanimously carried.

A handwritten signature in cursive script that reads "Alan Rubendall".

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Alan Rubendall, Assistant Secretary

**BILLS PAID FROM REV. & ADMIN.****JULY 12, 2021 BOARD MEETING**

ADVANCED AUTO PARTS	TRUCK & EQUIPMENT MAINT: BATTERY (TRUCK & MOWER), OIL, FUSES	196.97
ADP	ADMINISTRATION: PAYROLL PROCESSING [AUTO DEBIT]	196.99
AMERICAN WATER	COMPUTER BILLING/ SEWER BILLING: MONTHLY METER READINGS, WATER SHUTOFFS	326.75
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE, POSTAGE, PRINTING OF BILLS	4,967.39
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS	65.06
BROWN & BROWN OF THE LV	GENERAL INSURANCE PREMIUM FOR 7/01/21 -07/01/2022	33738.00
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING	280.00
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY	147.17
DISCHEL BARTLE & DOOLEY	LEGAL FEES, SPECIAL PROJECTS, REF: MONTH OF APRIL	2621.90
ENDICOTT COMM, INC	OPERATING EXPENSES: AFTER HOURS EMERGENCY SERVICE	45.74
GANNETT FLEMING, INC	ENGINEERING FEES / REF: MAY 8, 2021 - JUNE 4, 2021	3156.98
GRAINGER	PUMP STATION MAINT: CAPACITOR FOR OLD BAPTIST PS	41.11
HADLEY, KEITH	HOSPITALIZATION: REIMBURSEMENT OF COPAY	35.00
HOME DEPOT	TRUCK & EQUIPMENT MAINT, BUILDING MAINT, PUMP STATION MAINT, SAFETY:	47.06
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL	81.05
LPVRS	TREATMENT CHARGES	192480.00
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE JUNE	50.00
NAPA AUTO PARTS	TRUCK & EQUIPMENT MAINT: OIL, PAINT, RUST PRIMER	62.56
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE	74.46
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING	180.86
PECO	GAS & ELECTRIC	3233.78
RICHTER OFFICE SUPPLY COMPANY, INC.	ADMIN MISC / OPERATING EXPENSES: OFFICE SUPPLIES	114.62
STRATIX LEASING	ADMINISTRATION: COPIER LEASE [AUTO DEBIT]	321.00
SHARP WATER CULLIGAN	OPERATING EXPENSES: WATER	20.00
STAR LAWN MOWER SERVICE INC	TRUCK & EQUIPMENT MAINT: CLUTCH & BELT TO REPAIR LAWN MOWER	403.68
SUN LIFE	INSURANCE: AUGUST PREMIUM LIFE, AD&D, LTD, STD, DENTAL, VISION [AUTO DEBIT]	1163.76
TOTAL RENTAL	OPERATING EXPENSES: REPLACEMENT HANDLE FOR SLEDGE HAMMER	19.99
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING	315.75
UNITED HEALTHCARE	HOSPITALIZATION: AUGUST PREMIUM	5229.04
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS	858.37
VERIZON	TELEPHONE: OFFICE FIOS	216.46
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 2020 NOTE [AUTO DEBIT]	11040.56
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT	599.16
LPTSA CREDIT CARD	ADMIN MISC: EMERGENCY SERVICE SET UP [TRANSFERRED]	727.17
LPTSA	PAYROLL [TRANSFERRED]	40,000.00
<b>TOTAL</b>		<b>304337.91</b>

**BILLS PAID FROM CAPITAL IMPROVEMENT**

DISCHEL BARTLE & DOOLEY	LEGAL FEES: MONTH OF MAY	736.00
TERRA LAWN SPECIALISTS	SOD INSTALLATION MINE RUN INTERCEPTOR REPAIR	10000.00
GANNETT FLEMING	ENGINEERING FEES: MAY 8, 2021 - JUNE 4, 2021	20348.60
<b>TOTAL</b>		<b>31084.60</b>

**GANNETT FLEMING'S REPORT**  
**for the**  
**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**July 12, 2021**

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
66692.105	DEP CAP/CMP	- Preparing response to DEP requests for status of remediation work addressing SSOs and repair work completed and planned.
66692.110	2021 Capital Project	- Ongoing discussions with Contractor on materials and staffing. Issue with lead time on materials. - Suggested to Contractor to try to get enough material to work on Summit in the summer of 2021.
66692.117	Second Street Area	- Continuing to address easement and environmental issues for inclusion of this area in 2022 project work.
66692.118	Exposed Sanitary Sewer	- Transmitted recommendations to the Authority on June 14, 2021. - Due to potential impacts of a failure of this pipe, an emergency contract is being prepared.
66692.204	2711& 2725 Woodland Ave	- Transmitted escrow information to Eric Frey on June 28, 2021.
66692.216	Moscariello	- Transmitted reviewed shop drawings June 18, 2021.
66692.222	Montgomery County Coroner	- Transmitted review letter to Engineer on June 18, 2021.
66692.223	102 N. Park Avenue	- Transmitted review letter to Engineer on June 22, 2021.

# SYSTEM SUPERINTENDENT'S REPORT

JULY 2021

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

## SEWER AUTHORITY PROJECTS:

**UPDATE - 2021 SEWER REPLACEMENT PROJECT:** Anrich has been awarded the contract but we haven't had a pre-construction meeting yet. We have contacted them to find out what the issue is and what they're schedule/plans are and they said it's due to material and worker availability. Manholes and pipe orders are six to eight weeks out.

**UPDATE - WORK AT SHOP:** All the exposed wood fascia and soffit has been wrapped with either aluminum or vinyl on the main garage. We will be starting on the storage garage next and do the same to all exposed wood.

**PUMP REPAIRS:** We have three pumps out for assessment and possible repairs. The pumps are for Mile Hill, Old Baptist and Evansburg Stations. We got a quote for the Evansburg pump repair and also a quote for pump replacement for comparison. We didn't get quotes yet for the pumps for Mile Hill or Old Baptist pump stations.

**668 SUNNYSIDE:** The sod installation job for the yard repair for the emergency sewer replacement project has now been completed.

**UPDATE - 609 LINNETT ROAD:** Spoke with Ed and Ken about declaring this project/repair as an emergency due to the nature of this issue. The original plan was to add this repair to the contract with Anrich since they were going to be working in the area anyway and have them do the job. If there is a change of plans with the Anrich replacement project getting pushed till next year due to delays we will need to reach out to some other contractors for bids to do the job.

**UPDATE - CIP PROJECT:** Anrich has been sent a notice of award for the 2021 sewer replacement project. We are still working on getting a start date and a completion date so we can inform all the local authorities of the work areas and dates. We have been getting feedback from Anrich that they are having troubles getting materials and laborers to start the Sewer Replacement project.

## 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 the schedule for phase 2 is unknown.

**420 Church Road:** Possible 26 lot subdivision. Property had one house on it that was demoed. 25 EDUs may be needed

**102 N Park And B:** Two existing houses are applying to connect to the sewer system. 2 EDUs will be needed.

**MAINTENANCE DEPARTMENT:**

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

- Responded to 202 locations (PA One Calls).
- Responded to call of pump two failure at Old Baptist station. Investigation revealed pump two failed due to internal electrical issue. Pump two was removed sent out for repair and the spare pump was installed along with a new potential relay and new start and run capacitors.
- Manually tested trailer generators and onsite generators at Mile Hill, Grange Ave and Evansburg stations.
- Called all automatic fault callers to confirm proper operation, found Providence Crossing not responding confirmed it to be a phone line issue Verizon made the repair.
- Cleaned all sewer main of Pheasant Run about 1200’.
- Replaced battery and changed oil and filter on unit one.
- Changed oil and filter on unit three.
- Installed new battery and replaced the clutch on lawn tractor.
- Completed soffit and aluminum repair on main shop garage. We have one remaining equipment garage to be completed.
- Collected all deductible meter readings.
- Plunged and cleared lateral at 2779 Egypt rd.
- Inspect lateral repair at 2852 Ringneck Rd.
- Inspect lateral repair at 616 Meadowlark.
- Inspect new lateral connection at 915 Madison Ave “Culligan Water”. Sewer main was tapped and six inch SDR was brought into the property and capped to be connected at a later date.
- Inspected eight new sewer connections at Brynwood Ct.
- Inspected new sewer connections at 3806 and 3823 Addison Ct.
- Inspected new sewer connection at 42 Meadow.
- Inspected new sewer connection lot 5 Drake Cir.
- Inspected new sewer connection lot 7 Borton Rd.

**DEPARTMENT INFORMATION:**

	Maintenance	Administration
Regular hours worked	400	264
PTO hours	128	88
Holiday hours	0	0
Overtime	12	n/a
Part-time hours		26
Injury related hours	0	0