

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

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, April 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. Charles Rose, Vice Chairman; Mr. Robert Tschoepe, Secretary; Mr. Doug Hager, Treasurer; Mr. Jason Sorgini, Asst. Treasurer

Absent was Authority Member:

Mr. Fred Walker, Chairman

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; Mr. Gary Neights, Liaison.

Visitor not on Agenda: Ms. Leah Baird

**CALL TO ORDER**

The Vice Chairman called the meeting to order at 4:30 PM and led everyone in the Pledge of Allegiance.

The Vice Chairman stated that there was an Executive Session prior to the meeting to discuss personnel & legal issues.

**MINUTES**

The minutes of the March 8 2021 meeting were presented. Upon motion of Mr. Tschoepe, seconded by Mr. Hager and carried, the reading of the minutes was waived and approved. Mr. Sorgini abstained from voting as he was not at that meeting.

**TREASURER'S REPORT**

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

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

**PERSONNEL**

Healthcare Renewal

Mr. Tschoepe stated he, Mr. Hager, Mr. Rubendall and Mrs. Connolly had an opportunity to review the health insurance plans.

After discussion, a motion was made by Mr. Tschoepe, seconded by Mr. Hager and unanimously carried to approve the presented health insurance plan effective May 1, 2021.

PMAA Performance Assessment Report

Mr. Tschoepe stated to the Board that his committee is working on preparing a Safety Manual.

### **EQUIPMENT & BUILDING**

Mr. Sorgini stated to the Board that several pumps are still being repaired and the Portable Sewer Camera has been delivered.

### **BUDGET**

Mr. Hager stated to the Board that we still have not received the GASB Report to complete the Pension portion to finalize the Audit. It looks like the report will not be distributed until early fall and Mr. Hager would like to let the Auditor know how to proceed.

After discussion, a motion was made by Mr. Hager, seconded by Mr. Rose and unanimously carried to have the Audit issued with a qualified opinion, and PMRS will be discussed at length in the MD&A pending approval by the Solicitor.

### **CAPITAL PROJECTS**

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

Mr. Rose stated to the Board that Anrich, Inc. was the apparent low bidder for the Sanitary Sewer Replacement Project and construction is expected to start by June 2021.

Mr. Woyden asked the Board if they would like to accept the apparent low bidder and issue an Intent to Award and Notice to Award and Notice to Proceed upon receipt and approval of all Documents by the Engineer and Attorney so that the process can continue before the next Board Meeting.

Upon motion of Mr. Hager, seconded by Mr. Tschoepe and unanimously carried the Board accepted Anrich, Inc. as the apparent low bidder and authorized Mr. Woyden to issue an Intent to Award and Notice to Award. Upon receipt of all documents, the Engineer can proceed with the Notice to Proceed.

### **EDU SALES**

A motion was made by Mr. Sorgini seconded by Mr. Tschoepe and unanimously carried to approve one EDU for 3855 Germantown Pike.

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

A motion was made by Mr. Tschoepe seconded by Mr. Hager and unanimously carried to approve the Professional Service Agreements for 2825 Egypt Road, 7 Woodsedge Road, 102 (A&B) North Park Avenue and 60 Eagleville Road.

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

There were no questions on the Engineer's Report.

#### **Mine Run Interceptor Emergency Sewer Repair Payment Estimate No. 3 and Change Order No. 2**

A motion was made by Mr. Rose, seconded by Mr. Sorgini and unanimously carried, to authorize the Vice Charmain to sign Payment Estimate number three for the Mine Run Interceptor Emergency Sewer Repair with Anrich, Inc in the amount of \$8514.52 and Change Order number two in the amount of \$3852.17 (the Change Order amount will be paid at May meeting).

### **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 an update of the EDU Overuse.

### **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 Temporary Construction Easement Agreement for 431 Alexandra Drive and would like a motion to approve to have the Chairman sign when he returns since his name is already on the document.

Upon motion of Mr. Tschoepe, seconded by Mr. Sorgini and unanimously carried to approve the Chairman to sign the agreement upon his return.

### **OLD BUSINESS**

#### **Collection Update for Delinquent Accounts**

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

#### **10 Indian Head Road**

Mr. Woyden presented to the Board the Unsewered Area Study for Indian Head, Oakdale and Audubon Lane Area of the Township.

After discussion, it was decided to wait until the next meeting to discuss when the Chairman would be back.

#### **Water Shut Off Notices**

Mrs. Connolly wanted to clarify her understanding of the Board's position in regards to water shut off notices for delinquent sewer rental now that Covid restrictions have been lifted. The majority of the accounts delinquent are by two years because we were not able to shut them off last year when Covid started. Due to the high amount due, shut off notices were mailed giving them 30 day notice versus the required ten days giving the property owner additional time. This is in addition to the quarterly bills and late notices that were sent.

After discussion, the Board agreed that once a shut off notice is given, no payment plans or partial payments are permitted and the amount is due in full as the property owner and or tenant had numerous opportunities to comply for payment.

### **NEW BUSINESS**

#### **Automated Bill Processing**

Mrs. Connolly presented to the Board the information from Payagro which would allow us to electronically post the manual checks received from the customers using their bank's online bill paying service. Payments are received in a day versus one to two weeks. This would also help streamline the posting process and allow staff more time to do additional things that arise during billing quarter as the phone rings constantly and customers are coming in to pay their bills.

The fee includes a one-time implementation fee off \$1250 - \$1505 and \$.18 per transaction. Based on the current number of clearing house checks we receive the yearly cost will be \$1600 - \$2200 per year. This cost can be offset by what the Authority saves in postage for the customers that get their sewer bill emailed to them.

Upon motion of Mr. Sorgini, seconded by Mr. Tschoepe and unanimously carried to approve Payagro Automated Bill Processing pending approval of the Agreement by the Solicitor.

#### **Handbook Changes Resolution No. 2021-01- EXHIBIT "D"**

A motion was made by Mr. Tschoepe, seconded by Mr. Sorgini and unanimously carried to approve the Handbook Changes effective May 1, 2021 hereto marked as Exhibit "D".

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 5:00 PM by motion of Mr. Tschoepe, seconded by Mr. Sorgini and unanimously carried.

  
\_\_\_\_\_  
Robert Tschoepe, Secretary

**BILLS PAID FROM REV. & ADMIN.**

ADVANCED AUTO PARTS  
ADP  
AMERICAN WATER  
AMS  
AUDUBON WATER COMPANY  
CLEANING SERVICES  
CONNOLLY, LORI  
DECKMAN MOTOR & PUMP, INC.  
DEMEDIO  
DISCHEL BARTLE & DOOLEY  
DYNATECH GENERATORS  
ENDICOTT COMM, INC  
GANNETT FLEMING, INC  
HADLEY, KEITH  
HAGENBUCH, MICHAEL  
HOME DEPOT  
JAMES R KENNE EXCAVATING  
JP MASCARO  
KISTLER O'BRIEN FIRE PROTECTION  
LPVRS  
MAD EXTERMINATORS  
M&S SERVICE COMPANY  
NABCO  
NAPA AUTO PARTS  
PA AMERICAN WATER COMPANY  
PA ONE CALL  
PECO  
RICHTER OFFICE SUPPLY COMPANY, INC.  
SHARP WATER CULLIGAN  
STRATIX LEASING  
UNIFIRST  
UNITED HEALTHCARE  
USPS  
VERIZON  
VERIZON  
VERIZON  
VERIZON WIRELESS  
WELLS FARGO  
WELLS FARGO  
WEX BANK  
LPTSA  
LPTSA

**APRIL 12, 2021 BOARD MEETING**

TRUCK & EQUIPMENT MAINT: BULBS, OIL, FILTERS 88.32  
ADMINISTRATION: PAYROLL PROCESSING [AUTO DEBIT] 286.43  
COMPUTER BILLING: MONTHLY METER READINGS 25.36  
COMPUTER BILLING: MONTHLY MAINTENANCE, POSTAGE, BILLING QTR PREP 4,675.83  
COMPUTER BILLING: MONTHLY METER READINGS 65.06  
BUILDING OPERATION & MAINT: OFFICE CLEANING 280.00  
HOSPITALIZATION: REIMBURSEMENT OF COPAY 240.50  
PUMP STATION MAINT: REBUILD OLD BAPTIST GRINDER PUMP 3480.00  
EMERGENCY: SETTLEMENT AGREEMENT & MUTUAL RELEASE 8200.00  
LEGAL FEES, SPECIAL PROJECTS, REF: MONTH OF FEBRUARY 3792.00  
PUMP STATION MAINT: REPLACED GENERATOR CONTROL BOARD 1480.54  
OPERATING EXPENSES: AFTER HOURS EMERGENCY SERVICE 25.75  
ENGINEERING FEES / REF: JANUARY 30, 2021 - FEBRUARY 26, 2021 8011.60  
HOSPITALIZATION: REIMBURSEMENT OF COPAY 232.27  
TRUCK & EQUIPMENT: CDL PERMIT 92.50  
COLLECTION SYSTEM MAINT, EQUIPMENT MAINT, BUILDING MAINT: 285.18  
COLLECTION SYSTEM MAINT: REMOVAL OF MANHOLE 1360.00  
OPERATING EXPENSES: TRASH REMOVAL 77.18  
SAFETY: UNIFORM CLEANING 169.50  
TREATMENT CHARGES 192300.00  
BUILDING OPERATION & MAINT: EXTERMINATING SERVICE APRIL 50.00  
PUMP STATION MAINT: REPAIR TRANSDUCER FOR BYPASS PUMP AT TROOPER & WALKER 1,359.00  
INSURANCE: LIFE, SHORT/LONG TERM INSURANCE 4/1 - 4/20/21 713.94  
PUMP STATION MAINT: BLOCK HEATER, FLOAT CHARGER 100.84  
WATER: GARAGE & OFFICE 69.24  
COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING 0.00  
GAS & ELECTRIC 5353.37  
ADMIN MISC / OPERATING EXPENSES: TABLE, PAPER, OFFICE SUPPLIES 362.41  
OPERATING EXPENSES: WATER COOLER RENTAL 18.00  
ADMINISTRATION: COPIER LEASE [AUTO DEBIT] 321.00  
HEALTH & SAFETY: UNIFORM CLEANING 252.60  
HOSPITALIZATION: MAY PREMIUM 6515.64  
POSTAGE 550.00  
TELEPHONE: GARAGE & PUMP STATIONS 878.66  
TELEPHONE: OFFICE FIOS 213.07  
TELEPHONE: OFFICE INTERNET 89.00  
TELEPHONE: MOBILE PHONES 259.00  
DEBT SERVICE: INTEREST, PRINCIPAL 2016 NOTE [AUTO DEBIT] 723850.22  
DEBT SERVICE: INTEREST 2020 NOTE [AUTO DEBIT] 11041.67  
TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT 817.34  
CREDIT CARD [TRANSFERRED] 6.35  
PAYROLL [TRANSFERRED] 36,000.00

**TOTAL 1013989.37****BILLS PAID FROM CAPITAL IMPROVEMENT**

21ST CENTURY ADVERTISEMENT FOR PROJECT BID 399.39  
ANRICH, INC EMERGENCY SEWER REPAIR FINAL PAYMENT 8514.52  
BACCARO ELECTRICAL EMERGENCY REPAIR TO CONDUCTOR SUNNYSIDE AVENUE 550.00  
CUES PORTABLE MAINLINE INSPECTION CAMERA 65740.60  
DISCHEL BARTLE & DOOLEY LEGAL FEES: MONTH OF FEBRUARY 384.00  
GANNETT FLEMING ENGINEERING FEES: JANUARY 30, 2021 - FEBRUARY 26, 2021 27187.64  
SEWER SPECIALTY SERVICES PIPE PATCH REPAIRS & GROUT GLENWOOD & HOLLYWOOD AVENUES 52051.00

**TOTAL 154827.15****BILLS PAID FROM CAPITAL RESERVE**

LPVRS  
CAPACITY PERMITS 2670.00  
**TOTAL 2670.00**

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

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
66692.101	Miscellaneous Services	- Contacted Mike McGann March 29, 2021 to request information on all connections to the Perkiomen Creek Interceptor.
66692.103	Chapter 94 Report	- Chapter 94 report to be included in the LPVRSR report to the PA DEP submitted March 12, 2021.
66692.110	2021 Capital Project	- Pre-Bid meeting held on March 22, 2021. - Addendum No.1 issued on March 26, 2021 summarizing the questions and presentation at the pre-bid. Additionally, the design of the extension on Sunnyside Avenue to Farmhouse Lane was added to the Project. - RFIs have been addressed since the advertisement was placed. - Working with Mr. Frey on easements through properties to advance the 2 <sup>nd</sup> Street project for future bidding and replacement. - Bids received April 7, 2021.
66692.114	MRI Emergency Repair Project	- Punch list work completed by the contractor. Final closeouts documents and final estimate sent to Anrich March 30, 2021. Final estimate amount for Authority approval is \$8,514.52.
66692.116	Indianhead Ave Unsewered Area	- Unsewered Area Study completed for Indianhead, Oakdale and Audubon Lane area of the Township.
66692.215	Arrowhead Elementary School	- Construction Observation underway.
66692.216	Moscariello at Crosskeys	- Transmitted escrow letter to Eric Frey on March 16, 2021. - E-mailed review comments to Engineer on March 16, 2021.

## **SYSTEM SUPERINTENDENT'S REPORT**

**APRIL 2021**

**FOR WORK DONE MARCH 1, 2021 – MARCH 31, 2021**

### **SEWER AUTHORITY PROJECTS:**

**3225 WALKER LANE:** As per the agreement we went out to 3225 Walker lane and did a total inspection of the low pressure injector system for this property. Everything is clean and in working condition. The leak around the 4" cast iron pipe coming into tank from the house is still leaking around the rubber seal just as bad as or worse than it was before. We need to come up with a plan to repair the leak and schedule a date to do it.

**UPDATE: PORTABLE CAMERA SYSTEM QUOTE:** The sewer camera rig was delivered from Ques and we are unpacking all the boxes to make sure everything is there.

**UPDATE: MANHOLE # 58 APPLEDALE RD:** We had James Kenny Excavating come in and lift the manhole section off so we could put ram-nek on seams and anchor it in place so it can't come off again.

**UPDATE: CIP PROJECT:** We had a pre bid construction meeting at our garage and the bids will be taken via PENNBID no later than April 7<sup>th</sup>. We did add to this year's CIP project the section of Sunnyside Ave. from the new manhole #68 to manhole #ST16 at Farmhouse Drive so that the Township can move ahead with their plans to repave Sunnyside Ave. in one project.

**NO UPDATE: VALLEY FORGE STATION:** We got the parts we ordered for the Muffin Monster from JWC delivered. We dropped them off at Deckman's for them to rebuild it.

**UPDATE: GRANGE AVE/AUDUBON SQUARE STATION:** We did get a quote for the repairs needed for the pump from Deckman's and after checking the price for a new pump we gave them the ok to do the repairs needed.

**UPDATE: Chapter 94 Report:** The Chapter 94 report has been completed and sent.

**UPDATE: 2021 TOWNSHIP PAVING LIST:** We videoed all the sewer mains in the roads to be paved by the **Township** this year. We didn't find any major leaks in that area that need to be dug up to be fixed but we did find a few big leaks that could be repaired from inside the pipe with grout or sleeves. We had Sewer Specialties come in and spend 4 days air testing and grouting and putting in multiple sleeves. We also found a broken collapsed 8' pipe right outside a manhole off Sunnyside Ave. on Midland Ave. out of the area to be paved. We are going to add this dig up repair to the Sunnyside Sewer Project. It's a major leak that is tied onto Mine Run and is a big contributor to the overflowing issue.

### **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 156 locations (PA One Calls).
- Responded to an alarm call of bypass pump running at Walker Lane. Investigation revealed the pump was running unnecessarily due to a faulty transducer. The transducer was replaced and the issue was resolved.
- Reprogrammed fault caller at Walker Lane since it was determined it was only calling the office phone. After it was reprogrammed we simulated a fault and it called all phone numbers on the list.
- Observation of Trooper Rd stations bypass pump during a rain event revealed the transducer readings were abnormal causing the pump to run sooner then called for. The transducer was replaced and the issue was resolved.
- Routine station check revealed a coolant leak in the generator at Grange Ave station. We repaired the coolant leak, added coolant and test ran generator all seemed fine.
- Cleaned and videoed all sewer main in areas associated with 2021 paving projects approximately 10,500'.
- Routine exercising of trailer generators revealed the Onan Genset to be shutting down on over crank alarm. After a lengthy in house investigation, we believed the problem to be with the main circuit board. However we felt we should have a generator technician repair the issue. The technician determined the control board was faulty and needed to order a new part. The technician returned replaced the part, briefly ran the unit and said it was repaired. We also took the generator to Audubon square and ran it under load for two hours to verify reliability of the unit.
- Worked with contractor to reset and secure MH 58 off of Appledale Rd.
- Serviced Ford backhoe all filters and fluids were changed and a new starting battery was installed.
- While using the sewer cleaner the auxiliary motor shut down and would not restart. We took the unit to Santonis to be repaired. In addition to repairing a faulty fuse holder they completed the state inspection and serviced the auxiliary motor.
- Added Cold patch to several manholes that due to winter weather were in need of attention.
- Collected deductible meter readings.
- Inspect lateral repair at 813 Mockingbird Rd.
- Inspect lateral repair at 2810 Ridge Pike.
- Inspect lateral repair at 19 Ashwood Ln
- Inspect new sewer connection at Drake Cir lot number 6
- Inspect new sewer connections at 3815 and 3816 Addison Ct
- Inspect new sewer connection at 120 Hillside Ave.

**DEPARTMENT INFORMATION:**

	Maintenance	Administration
Regular hours worked	532	356
PTO hours	20	12
Holiday hours	0	0
Overtime	0	n/a
Part-time hours		74.5
Injury related hours	0	0



**LOWER PROVIDENCE TOWNSHIP  
SEWER AUTHORITY**

**RESOLUTION NO. 2021 - 01**

**A RESOLUTION AMENDING EMPLOYEE POLICY HANDBOOK**

**WHEREAS**, the Lower Providence Township Sewer Authority (hereinafter "LPTSA") is a Municipal Authority duly organized and existing under the laws of the Commonwealth of Pennsylvania; and

**WHEREAS**, LPTSA is governed by the Municipality Authorities Act of 1945, 53 Pa.C.S.A. 5601, *et. seq.*; and

**WHEREAS**, LPTSA adopted an Employee Handbook to be effective July 1, 2018 and desires to make amendments to the same.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The LPTSA Board hereby adopts the Employee Handbook as attached hereto as Exhibit "A".
2. The Employee Handbook shall be effective May 1, 2021, and shall remain in effect until amended by future resolution adopted by the LPTSA Board.

**RESOLVED and ADOPTED** this 12<sup>th</sup> day of April, 2021.

Attest:

**LOWER PROVIDENCE TOWNSHIP  
SEWER AUTHORITY**

  
\_\_\_\_\_  
Robert Tschoepe, Secretary

  
\_\_\_\_\_  
Charles Rose, Vice Chairman

**EXHIBIT “A”**

**EMPLOYEE POLICY HANDBOOK**

**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**EMPLOYEE POLICY HANDBOOK**

REVISED: 5/1/2021

## **PURPOSE OF EMPLOYEE POLICY HANDBOOK**

This Handbook is provided for your information and reference while you are employed by the Lower Providence Township Sewer Authority. The Benefits, procedures and rules are guidelines and do not in any way constitute and should not be construed as a contract of employment, express or implied, or a promise of employment for any specified time, nor is any property interest in employment with the Lower Providence Township Sewer Authority created for any employee.

The Lower Providence Township Sewer Authority reserves the right to change, delete, suspend, or discontinue all or any part or parts of the benefits, procedures and rule in this Handbook at any time without prior notice. Such change, deletion, suspension or discontinuance shall be solely within the discretion of the Lower Providence Township Sewer Authority.

This Handbook will apply to all employees unless it is modified in whole by the adoption of a new Handbook or in part by specific documents attached as an addendum if applicable to this Handbook.

This Handbook superseded all prior written and unwritten procedure(s) regarding employment, including those of separate departments, and is effective May 1, 2021.

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## **LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY:**

It is the policy and intent of the Sewer Authority of Lower Providence Township to provide equal employment opportunity to all persons in accordance with their fullest abilities. This policy prohibits discrimination because of race, color, religion, national origin, political affiliation, marital status, sex or age in all aspects of its personnel policies, programs, practices, and operations. This policy applies to all aspects of full-time, part-time, temporary and seasonal employment.

### **AT-WILL EMPLOYMENT:**

All new employees shall be probationary for a period of six (6) months after the initial date of appointment to the job. Probationary employees are not eligible for certain benefits as hereinafter set forth.

All employees of the Authority are at-will employees and the Sewer Authority may, in its sole discretion, terminate employment of any employee at any time for any reason and without cause.

Part-time employees or temporary employees are not eligible to receive any of the benefits that are given to full-time employees.

### **HOURS OF WORK:**

The regular work day shall consist of the following hours:

**Maintenance Department:** 7:00 A.M. to 3:30 P.M, with one half (1/2) hour for lunch (not paid).

**Office Personnel:** 8:30 A.M. to 4:30 P.M., with one (1) hour for lunch (not paid).

**Part-time:** No part-time employee should work more than 30 hours per week or 950 per rolling year.

**Retired employee:** No part-time employee should work more than 30 hours per week or 1300 hours per rolling year.

Such other hours as may be assigned to an employee by your supervisor.

The regular work week shall consist of the regular work day hours, Monday through Friday.

### **TIME RECORDS:**

Each maintenance employee will keep their time records of daily activities. All time records will be reviewed and approved by the System Superintendent on a weekly basis.

### **OVERTIME POLICY:**

Compensation for approved overtime work will be at the regular rate of pay until an employee has completed forty (40) hours of work in any week. Approved overtime after completion of forty (40) hours work in any week, except the office force who work over 35 hours, will be paid at the rate of one and one-half of the regular pay rate, except that double time shall be paid for all hours worked on Sundays and Holidays.

## **SAFETY MANUAL:**

All employees shall obtain a copy and shall comply with all provisions of the Authority's then current Safety Manual at all times. All employees are deemed to have received a copy and to have read and understand the same.

### **PERSONAL TIME OFF (PTO):**

Full-time employees shall be granted PTO as follows:

1. Full-time employees are entitled to five (5) days upon completion of six (6) months of employment and five (5) more days as of their one (1) year anniversary date. An employee will receive ten (10) days as of January 1 of the second calendar year of employment. On January 1 of the sixth year of employment, the employee receives fifteen (15) days. On January 1 of the fourteenth year of employment, twenty (20) days and on January 1 of the twentieth year of employment, twenty-five (25) days, except as hereinbefore provided.
2. In addition to the above, one half (1/2) day of PTO shall be earned for each month of active service. A new employee will begin earning PTO in the first month of employment as long as the starting date is prior to the 16<sup>th</sup> of the month and they are in pay status for at least eleven (11) days during that first month. Otherwise, the earned PTO leave will begin following the second month of employment.
3. New employees cannot take paid PTO until they have worked a period of ninety (90) days.
4. All PTO will be taken in increments of no less than one half (1/2) day within the fiscal year. Each employee must advise the Authority five (5) days in advance of their PTO preference, unless otherwise agreed by the System Superintendent. PTO must be arranged to suit the Authority's work schedule and as approved by the System Superintendent. Seniority will be given priority in the scheduling and no more than two (2) employees can be scheduled off at the same time.
5. The Authority reserves the right to ask an employee to produce a doctor's note or proof of illness or injury to verify any unplanned PTO for duration of up to three (3) consecutive work days. A doctor's note is mandatory for any unplanned PTO of three (3) consecutive work days or longer.
6. Absence from work the scheduled work day before or the scheduled work day after a holiday will be classified as a day without pay unless sickness is verified by a doctor's note or proof of illness or injury.
7. If an employee is separated from the services with the Authority, there will be reimbursement for unused accumulated PTO.
8. The Authority reserves the right to require a medical examination of an employee, at Authority expense, by a physician designated by the Authority, in order to verify illness, particularly in cases where there are numerous absences allegedly due to illness.
9. An employee may not collect PTO, disability insurance and/or workers' compensation benefits arising out of the employee's employment with the Authority for the same days off.
10. Employees who are entitled to benefits under the Authority's short or long term disability insurance program must apply for such benefits. Employees shall not be compensated by Authority for PTO, nor shall PTO be deducted by the employees for days in which employees' absence from work is eligible for compensation under the Authority's disability insurance program.
11. Employees who report PTO may not work for, and receive wage income from another organization for that time.

12. No more than five (5) days in total of PTO may ever be carried over from one year to the next. Pay in lieu of PTO leave will not be granted.

#### **PTO SCHEDULE CHART:**

<u>Hire Date</u>	<u>Calendar</u> <u>yr. hired</u>	<u>2<sup>nd</sup> thru</u> <u>5<sup>th</sup> yr.</u>	<u>6<sup>th</sup> thru</u> <u>13<sup>th</sup> yr. 1</u>	<u>14<sup>th</sup> thru</u> <u>9<sup>th</sup> yr.</u>	<u>20<sup>th</sup> &amp;</u> <u>over</u>
1/1 to 6/30					
Vacation days	*5	10	15	20	25

\* 5 days after six (6) months of employment. 5 days after anniversary date of employment

#### **Examples:**

Employee "A": If an employee was hired on May 23, this employee will be eligible for five (5) days after six (6) months of employment on November 23. This employee must take the five (5) days PTO before the end of the calendar year. This same employee hired on May 23 will be eligible for ten (10) days total of PTO in the next year, as of January 1 of that next year.

Employee "B": If an employee was hired on October 1, 1993, this employee will be eligible April 1, 1994 for five (5) days (six (6) month's anniversary). An additional five (5) days may also be taken after October 1, 1994.

#### **HOLIDAYS:**

After one (1) full month of employment, all full-time employees will receive pay for the following paid holidays:

New Year's Day  
President's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve Day  
Christmas Day  
Martin Luther King Day

Holiday on Saturday – Friday Off, Holiday on Sunday – Monday Off

If an Employee takes a PTO day before or a holiday, they are not eligible to work overtime during the holiday.

#### **JURY DUTY:**

Any full-time employees, who serves as a juror in either County or Federal Court, will be compensated by the Authority for each day of such service in an amount equal to the difference between the amount the employee is paid for jury duty and the amount of the employee's regular salary with the Authority. Time off for jury duty will not be charged as vacation time.

#### **BEREAVEMENT:**

Each employee will be compensated for a maximum of three (3) full working days, in order to prepare for, or attend the funeral of, a member of his immediate family. Immediate family shall be defined as: spouse, parent, step-parent, children, step-children, grandchildren, brother, sister.



One (1) full working day will be compensated for mother-in-law, father-in-law, sister-in-law, brother-in-law.

**RESIGNATION:**

An employee intending to resign in good standing must give at least two (2) weeks notice to his Supervisor.

**LIFE INSURANCE:**

All full-time employees continuously employed by the Authority for ninety (90) days, will be covered by life insurance while employed by the Authority in an amount equal to their annual salary, rounded to the nearest One Thousand Dollars subject to a maximum amount of (\$50,000.00) beginning on the ninety-first (91<sup>st</sup>) day of their employment.

**HEALTH INSURANCE – HOSPITALIZATION:**

All full-time employees will receive hospitalization insurance paid by the Authority for the employee and his family to begin the 31<sup>st</sup> day of employment. Coverage includes: medical, major medical, vision care, dental plan and a prescription plan. The specifics of each coverage are as set forth in the policies between the Authority and the insurance companies providing the coverage at that time. The nature and scope of the health insurance coverage including the carrier or provider may be modified at any time for any reason at the discretion of the Authority.

**WORKERS' COMPENSATION – INJURY ON THE JOB:**

If an employee is injured on the job, and after examination by a physician, is told not to return to work, he will be paid a full day's pay for the day of the injury.

If further absences are required, the Workers' Compensation program will be used.

**DISABILITY:**

All full-time employees will be insured by the Authority's short term illness, injury or disability insurance program for non-work related disability. In the event of an illness, injury or disability covered by said program, the employee will be removed from the Authority payroll for salary purposes and receive compensation in the amount of sixty-six point seven percent (66.7%) of his weekly salary, but not to exceed One Thousand Five Hundred Dollars (\$1,500.00) per week, for a period not to exceed twenty-six (26) weeks.

In addition, all full-time employees will be covered by the Authority's long term illness, injury or disability insurance program. Any employee whose illness, injury or disability qualifies for and exceeds the twenty-six (26) week period of the short term insurance program will be continued on the insurance program under the Authority's long term illness, injury or disability insurance program. Any employee covered by this program shall be removed from the Authority's payroll or salary program and receive compensation directly from the insurance company in an amount equal to sixty percent (60%) of his weekly salary, not to exceed Seven Thousand Five Hundred Dollars (\$7,500.00) per month, for a period not to exceed to exceed age sixty-five (65) in the event of disability.

**PENSION:**

All full-time non-probationary employees will be covered by the Authority's Pension Plan.

**OPERATION OF SEWER AUTHORITY VEHICLES AND EQUIPMENT:**

The possession and maintenance of an appropriate valid PA driver's license is an essential job qualification for all field employees. Motor vehicle record checks will be conducted annually on all

employees who drive Authority owned vehicles. The loss of said license will result in immediate dismissal from Authority employment.

Employees are prohibited from using Sewer Authority vehicles and equipment while under the influence of alcohol or any drug or medication that may impair one's ability to safely operate a motor vehicle or said equipment.

Personal use of any Authority truck or equipment is strictly prohibited. Trucks may not be taken out of the Township. If for any reason, this needs to be done, the employee must notify the System Superintendent. If the System Superintendent is not available, notify the Office Manager.

Failure to comply with these directives may result in immediate dismissal.

#### **CELL PHONE POLICY:**

**Authority Issued Cellphones:** The Authority may issue cell phones to employees whose jobs require them to make calls while away from work or require them to be accessible for work-related matters.

Cell phones issued by the Authority are Authority property. Employees must comply with Company requests to make their Authority issued cell phones available for any reason, including upgrades, replacement, or inspection. Employees who leave the Authority for any reason must turn in their Authority issued cell phones.

**Personal Use of Authority Issued Cell Phones:** Authority issued cell phones are to be used only for business purposes. Although occasional, brief personal phone calls using an Authority issued phone are permitted, personal use that exceeds this standard will result in discipline, up to and including termination. Employees are expected to reimburse the Authority for any costs or charges relating to personal use of their cell phones.

**Don't Use a Cell Phone While Driving:** We know that our employees may use their cell phones for work-related matters, whether these devices belong to the employee or are issued by the Authority.

Employees are prohibited from using cell phones for work-related matters while driving. We are concerned for your safety and for the safety of other drivers and pedestrians, and using a cell phone while driving can lead to accidents.

If you must make a work-related call while driving, you must wait until you can pull over safely and stop the car before placing your call. If you receive a work-related call while driving, you should not then reply or you must ask the caller to wait while you pull over safely and stop the car. If you are unable to pull over safely, you must tell the caller that you will have to call back when it is safe to do so.

#### **SUBSTANCE ABUSE:**

The Authority has a right and an obligation to maintain a safe and productive workplace for everyone who works here. Employees are the Authority's most valuable resource and for that reason, their health and safety are of paramount concern. To achieve the goals of protecting employees and promoting productivity, the Authority has developed a policy to keep drugs and alcohol out of the workplace. This policy prohibits the possession, sale, distribution or use of alcohol or illegal drugs on the job or on Authority property. The policy also prohibits employees from reporting to work or performing job duties while under the influence of drugs or alcohol.

1. Possession, use, distribution or sale of illegal drugs or alcohol on the job or on Authority property is prohibited. Illegal drugs include legal drugs obtained without a proper prescription.
2. The Authority mandates the right to request an employee to submit to a drug or alcohol test when the Authority has reason to believe that the employee is impaired by drugs, medications or alcohol; is unable to perform his duties; is involved in an on-the-job accident requiring medical care; or when there

is a serious violation of Authority rules or regulations or for any legitimate reason. Employees who admit to having a drug or alcohol problem or who had previously tested positive may be required at any time to submit to a drug or alcohol test. This procedure may include use of a Breathalyzer as well as urine and blood tests. Employees will have an opportunity to explain the test results. Refusal by an employee to submit to a drug or alcohol test at the request and cost of the employer shall result in discharge.

3. Employees who possess or distribute drugs or alcohol or who report to work under the influence of drugs or alcohol will be subject to discipline, including discharge. Employees who sell or distribute drugs or alcohol shall be discharged. However, depending on the severity of the infraction and at the sole discretion of the Authority, an employee may be given the option of participating in a substance abuse program at the employee's expense.

4. An employee who comes forward and admits to a problem with drugs or alcohol prior to testing, discipline, or a serious infraction of rules and regulations and provides medical evidence of a problem, may be given the opportunity, if sanctioned by the Authority, of entering into a treatment program approved by the Authority. If the employee successfully completes all the program requirements, he/she may be returned to his job. If the employee's performance fails again, or the problems recur, the employee will be disciplined up to and including discharge.

5. An employee who is taking any legal medication which would diminish his capacity to work safely shall take sick leave rather than report to work under the influence of that medication. If any legal medication causes a reaction that eliminates an employee's ability to work safely after an employee reports to work the employee shall immediately notify his Supervisor or the Authority's Superintendent of the employee's difficulty and the Supervisor or Superintendent shall decide what action is appropriate. Employees shall not work in an impaired condition.

6. The use of alcohol or illegal drugs off duty or illegal drug or alcohol-related off-duty misconduct may constitute valid grounds for discipline or discharge, if necessary, to protect the property or reputation of the Authority.

#### **NON-HARASSMENT POLICY:**

The Authority prohibits harassment of one employee by another employee or supervisor on the basis of age, race, citizenship, color, national origin, religion, sex, veteran status, marital status, handicap, disability, or any other characteristic.

- Harassment can include, but is not limited to, slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, and other similar verbal or physical conduct.
- Any employee who feels that he or she is a victim of harassment should immediately report the matter to their immediate Supervisor.
- In the event you do not feel comfortable reporting the matter to your immediate supervisor, or if your immediate supervisor is the subject of your complaint, you should immediately report the matter to the System Superintendent or the Chairman of the Authority.
- Violations of this policy will not be permitted and may result in disciplinary action, up to and including dismissal.
- No one will be retaliated against for filing a complaint or participating in an investigation of harassment.

**SEXUAL HARASSMENT POLICY:**

It is the Authority's policy to prohibit harassment of one employee by another employee or supervisor on the basis of sex. The purpose of this policy is not to regulate our employee's personal morality. Rather, it is to ensure that in the workplace, no employee harasses another on the basis of sex.

- Sexual harassment can include, but is not necessarily limited to, unwelcome jokes, innuendoes or comments, sexual advances, sexually explicit postings or pictures, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.
- If you feel that you have been subjected to sexual harassment, you should immediately report the matter to your immediate supervisor.
- In the event you do not feel comfortable reporting the matter to your immediate supervisor, or if your immediate supervisor is the subject of your complaint, you should immediately report the matter to the System Superintendent or the Chairman of the Authority.
- Violations of this policy will not be permitted and will result in disciplinary action up to and including dismissal.
- There will be no retaliation for either filing a complaint or participating in an investigation of sexual harassment.

**UNIFORM:**

The Authority shall provide uniforms to all field employees with cleaning service. Steel tip boots are required and the Authority will reimburse the employee up to \$125.00 annually for the purchase of boots. The following must be strictly adhered to:

- Uniform provided must be worn with Authority logo. No logos other than the Authority's or advertisements of any kind are not permitted. The Authority will provide 7 shirts, 7 pairs of pants and 2 sweatshirts.
- Steel tip boots must be worn at all times. Any employee shall be sent home without pay if in violation of this requirement.

**PROHIBITED ACTIONS:**

All Authority employees are expected to refrain from each of the following actions and failure to do so may result in termination of employment:

1. Habitual absenteeism.
2. Unexcused lateness.
3. Leaving work early without permission.
4. Failure to perform job assignments or poor quality of work as determined by their Supervisor or the Superintendent.
5. Disregard of safety rules and procedures.
6. Conducting other than department business during working hours.
7. Consuming intoxicants or controlled substances, or being intoxicated or under the influence of alcohol or controlled substances during working hours.
8. Taking drugs or medication which have an effect on one's awareness or work with abilities without disclosing that fact to one's Supervisor.

9. Falsification of personnel or Sewer Authority records.
10. Unlawful activities, on or off duty.
11. Discourtesy to the public.
12. Disrespect for Supervisor's authority and failure to follow Supervisor's directives in work-related matters.
13. Sleeping during hours of employment.
14. Accepting cash payments and/or gifts from contractors, plumbers, homeowners or anyone else for any reason.
15. Recommending plumbers, contractors, etc.
16. No type of firearm may be brought to, carried on or secured in any Authority vehicle nearby any work site or on Sewer Authority premises.

**YEARS OF SERVICE:**

All employees shall receive a monetary award for years of service as follows:

**10 years, \$50.00; 15 years, \$50.00; 20 years, \$50.00; 25 years, \$100.00; 30 years, \$200.00**