

REGULAR MEETING
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF SEPTEMBER 13, 2021

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, September 13, 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. Doug Hager, Treasurer; Mr. Jason Sorgini, Asst. Treasurer; Mr. Robert Tschoepe, Secretary

In addition thereto, the following persons were present:

Mr. Alan Rubendall, System Superintendent; Mrs. Lori Connolly, Office Manager (via phone and/or computer video meeting); Mr. Ed Woyden, Engineer; Mr. Eric Frey, Solicitor; Mr. Gary Neights, Liaison

Visitors not on Agenda: Ms. Leah Baird, Mr. Robert Maro

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 matters and potential litigation.

MINUTES

The minutes of the August 9, 2021 meeting were presented. Upon motion of Mr. Rose, seconded by Mr. Hager and carried, the reading of the minutes was waived and approved. Mr. Tschoepe abstained from voting as he was not at that meeting.

PUBLIC COMMENTS

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

20 Moyer Road, 11 S. Trooper Road, 14 Eagleville Road

Mr. Robert Maro stated to the Board that he submitted a Right to Know Request and wanted to know when he would have it. Mr. Frey explained the process and stated that he would have it by the due date of September 20th.

Mr. Maro asked about the permits he needed to purchase at 20 Moyer Road when DEP is not using all of the allocation and the property is on the same parcel and how DEP is charged.

The Chairman stated to Mr. Maro that he should submit his request in writing and he will receive a formal response.

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.

TREASURER'S REPORT

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

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

PERSONNEL

Employee Retirement Account

The Chairman asked the Board their thoughts about bringing in Bill Stanczak as a Financial Advisor on the Pension Committee. The Board agreed it was a good idea.

MMO Obligation for 2022

Mr. Rose, Chief Administrative Officer of the Authority's Municipal Pension Plan, stated that he informed the Board by memo of the 2022 Minimum Municipal Obligation for the Lower Providence Township Sewer Authority Pension Plan. The calculation of the 2022 plan cost was estimated at \$62,102. The plan obligation will be due to the Pennsylvania Municipal Retirement System upon receipt of invoice from them.

Health Insurance - Hospitalization Policy

There was discussion regarding the presented hospitalization coverage and Cobra. Mr. Tschoepe asked if vacation and personal time off can be separated. Mr. Frey stated that it could not because it was combined in 2018.

BUDGET & RATES

Audit

Mr. Hager stated to the Board that the Audit is complete and we are waiting on the Pension information from PA Municipal Retirement Association to complete Audit.

CAPITAL PROJECTS

2021 Sanitary Sewer Line Replacement

Mr. Rose stated to the Board that there is an issue with what is acceptable regarding storage of the manholes at the sites and this is currently working to be addressed. The remainder of the manholes for Walker Lane will be delivered on Tuesday, September 14th. The plan is that they will be placed by the contractor on the lawns at the laterals. There is 8" pipe is on site and some 6" was delivered to the contractor's main yard, but no fittings are on site yet. Shop drawings are being reviewed and the Engineer is waiting on additional information from the contractor.

2022 Sanitary Sewer Line Replacement

Mr. Rose stated to the Board that the survey work was performed and base plans were received from the surveyor. Mr. Frey is working on Easements. Environmental Permits for the Second Street right of way area are being prepared. The Engineer is preparing plans and specifications for the project.

Exposed Sewer – Linnet Road Area

Mr. Rose stated to the Board that the environmental permit applications are complete for the project and the engineer is finalizing plans to discuss change order with contractor.

EDU SALES

A motion was made by Mr. Tschoepe seconded by Mr. Sorgini and unanimously carried to approve five (5) EDUS for 20 Moyer Road one (1) EDU for 11 S. Trooper Road.

ENGINEER'S REPORT - EXHIBIT "B"

There were no questions on the Engineer's Report

SYSTEM SUPERINTENDENT'S REPORT

There was no written System Superintendent's Report.

Mr. Rubendall stated to the Board that there was a backup at 102 Hillside; Lou Gryga's driveway was washed out and the property appeared to be flooded. He did not hear from Mr. Gryga or the DeMedio's.

An air plug was installed in the washer drain on 112 Hollywood Avenue so the washer didn't backup. Manholes were damaged in the flooding as well and the storm left the sewers exposed on Appledale Road, Jode Road and Hoy Park.

Mr. Neights suggested that if we can put something on the Township website and/or Facebook page about putting a check valve in for anything below grade that would be helpful to the residents.

ATTORNEY REPORT

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

OLD BUSINESS

Annual Inspection

The Chairman asked when the Board would like to schedule the annual inspection. This will be discussed at the October meeting.

NEW BUSINESS

4047 Cardin Place Request for Sewer Rental Relief Due to Fire

The Chairman stated that it is not policy to provide relief and asked Mrs. Connolly to advise the owner.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:05 PM by motion of Mr. Rose, seconded by Mr. Hager and unanimously carried.



Robert Tschoepe, Secretary

BILLS PAID FROM REV. & ADMIN.		SEPTEMBER 13, 2021 BOARD MEETING	
ADP	ADMINISTRATION: PAYROLL PROCESSING	[AUTO DEBIT]	188.67
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS		26.75
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE		269.00
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS		65.06
BROEN & BROWN OF THE LV	INSURANCE: PREMIUM CYBER SEPTEMBER 2021 / 2022		2308.35
CHEMSEARCH	PUMP STATION MAINT: ODOR NEUTRALIZER FOR WET WELLS		863.00
CITY ELECTRIC SUPPLY	GARAGE MAINT: MATERIALS TO TO ADD OUTSIDE OUTLET AT SHOP		7.81
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING		280.00
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY		132.29
CREAMERY TIRES	PUMP STATION MAINT: MOUNT TIRES FOR TRACTOR		30.00
DISCHEL BARTLE & DOOLEY	LEGAL FEES, SPECIAL PROJECTS, REF: MONTH OF JULY		3552.00
GANNETT FLEMING, INC	ENGINEERING FEES / REF: JULY 3, 2021 - JULY 30, 2021		9565.88
GRAINGER	SAFETY: FOLDING BARRICADES (6), SOLAR BARRICADES (7), GLOVES, HOODED COVERALL		1264.24
HADLEY, BLAYNE	TRUCK & EQUIPMENT, HOSPITALIZATION: COM DRIVER'S LIC RENEWAL, COPAY		227.50
HADLEY, KEITH	HOSPITALIZATION: REIMBURSEMENT OF COPAY		59.26
HOME DEPOT	GARAGE MAINT, OPERATING EXPENSES, PUMP STATION MAINT, OFFICE		630.86
HOMER GROUP	ADMINISTRATION: WATER SHUT OFF DOOR POST CARDS		152.50
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL		81.05
LPVRS	TREATMENT CHARGES		192720.00
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE AUGUST		50.00
MCGOVERN ENVIRONMENTAL	PUMP STATION MAINT: CLEAN ST. GABES PUMP STATION		1,207.50
NAPA AUTO PARTS	PUMP STATION MAINT: BATTERY FOR TROOPER BYPASS PUMP, TRAILER GENERATOR		360.42
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE		75.95
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING		170.19
PECO	GAS & ELECTRIC		2669.27
RICHTER OFFICE SUPPLY COMPANY, INC.	ADMIN MISC: COPY PAPER, ENVELOPES, WATER		175.20
RUBENDALL, ALAN	HOSPITALIZATION: REIMBURSEMENT OF COPAY		44.00
SHARP WATER CULLIGAN	OPERATING EXPENSES: WATER		25.00
SHERWIN WILLIAMS	PUMP STATION MAINT: PAINT FOR STATIONS		21.05
STAR LAWN MOWER SERVICE	TRUCK & EQUIPMENT MAINT: TIRES FOR LAWN MOWER		206.40
STRATIX LEASING	ADMINISTRATION: COPIER LEASE	[AUTO DEBIT]	321.00
STRATIX SYSTEMS	ADMINISTRATION: BASE COPY RATE 09/11/2021 - 12/10/2021		310.90
SUN LIFE	INSURANCE: PREMIUM LIFE, AD&D, LTD, STD, DENTAL, VISION	[AUTO DEBIT]	1163.76
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING		307.50
UNITED HEALTHCARE	HOSPITALIZATION: PREMIUM		6285.34
US MUNICIPAL	COLLECTION SYSTEM MAINT: MARKING PAINT		57.36
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS		857.02
VERIZON	TELEPHONE: OFFICE FIOS		224.89
VERIZON	TELEPHONE: OFFICE INTERNET		109.00
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES		259.00
WEHRUNG'S COLLEGEVILLE, LLC	OPERATING EXPENSES: CAUTION TAPE		25.98
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		875.83
LPTSA CREDIT CARD	ADMIN MISC: AFTER HOURS EMERGENCY SERVICE	[TRANSFERRED]	50.00
LPTSA	PAYROLL	[TRANSFERRED]	40,000.00
TOTAL			280248.81
BILLS PAID FROM CAPITAL IMPROVEMENT			
COPPERJEA CUSTOM, INC	EMERGENCY: HYDROVAC STONE / DEBRIS FROM HOY PARK MH FROM STORM		5600.00
DISCHEL BARTLE & DOOLEY	LEGAL FEES: MONTH OF JULY		560.00
GANNETT FLEMING	ENGINEERING FEES: JULY 3, 2021 - JULY 30, 2021		14539.93
TOTAL			20699.93
BILLS PAID FROM CAPITAL RESERVE			
LPVRS	CAPACITY PERMITS		16020.00
EXHIBIT "A"			TOTAL 16020.00

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
September 13, 2021

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
66692.105	DEP CAP/CMP	<ul style="list-style-type: none">- Preparing response to DEP requests for status of remediation work addressing SSOs and repair work completed and planned.- Incorporating 2021 project information and future projects
66692.110	2021 Capital Project	<ul style="list-style-type: none">- Waiting on schedule from contractor. Reviewing shop drawings.
66692.111	Intersection Improvement	<ul style="list-style-type: none">- Responded to Engineer's inquiries.
66692.117	Second Street Area	<ul style="list-style-type: none">- Continuing to address easement and environmental issues for inclusion of this area in 2022 project work.
66692.118	Exposed Sanitary Sewer	<ul style="list-style-type: none">- Preparing plans and specifications.
66692.119	2022 Capital Projects	<ul style="list-style-type: none">- Preparing plans and specifications
66692.120	Wastewater Flow Metering	<ul style="list-style-type: none">- Met with Alan to determine location of the meters.- Met with Flow Assessment on September 8, 2021 at the site to discuss the installation of meters.
66692.206	Enclave at Evansburg	<ul style="list-style-type: none">- Address outstanding issues for dedication of the sanitary sewer.
66692.223	102 N. Park Avenue	<ul style="list-style-type: none">- Transmitted escrow information to Eric Frey on August 24, 2021.