

REGULAR MEETING
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF JUNE 13, 2022

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, June 13, 2022 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; Dr. Jason Sorgini, Treasurer; and Mr. Frank McDonough, Assistant Treasurer.

In addition thereto, the following persons were present:

Mr. Alan Rubendall, System Superintendent; Mrs. Lori Connolly, Office Manager; Mr. Ed Woyden, Engineer; Mr. Scott Steffy, 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 issues.

MINUTES

The minutes of the May 9, 2022 meeting were presented. Upon motion of Mr. Rose seconded by Mr. McDonough and unanimously carried, the reading of the minutes was waived and approved.

TREASURER'S REPORT - EXHIBIT 'A'

Dr. Sorgini presented to the Board the bills to be paid from the Revenue & Administration, Capital Improvement and Capital Reserve accounts.

Upon motion of Dr. Sorgini seconded by Mr. Rose and unanimously carried, the Board approved payment of bills from Revenue & Administration, Capital Improvement and Capital Reserve accounts hereto marked as Exhibit 'A'.

PERSONNEL & PENSION

Employee Increases

Mr. Tschoepe stated to the Board that the employees are due to receive salary increases effective July 1, 2022

After discussion, a motion was made by Mr. Tschoepe, seconded by Dr. Sorgini and unanimously carried that all employees would receive a five percent increase effective July 1, 2022 and Michael Hagenbuch would receive an additional \$2.96 per hour now and on January 1, 2023.

New Hire

Mr. Tschoepe stated to the Board that we have received six applications and will continue to accept applications until June 17, 2022. Interviews will be scheduled once all the applications and resumes have been reviewed.

EQUIPMENT & BUILDING

Mr. McDonough reported to the Board that seals failed on two pumps and they have been sent out for repair.

BUDGET

Dr. Sorgini reviewed with the Board the final draft of the Revenue & Administration, Capital Improvement and Capital Reserve Budgets for Fiscal Year July 1, 2022 to June 30, 2023.

Upon motion of Dr. Sorgini, seconded by Mr. Tschoepe 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, 2022 to June 30, 2023.

CAPITAL PROJECTS

2021 Sanitary Sewer Line Replacement

Mr. Rose stated to the Board that since the last meeting the mainline pipe installation on Alexandra Drive, Amy Drive and Jennifer Lane is complete. Lateral installation continues in that area. Concrete and topsoil restorations continue and paving has started.

Work anticipated during this month includes main line pipe installation on Summit. Main line pipe and manhole testing to continue. Paving, concrete and topsoil restorations to continue.

Estimate number seven in the amount of \$584,818.52 was presented for payment and will need approval for the Chairman to sign. At the cutoff date of this estimate, approximately 80% of the contract time has elapsed and 73% of the contract monies have been paid. The next job conference will be held in the LPTSA conference room on June 21, 2022 at 10:00 AM.

2022 Sanitary Sewer Line Replacement

Mr. Rose stated to the Board that bids were received on May 27, 2022 at 10:00 AM. The apparent low bidder was Doli Construction Corporation and references have been checked.

TOWNSHIP LIAISON

Dr. Sorgini stated to the Board that the Township supervisors, staff and first responders hosted a meet and greet for the community at Eagleville Park on June 11, 2022.

EDU SALES

A motion was made by Dr. Sorgini seconded by Mr. McDonough and unanimously carried to approve one (1) EDU each for 55 Pechins Mill Road, 2975 Fourth Street, 2913 Fifth Street and 2976 Street.

DEVELOPER AGREEMENT and/or PROFESSIONAL SERVICE AGREEMENT

A motion was made by Mr. Tschoepe, seconded by Dr. Sorgini and unanimously carried to approve the Developer Sewer Service Agreement for Whitetail Ridge Estates, LLC at 2711 – 2725 Woodland Avenue.

ENGINEER'S REPORT - EXHIBIT 'E'

There were no questions on the Engineer's Report.

2021 Sanitary Sewer Line Replacement

Mr. Woyden requested a motion for payment of Estimate number seven.

A motion was made by Mr. Rose, seconded by Dr. Sorgini and unanimously carried, to authorize the Chairman to sign Payment Estimate number seven for the 2021 Sanitary Sewer Replacement Project with Anrich in the amount of \$584,818.52.

2022 Sanitary Sewer Line Replacement

Mr. Woyden presented to the Board the apparent low bidder.

A motion was made by Mr. Rose, seconded by Frank McDonough and unanimously carried, to authorize the Engineer to issue a Notice of Intent to Award for the 2022 Sanitary Sewer Replacement Project to Doli Construction Corporation.

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.

PMAA ACT 43 Policy Application

Mr. Frey stated to the Board that he sent a draft copy of the application to and spoke with the Solicitor of the Lower Perkiomen Valley Regional Sewer Authority and is waiting to hear back.

NEW BUSINESS

Ordinance for Sewer Lateral Prior to Sale of Property

Mr. Frey stated to the Board that an updated copy of the draft Ordinance was sent to the Township Solicitor for review.

Handbook

Mr. Tschoepe stated to the Board that he has a few items in the Handbook he would like to review. He will discuss with Mrs. Connolly and bring to the Board.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:10 PM by motion of Mr. Rose seconded by Mr. McDonough and unanimously carried.


Robert Tschoepe, Secretary

BILLS PAID FROM REV. & ADMIN.		JUNE 13, 2022 BOARD MEETING	
ADP	ADMINISTRATION: PAYROLL PROCESSING	[AUTO DEBIT]	193.28
AMERICAN WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS		31.15
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE		282.45
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS		65.06
AUDUBON WATER COMPANY	SEWER RENTAL: WATER SHUT OFF NOTIFICATIONS		100.00
BEE, BERGVALL & CO.	AUDIT: FINAL BILL		1000.00
CLARK INDUSTRIAL SUPPLY	TRUCK & EQUIPMENT: PARTS FOR TOW BEHIND PUMP		303.62
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING		280.00
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY		751.54
GANNETT FLEMING, INC	ENGINEERING FEES. SPECIAL PROJECTS, REF: APRIL 2, 2022 - MAY 6, 2022		10253.40
GRAINGER	PUMP STATION MAINT: FUSES FOR SMITH ROAD PUMP STATION		39.78
HAJOCA CORPORATON	COLLECTION SYSTEM MAINT: PARTS FOR SECOND ST & HILLSIDE DRAIN PIPE		494.50
HOME DEPOT	COLLECTION SYSTEM MAINT, TRUCK & EQUIPMENT: DRILL PBIT, DRAIN PIPE		111.12
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL		89.05
KAPPE ASSOCIATES, INC	PUMP STATION MAINT: REBUILD TRANSDUCER FOR TROOPER STATION		650.00
LITTLE'S	PUMP STATION MAINT: PARTS TO SERVICE BYPASS PUMPS AT WALKER & PROVIDENCE		132.49
LPVRS	TREATMENT CHARGES		192990.00
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE JUNE		50.00
MATOS TREE SERVICE	COLLECTION SYSTEM MAINT: REMOVAL OF FALLEN TREE IN CREEK ON APPLEDALE		500.00
NAPA AUTO PARTS	PUMP STATION MAINT, TRUCK & EQUIPMENT		473.28
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE		74.65
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING		100.19
PAYARGO	COMPUTER BILLING: ACH TRANSACTIONS 12/01/2021 THROUGH 5/31/2022		748.98
PECO	GAS & ELECTRIC		5044.31
RICHTER OFFICE SUPPLY COMPANY, INC.	OFFICE SUPPLIES: COPY PAPER, PENS, COFFEE, LABELS, TISSUES		161.81
SHARP WATER CULLIGAN	OPERATING EXPENSES: COOLER RENTAL, WATER		54.00
STRATIX LEASING	ADMINISTRATION: COPIER LEASE	[AUTO DEBIT]	321.00
SUN LIFE	INSURANCE: PREMIUM LIFE, AD&D, LTD, STD, DENTAL, VISION	[AUTO DEBIT]	1077.43
TOTAL RENTAL	COLLECTION SYSTEM MAINT: SAW TOOL RENTAL FOR SECOND STREET & HILLSIDE DRAIN		195.00
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING		301.84
UNITED HEALTHCARE	HOSPITALIZATION: PREMIUM		6505.75
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS		849.80
VERIZON	TELEPHONE: OFFICE FIOS		210.78
VERIZON	TELEPHONE: OFFICE INTERNET		109.00
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES		258.15
WELLS FARGO	DEBT SERVICE: INTEREST 2020 NOTE	[AUTO DEBIT]	11039.46
WEX BANK	TRUCK & EQUIPMENT: FUEL FOR VEHICLES & EQUIPMENT		2930.07
XINLING XU	SEWER RENTAL: OVERPAYMENT SEWER RENTAL - PREVIOUS OWNER		83.00
LPTSA CREDIT CARD	ADMIN MISC, TRUCK & EQUIP MAINT, BUILDING MAINT	[TRANSFERRED]	244.17
LPTSA PETTY CASH	POSTAGE: CERTIFIED LETTER MAILING		236.16
LPTSA	PAYROLL	[TRANSFERRED]	35,000.00
TOTAL		TOTAL	274336.27

BILLS PAID FROM CAPITAL IMPROVEMENT			
ANRICH	PAYMENT ESTIMATE NO.: SEVEN		584818.52
GANNETT FLEMING	ENGINEERING FEES: APRIL 2, 2022 - MAY 6, 2022		71209.52
TWENTYFIRST CENTURY MEDIA	ADVERTISEMENT OF 2022 CI PROJECT		724.91
TOTAL		TOTAL	656752.95

BILLS PAID FROM CAPITAL RESERVE			
LPVRS	CAPACITY PERMITS		10680.00
TOTAL		TOTAL	10680.00

LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
REVENUE & ADMINISTRATION BUDGET

REVENUE	2022/2023
RESIDENTIAL	\$ 3,476,799
COMMERCIAL	\$ 785,724
PENALTIES AND ADJUSTMENTS	\$ 50,000
SEWER RENTAL BILLED	\$ 4,312,523
INCREASE (DECREASE) IN SEWER RENTAL ACCOUNTS RECEIVABLE	\$ (50,000)
SEWER REVENUE COLLECTED	\$ 4,362,523
SERVICE FEE	\$ 10,000
INSPECTION FEES	
INTEREST INCOME	\$ -
MISC. REVENUE	\$ -
REVENUE COLLECTED	\$ 4,372,523
DISBURSEMENTS (OPERATING EXPENSES)	
TREATMENT (LPVRS)	\$ 2,473,872
WAGES	\$ 473,672
WATER	\$ 1,500
POWER / HEAT	\$ 57,000
MAINTENANCE PUMP STATION	\$ 60,000
MAINTENANCE TRUCK & EQUIPMENT / BUILDING	\$ 30,000
MAINTENANCE COLLECTION SYSTEM	\$ 15,000
TRAINING	\$ 3,000
HEALTH & SAFETY	\$ 8,000
OPERATING EXPENSES / SUPPLIES	\$ 17,000
EMERGENCY	\$ 30,000
TOTAL OPERATING EXPENSES	\$ 3,169,044
DISBURSEMENTS (ADMINISTRATIVE EXPENSES)	
OFFICE EQUIPMENT REPLACEMENT AND OPERATION & MAINTENANCE SERVICES	\$ 8,000
SEWER BILLING SERVICES (COMPUTER BILLING)	\$ 15,000
BUILDING MAINTENANCE	\$ 20,000
OFFICE SUPPLIES / EXPENSES	\$ 12,000
TELEPHONE	\$ 19,000
AUDIT	\$ 10,100
ENGINEERING	\$ 30,000
LEGAL FEES	\$ 30,000
PROFESSIONAL SERVICES / SPECIAL PROJECTS	\$ 35,000
HEALTH & LIFE INSURANCE	\$ 107,000
INSURANCE GENERAL	\$ 58,500
PAYROLL TAXES	\$ 37,906
MISCELLANEOUS	\$ 1,500
PENSION	\$ 82,018
POSTAGE	\$ 15,000
INTEREST ON DEBT	\$ 132,146
FUNDING DEPRECIATION CI	\$ 164,000
TOTAL ADMINISTRATIVE EXPENSES	\$ 777,170
TOTAL OPERATING REVENUE CONNECTED	\$ 4,372,523
TOTAL OPERATING AND ADMINISTRATIVE EXPENSES PAID	\$ 3,946,214
EXCESS REVENUES COLLECTED OVER (UNDER) EXPENSES PAID	\$ 426,309
TRANSFER TO CAPITAL RESERVE	\$ 426,309
ENDING BALANCE	\$ -

LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
CAPITAL IMPROVEMENT BUDGET
FIVE YEAR PLAN

	YR 1 2022/2023	YR 2 2023/2024	YR 3 2024/2025	YR 4 2025/2026	YR 5 2026/2027
BEGINNING BALANCE	3,886,907	3,973,846	1,183,525	974,672	1,058,672
TRANSFER FROM CD					
TRANSFER FROM CD	4,563,000				
TRANSFER FROM REVENUE/ADMIN	164,000	164,000	164,000	164,000	164,000
INTEREST INCOME	5,000	5,000	5,000	-	-
TOTAL FUNDS AVAILABLE	8,618,907	4,142,846	1,352,525	1,138,672	1,222,672
EXPENDITURES					
I/I REDUCTION					
MANHOLE REHAB & GRADE ADJUSTMENT	100,000				
SEWER LINE REPAIR/REPLACEMENT	3,987,745	2,881,761			
PUMP STATION REHAB / REPAIR					
STRUCTURE & PROPERTY					
PUMPS & EQUIPMENT					
EQUIPMENT REPLACEMENT					
NEW VEHICLE				50,000	
PAVING	527,316	47,560	347,853		
CONSTRUCTION - UNSEWERED AREAS					
SEWER LINE CONSTRUCTION					
MISCELLANEOUS					
EMERGENCY REPAIRS	30,000	30,000	30,000	30,000	30,000
TOTAL EXPENDITURES	4,645,061	2,959,321	377,853	80,000	30,000
ENDING BALANCE	3,973,846	1,183,525	974,672	1,058,672	1,192,672

LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
CAPITAL RESERVE BUDGET
FIVE YEAR PLAN

	YR 1 2022/2023	YR 2 2023/2024	YR 3 2024/2025	YR 4 2025/2026	YR 5 2026/2027
BEGINNING BALANCE	1,104,208	1,235,017	1,260,517	1,282,017	1,299,517
TRANSFER FROM CD					
EXPENDITURES					
PRINCIPAL ON DEBT SERVICE	297,000	301,000	305,000	309,000	313,000
TOTAL PAYMENT ON DEBT	297,000	301,000	305,000	309,000	313,000
BALANCE AFTER PAYMENT OF DEBT SERVICE	807,208	934,017	955,517	973,017	986,517
INTEREST INCOME	1,500	1,500	1,500	1,500	1,500
MISCELLANEOUS INCOME					
TRANSFER FROM REVENUE & ADMINISTRATIVE FUND	426,309	325,000	325,000	325,000	325,000
CONNECTION FEES					
EXISTING SYSTEM	-	-	-	-	-
PROPOSED SYSTEM	-	-	-	-	-
DEVELOPERS	-	-	-	-	-
OTHER RECEIPTS					
TOTAL CONNECTION FEES (PERMITS, SALE OF EDUS)	-	-	-	-	-
CAPITAL RESERVE ENDING BALANCE	1,235,017	1,260,517	1,282,017	1,299,517	1,313,017

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
June 13, 2022

66692.105	CAP/CMP	-	Submitted updated CMP to PA DEP June 8, 2022.
66692.110	2021 Capital Project	-	Construction is progressing on schedule. Estimate #7 in the amount of \$584,818.52 will be presented at the June 13, 2022 meeting.
66692.119	2022 Capital Projects	-	Bids were taken May 27, 2022.
		-	Evaluation of the bids is underway.
		-	Notice of Intent to Award discussion
66692.122	FEMA/PEMA Assistance	-	Attended field meeting with FEMA on May 26, 2022.
		-	Preparation of FEMA information for reimbursement is ongoing.
66692.204	2711 & 2725 Woodland Road	-	Attended pre-construction meeting on May 20, 2022.
66692.222	Montco. Coroner's Building, Archive Building and Garage/Warehouse	-	Construction observation is ongoing.

SYSTEM SUPERINTENDENT'S REPORT

JUNE 2022

FOR WORK DONE MAY 1, 2022 – MAY 31, 2022

SEWER AUTHORITY PROJECTS:

ST GABES AND GERTRUDE STATION: We pulled number one pump out of both stations due to seal failure and sent them both down to Deckmans for evaluations.

CONSTRUCTION PROGRESS MEETING: We have a progress meeting with Gannett Fleming/Anrich scheduled for Tuesday, June 10 at 10:00 AM at our office.

UPDATE - SUNNYSIDE BASEMENTS WITH WATER ISSUES: After putting in earth dams using Bentonite at the lateral trenches for 500 and 508 Sunnyside and perforated drain pipes from sewer main trench to wooded area off edge of road it has stopped the water from seeping through the basement walls at both properties. We still haven't had a heavy rain to see if they will get trench water coming back through the walls or not.

UPDATE - SECOND STREET BASEMENTS WITH WATER ISSUES: We dug up the manhole in the intersection of Second Street and Hillside Ave. and installed a perforated drain pipe from the sewer main trench through the concrete headwall to drain the sewer main trench. We also dug out all of the crushed concrete back fill that was put in around the new manholes on our sewer project on Second Street to try to allow the trench water to flow past the manholes and follow the main trench to Hillside Ave. It slowed the water down that is leaking through five resident's basement walls but it did not stop it. We then put a bentonite earth dam in at the lateral at 2980 Second Street (which is the worst of the five) and it only slowed down the water leaking through the wall a little more. Seems the next step can only be putting in a perforated drain pipe from the Sewer main trench like we did on Sunnyside between the houses to the back of the properties into the wooded area at one or maybe two different spots. This would need permission from the property owners to do this.

UPDATE - 2021 SEWER REPLACEMENT PROJECT: Anrich has completed all the sewer main on Walker Lane, Jamestown Circle, Roanoke Circle, Second Street, Sunnyside Ave Amy, Alexander and Jennifer streets. They now have one crew currently working on replacing the rest of the sewer laterals to the houses and another crew replacing all the sidewalks and curbing to prepare for trench restoration in these streets. Trench restoration has been done on Walker Lane.

UPDATE - 609 LINNETT ROAD: The design plans for the relocation of the exposed sewer main behind the houses off Linnet are done and we spoke to the FEMA rep. about the possibility of getting some of this project covered under the HURRICANE IDA damage since some of the damage was caused by the hurricane.

UPDATE - NEW EMPLOYEE: We placed a notice in the Township newsletter that will go out the first week of May that we are taking applications for a full time Employee. We had five people apply so far.

UPDATE - DISLODGED MANHOLES AND DAMAGE FROM HURRICANE IDA: We now had a zoom meeting and three in office meetings with FEMA and filled out a damage reimbursement application with them. We will be having a fifth meeting with them in person on June 15th at 11:00 at our office. We also went on a site inspection on 5/26.

UPDATE-PECO: PECO still has us on their schedule to disconnect the old Arcola Road Station site. I called PECO again to see when they will be disconnecting the power to old Arcola station and haven't heard back from them yet.

UPDATE - WALKER LANE STATION: We are still waiting for the rebuilt spare pump.

MAINTENANCE DEPARTMENT:

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

- Responded to 229 locations (PA One Calls).
- Pump one at Gertude Ave station was removed and sent out for repair due to seal failure.
- Pump one at St Gabriel's station was removed and sent out for repair due to seal failure.
- Serviced bypass pump at providence Crossing. All fluids and filters were changed and a new drive belt was installed.
- Power washed Providence crossing station after rain event.
- Changed oil and filters on vehicle units two and three.
- Took all used motor oil to township maintenance garage to be recycled.
- Exercised all generators that do not do so automatically.
- Worked with excavation contractors to relieve ground water following newly installed sewer main.
- Posted water shutoff notices.
- Plunged and cleared lateral at Township recreation field.
- Inspected sewer lateral repair at 4069 Cardin Place.
- Inspected sewer lateral repair at 14 Woodlyn Ave.
- Inspected new sewer lateral connections at 3788 and 3783 Drake Cir.
- Inspected new sewer lateral connection at 1409 Gertude Avenue.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	404	308
PTO hours	100	28
Holiday hours	24	16
Overtime	0	n/a
Part-time hours		86.5
Injury related hours	0	0