

REGULAR MEETING
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF AUGUST 8, 2022

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, August 8, 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; 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. Scott Steffy, Engineer; Mr. Eric Frey, Solicitor

Absent was Authority Member:

Mr. Robert Tschoepe, Secretary

Visitors not on Agenda: Ms. Leah Baird, Mr. Brian Jennings

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.

PUBLIC COMMENTS

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

The Chairman asked the public if they had any comments. Mr. Jennings stated to the Board that he was just looking to get more involved. The Chairman thanked him for attending.

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

MINUTES

The minutes of the July 11, 2022, meeting was 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

New Hire

The Chairman stated that the Committee of Mr. Tschoepe, Mrs. Connolly, Mr. Rubendall and Mr. Walker met and determined the need to hire a full time Office Administrative Assistant. Mrs. Connolly stated the job advertisement has been placed for over a week on the Sewer Website, Township Facebook page

and Township Employment Opportunity page. Several applicants have applied, and interviews will be processed as the applicants are received and a candidate is hired.

Mr. Rubendall stated to the Board that they interviewed a potential candidate, and another interview is scheduled for this week.

BUDGET / AUDIT

Dr. Sorgini stated to the Board that the Auditor was in to start the FYE 2022 Audit. As with last year, PMRS will need to provide the GASB 67/68 information to complete the Audit, so we can anticipate a delay. Going forward, for FYE 2023 Audit the Auditor has already confirmed with Conrad Siegel they will be preparing the GASB 67/68 information as of June 30, 2022.

Since the Authority is no longer with PMRS, we are required to have a fiduciary statement in our financial statements starting with FYE 2022 so additional work will need to be performed on the Audit. Dr. Sorgini presented the updated engagement letter to the Board from the Auditor.

A motion was made by Dr. Sorgini, seconded by Mr. Rose, and unanimously carried to add Accept Updated Engagement Letter to the Agenda.

A motion was made by Mr. Rose, seconded by Dr. Sorgini and unanimously carried to accept the updated engagement letter as presented for Bee Bergvall & Company.

The budget will be updated to reflect the full-time employee in addition to the change suggested by the Auditor as to how the Funding Depreciation should be reflected.

CAPITAL PROJECTS

2021 Sanitary Sewer Line Replacement

Mr. Rose stated to the Board that substantial completion is scheduled for July 29, 2022. The contractor has submitted a change order for an extension of time. If approved, substantial completion will be August 30, 2022.

Since the last meeting the main line pipe and lateral installation on Summit Avenue has been completed. Lateral installation on Alexandra, Amy and Jennifer has been completed. Main pipe and manhole testing to continue. Concrete, topsoil, and paving restorations to continue.

Work anticipated during this month includes main line pipe and manhole testing to be completed. Paving, concrete, and topsoil restorations be completed. Substantial completion anticipated and punch list work initiated.

Estimate number nine in the amount of \$151,594.82 was presented for payment and will need approval for the Chairman to sign. Approximately 95% of the contract value has been paid with this estimate. Change order number three for an extension of time for substantial completion will be presented for approval at meeting. The next job conference will be held in the LPTSA conference room on August 16, 2022, at 10:00 AM.

2022 Sanitary Sewer Line Replacement

Mr. Rose stated to the Board that Notice to Award was sent to Doli Construction Corporation on August 3, 2022. A Pre-Construction Meeting will be scheduled when agreements are received.

2023 Sanitary Sewer Line Replacement

Mr. Rose stated to the Board that Gannett Fleming met with the surveyors August 3, 2022, to initiate survey work prior to design.

EDU SALES

A motion was made by Dr. Sorgini seconded by Mr. McDonough and unanimously carried to approve one (1) EDU for 2975 Seventh Street and seven (7) EDUs combine for 2711 & 2725 Woodland Avenue.

DEVELOPER AGREEMENT and/or PROFESSIONAL SERVICE AGREEMENT

A motion was made by Mr. McDonough seconded by Dr. Sorgini and unanimously carried to approve the Professional Service Agreement for LinMike, LLC - 2975 Seventh Street and Professional Service Agreement for SWD 101, LLC & WR 38, LLC – Shannondell Boulevard Phase Three.

ENGINEER'S REPORT - EXHIBIT 'B'

There were no questions on the Engineer's Report.

2021 Sanitary Sewer Line Replacement

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

A motion was made by Mr. Rose, seconded by Dr. Sorgini and unanimously carried, to authorize the Chairman to sign Payment Estimate number nine for the 2021 Sanitary Sewer Replacement Project with Anrich in the amount of \$151,594.82.

A motion was made by Mr. Rose, seconded by Mr. McDonough, and unanimously carried to add Chairman to sign Change Order number three, and Notice to Proceed after receipt of agreement to Agenda.

A motion was made by Mr. Rose, seconded by Dr. Sorgini and unanimously carried, to authorize the Chairman to sign Change Order number three for the 2021 Sanitary Sewer Replacement Project with Anrich.

2022 Sanitary Sewer Line Replacement

A motion was made by Mr. Rose, seconded by Dr. Sorgini and unanimously carried to issue a Notice to Proceed to Doli Construction Corporation after receipt of signed agreement.

SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT 'C'

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

ATTORNEY REPORT

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

PMAA Act 43 Policy Application

The Board reviewed the revised version of the PMAA Act 43 Policy application.

NEW BUSINESS

Ordinance for Sewer Lateral Insepection 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, and he has not yet received any feedback and needs to follow up.

Certificate of Deposit and Treasury Notes

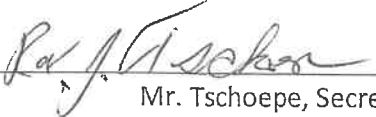
The Chairman stated to the Board that with the Authority had two certificates of deposits mature and Vanguard currently has the best rates to reinvest the funds.

Mrs. Connolly stated that to open an account at Vanguard, the Authority's Articles of Incorporation are required along with the Board meeting minutes or a Corporate Resolution.

After discussion, the Board directed the Solicitor to do a Corporate Resolution.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:04 PM by motion of Mr. Rose seconded by Mr. McDonough and unanimously carried.


Mr. Tschoepe, Secretary

BILLS PAID FROM REV. & ADMIN.	AUGUST 8, 2022 BOARD MEETING		
ADVANCED AUTO PARTS	TRUCK & EQUIPMENT: GAS ADDITIVE, OIL		31.84
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
BROWN & BROWN OF THE LV	INSURANCE: PREMIUM CYBER SEPTEMBER 2021 / 2022		30351.00
CAR CARE CENTER	TRUCK & EQUIPMENT: INSPECTION FOR 2017 F150		85.00
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING JULY		350.00
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY		1465.46
DECKMAN MOTOR & PUMP INC	PUMP STATION MAINT: REBUILD PUMP FOR WALKER LANE		5880.00
DISCHEL BARTLE & DOOLEY	LEGAL FEES, SPECIAL PROJECTS, REF: MONTH OF JUNE		1896.00
EASTERN ALLIANCE INSURANCE GROUP	INSURANCE: WORKERS COMPENSATION AUDIT 7/1/2021 - 7/01/2022		549.00
FASTENAL	COLLECTION SYSTEM MAINT: MARKING PAINTS3746455		239.31
GANNETT FLEMING, INC	ENGINEERING FEES, REF: JUNE 4, 2022 - JULY 1, 2022		4121.46
GRAINGER	PUMP STATION MAINT: CABINET EXHAUST, THERMOSTAT FOR EVANSBURG PS		67.71
HOME DEPOT	COLLECTION SYSTEM MAINT, TRUCK & EQUIPMENT: DRILL PBIT, DRAIN PIPE		104.14
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL		89.05
LPVRS	TREATMENT CHARGES		193035.00
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE JULY		50.00
NAPA AUTO PARTS	PUMP STATION MAINT: BATTERY CHARGER FOR MILE HILL GENERATOR		51.58
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE		75.73
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING		270.02
PECO	GAS & ELECTRIC		3804.45
RICHTER OFFICE SUPPLY COMPANY, INC.	OFFICE SUPPLIES: CLOCK, BATTERY, DOCUMENT SHREDDING		204.35
SHARP WATER CULLIGAN	OPERATING EXPENSES: COOLER RENTAL, WATER		48.00
STRATIX SYSTEMS	ADMINISTRATION: CONTRACT BASE RATE 06/11/2022 - 9/10/2022		330.33
TIOGA FUEL	OFFICE FUEL		309.64
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING		336.13
UNITED HEALTHCARE	HOSPITALIZATION: PREMIUM		4887.23
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS		888.27
VERIZON	TELEPHONE: OFFICE FIOS		221.67
VERIZON	TELEPHONE: OFFICE INTERNET		109.00
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES		162.36
WEX BANK	TRUCK & EQUIPMENT: FUEL FOR VEHICLES & EQUIPMENT		618.95
ADP	ADMINISTRATION: PAYROLL PROCESSING	[AUTO DEBIT]	275.63
STRATIX LEASING	ADMINISTRATION: COPIER LEASE	[AUTO DEBIT]	321.00
SUN LIFE	INSURANCE: PREMIUM LIFE, AD&D, LTD, STD, DENTAL, VISION	[AUTO DEBIT]	801.73
WELLS FARGO	DEBT SERVICE: INTEREST 2020 NOTE	[AUTO DEBIT]	1039.46
LPTSA CREDIT CARD	ADMIN MISC, TRUCK & EQUIP MAINT, BUILDING MAINT, OPERATING EXPENSE	[TRANSFERRED]	632.99
LPTSA	PAYROLL	[TRANSFERRED]	50,000.00
	TOTAL	TOTAL	304082.15

BILLS PAID FROM CAPITAL IMPROVEMENT

ANRICH	PAYMENT ESTIMATE NO.: NINE		151594.82
DISCHEL BARTLE & DOOLEY	LEGAL FEES: MONTH OF JUNE		247.50
GANNETT FLEMING	ENGINEERING FEES: JUNE 4, 2022 - JULY 1, 2022		46751.35
PA DEPARTMENT OF TRANSPORTATION	PERMIT		71.42
	TOTAL	TOTAL	198665.09

BILLS PAID FROM CAPITAL RESERVE

LPVRS	CAPACITY PERMITS		21360.00
	TOTAL	TOTAL	21360.00

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
August 8, 2022

66692.105	CAP/CMP	-	A meeting was attended with the Township on July 22, 2022 to discuss the CMP and Shannondell.
66692.110	2021 Capital Project	-	Construction is progressing. Estimate #9 along with Change order #3 for a time extension in the amount of \$151,594.82 will be presented at the August 8, 2022 meeting.
66692.119	2022 Capital Projects	-	Notice of Award was transmitted to DOLI Construction on August 3, 2022.
66692.122	FEMA/PEMA Assistance	-	Mitigation Narrative sent to the Authority on July 31, 2022.
66692.222	Montco. Coroner's Building, Archive Building and Garage/Warehouse	-	Construction observation is ongoing.
66692.227	Church Road Subdivision	-	Transmitted review letter to Design Engineer on July 21, 2022.
66692.233	2975 Seventh Street	-	Transmitted review letter to Design Engineer on July 29, 2022.

SYSTEM SUPERINTENDENT'S REPORT

AUGUST 2022

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

SEWER AUTHORITY PROJECTS:

CONSTRUCTION PROGRESS MEETING: We have a progress meeting with Gannett Fleming/Anrich scheduled for Tuesday, August 16th at 10:00 AM at our office.

UPDATE - SECOND STREET BASEMENTS WITH WATER ISSUES: We had an outside concern come in and tested the water coming out of the basements and it did not show any signs of chlorine in it. We also had a sound test done with sounding device and they did not hear any leaks in the water main or fire hydrants. We will be installing a sewer trench relief pipe in one on the highest flow areas on the main trench to try to relieve most of the pressure / flow.

UPDATE – NEW LABORER EMPLOYEE: We have received six applications for the job opening and will be scheduling interviews in a week or two.

NO 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 - 609 LINNETT ROAD: FEMA Rep has informed us that because the original damage was done before Ida, they will not reimburse us for any work that needs to be done.

UPDATE - 2021 SEWER REPLACEMENT PROJECT: All sewer mains and laterals on the project have been complete. Anrich is now doing curb and sidewalk replacements and the permanent trench paving restoration. Anrich is concentrating on Summit Avenue first so that the Township can get the complete road paved before the start of school on August 30, 2022. Glasgo has Summit rough scheduled to do mill and pave before school starts. If that can't happen, it will be done on a day when school is closed.

UPDATE - DISLODGED MANHOLES AND DAMAGE FROM HURRICANE IDA: We are still working closely with FEMA on the damage from reimbursement.

UPDATE - WALKER LANE STATION: The rebuilt spare pump has been picked up from Deckmans.

UPDATE - ST GABES AND GERTRUDE STATION: Both pumps were evaluated and will be in need of repairs and rebuild. We gave them the okay to do the work at the quoted price.

OLD BAPTIST STATION: Pulled pump number two and took to Deckmans for evaluation and quote. We received the quote and approved the repair work to be done.

MAINTENANCE DEPARTMENT:

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

- Responded to 261 locations (PA One Calls).
- Responded to low wet well alarm at Fox Road station. A brief investigation revealed the stations transducer had failed. The transducer was replaced and the issue was resolved.
- Responded to pump failure alarm at Fox Road station. It was determined pump one was blocked causing the pump to trip the overload. The pump was pulled cleared and reinstalled, resolving the problem.
- Exercised all generators that do not do so automatically.
- Replaced faulty battery charger and worn drive belt on generator at Mile Hill station.
- Routine station checks revealed Evansburg Rd stations fault caller was not responding. Investigation revealed the issue was due to a faulty phone line in the cabinet. The phone line was replaced and the matter was resolved.
- Replaced faulty pump overload at Township recreation field.
- Flip and re-secure several bolt down lids in the Hoy park area, for survey crew working for AWC.
- Clean & video sewer main by Superior tube MhCV42 to MhCV44 to confirm existence of lateral stub.
- Remove debris from lateral vent at 138 Oaklyn Ave.
- Inspect sewer lateral repair at 647 Barrington Rd.
- Inspect new sewer connection at 55 Pechins Mill Rd.
- Inspected 10 new sewer lateral connections on Nico Lane.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	320	292
PTO hours	0	28
Holiday hours	16	16
Overtime	0	n/a
Part-time hours		109
Injury related hours	0	0