

REGULAR MEETING
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF SEPTEMBER 12, 2022

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, September, 12 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. 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 August 15, 2022, meeting was presented. Upon motion of Mr. McDonough seconded by Dr. Sorgini 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 and Capital Improvement accounts.

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

BUDGET / AUDIT

Dr. Sorgini reviewed with the Board the revised 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 revised 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.

PERSONNEL & PENSION

Office Administrative Assistant New Hire

Mr. Tschoepe stated to the Board that Donna Fireoved has accepted the position of the Office Administrative Assistant.

Upon motion of Mr. Tschoepe, seconded by Mr. Rose and unanimously carried, the Board approved the hiring of Donna Fireoved as Office Administrative Assistant effective September 14, 2022.

Sewer Laborer New Hire

Mr. Tschoepe stated to the Board that no applicants have been received to date for the field Sewer Laborer.

CAPITAL PROJECTS

2021 Sanitary Sewer Line Replacement

Mr. Rose stated to the Board that substantial completion occurred on August 30, 2022. Final completion will be September 30, 2022.

Since the last meeting all pipe and manholes have been installed and trench paving has been completed. Work anticipated during this month includes paving, concrete work, and topsoil restorations being completed. Punch list work initiated.

Estimate number ten in the amount of \$356,183.98 was presented for payment and will need approval for the Chairman to sign. The next job conference will be held in the LPTSA conference room on September 20, 2022, at 10:00 AM.

2022 Sanitary Sewer Line Replacement

Mr. Rose stated to the Board that the Agreements have been signed with the Contractor, Doli Construction Corporation. A Pre-Construction Meeting will be held in the LPTSA conference room on September 15, 2022, at 10:00 AM. A Notice to Proceed date will be set at that time.

2023 Sanitary Sewer Line Replacement

Mr. Rose stated to the Board that a meeting was held at the Gannett Fleming offices on September 8, 2022, to update the Capital Improvement Plan (CIP) and review the status of Capital borrowing monies. Mr. Rose presented to the Board an updated CIP and funding estimate. The 2023 project for construction has been identified.

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 ten.

A motion was made by Mr. Rose, seconded by Dr. Sorgini and unanimously carried, to authorize the Chairman to sign Payment Estimate number ten for the 2021 Sanitary Sewer Replacement Project with Anrich in the amount of \$356,183.98.

SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT 'F'

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

Mr. Frey stated to the Board that the Lower Perkiomen Valley Regional Authority is working on their version of the PMAA Act 43 Policy application.

NEW BUSINESS

Ordinance for Sewer Lateral Inspection 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.

Opening of Vanguard Account Resolution No. 2022-05 - EXHIBIT 'G'

A motion was made by Mr. Rose, seconded by Dr. Sorgini and unanimously carried to approve Resolution No. 2022-05 Opening of Vanguard Account hereto marked as Exhibit 'G'.

414 South Park Avenue Temporary Construction and Permanent Sanitary Sewer Easement

A motion was made by Dr Sorgini, seconded by Mr. Rose and unanimously carried to approve the Temporary Construction and Permanent Sanitary Sewer Easement for 414 South Park Avenue.

420 South Park Avenue Temporary Construction and Permanent Sanitary Sewer Easement

A motion was made by Dr Sorgini, seconded by Mr. Rose and unanimously carried to approve the Temporary Construction and Permanent Sanitary Sewer Easement for 420 South Park Avenue.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:25 PM by motion of Mr. Rose seconded by Mr. Tschoepe and unanimously carried.


Mr. Tschoepe, Secretary

LOWER POVIDENCE TOWNSHP 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	\$ 4,312,523
SERVICE FEE	\$ 10,000
INTEREST INCOME	\$ -
MISC. REVENUE	\$ -
REVENUE COLLECTED	\$ 4,322,523
DISBURSEMENTS (OPERATING EXPENSES)	
TREATMENT (LPVRS)	\$ 2,473,872
WAGES	\$ 508,829
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	\$ 3,204,201
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	\$ 43,843
PAYROLL TAXES	\$ 40,707
MISCELLANEOUS	\$ 1,500
PENSION	\$ 82,018
POSTAGE	\$ 15,000
INTEREST ON DEBT	\$ 132,146
TOTAL ADMINISTRATIVE EXPENSES	\$ 601,314
TOTAL OPERATING REVENUE COLLECTED	\$ 4,322,523
TOTAL OPERATING AND ADMINISTRATIVE EXPENSES PAID	\$ 3,805,515
EXCESS REVENUES COLLECTED OVER (UNDER) EXPENSES PAID	\$ 517,008
TRANSFER TO CAPITAL RESERVE	\$ 353,008
TRANSFER TO CAPITAL CAPITAL IMPROVEMENT (FUNDING DEPRECIATION)	\$ 164,000
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	3,953,846	1,163,525	954,672	1,038,672
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	4,122,846	1,332,525	1,118,672	1,202,672
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					
MOODY'S RATING FOR 2020 NOTE	20,000				
EMERGENCY REPAIRS	30,000	30,000	30,000	30,000	30,000
TOTAL EXPENDITURES	4,665,061	2,959,321	377,853	80,000	30,000
ENDING BALANCE	3,953,846	1,163,525	954,672	1,038,672	1,172,672

REVISED 09/01/2022
APPROVED 09/12/2022

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	1,161,716	1,187,216	1,208,716	1,226,216
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	860,716	882,216	899,716	913,216
INTEREST INCOME	1,500	1,500	1,500	1,500	1,500
MISCELLANEOUS INCOME					
TRANSFER FROM REVENUE & ADMINISTRATIVE FUND	353,008	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	1,161,716	1,187,216	1,208,716	1,226,216	1,239,716

REVISED 09/01/2022
APPROVED 09/12/2022

BILLS PAID FROM REV. & ADMIN.		SEPTEMBER 12, 2022 BOARD MEETING		
AMERICAN WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS			28.36
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE			282.45
ANDERKO LUXURY HOMES	ESCROW: RETURN OF ROAD OPENING PERMIT ESCROW FOR 903 S. PARK AVENUE			2,000.00
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS			65.06
BEE, BERGVALL & CO.	AUDIT: PROGRESS BILLTHROUGH JULY 31, 2022 FOR 2022 AUDIT			6500.00
BROWN & BROWN OF THE LV	INSURANCE: PREMIUM CYBER SEPTEMBER 2022 / 2023			2811.90
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING AUGUST			280.00
CONCENTRA	ADMINISTRATION: NEW HIRE SCREENING			88.00
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY			352.55
DECKMAN MOTOR & PUMP INC	PUMP STATION MAINT: REBUILD PUMP FOR OLD BAPTIST, START RELAYS FOR FOX ROAD			3565.40
DISCHEL BARTLE & DOOLEY	LEGAL FEES, REF, SPECIAL PROJECTS: MONTH OF JULY			8424.01
GANNETT FLEMING, INC	ENGINEERING FEES, REF, SPECIAL PROJECTS: JULY 2, 2022 - JULY 29, 2022			6652.38
HAGENBUCH, MICHAEL	HOSPITALIZATION: REIMBURSEMENT OF COPAY			6461.00
HOME DEPOT	TRUCK & EQUIPMENT, HEALTH & SAFETY, PUMP STATION MAINT			422.85
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL			89.05
JAMES KENNEY EXCAVATING & PAVING	COLLECTION SYSTEM MAINT: LOCATE MANHOLE			1600.00
LPTSA	PETTY CASH			182.12
LPVRS	TREATMENT CHARGES			193200.00
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE AUGUST			50.00
McMASTER-CARR	PUMP STATION MAINT: HARDWARE TO MOUNT CABINET FAN AT CROSS KEYS			16.84
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE			75.57
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING			301.65
PECO	GAS & ELECTRIC			3299.01
RATOSKEY & TRAINOR	OPERATING EXPENSES: TOP SOIL			12.50
RICHTER OFFICE SUPPLY COMPANY, INC.	OFFICE SUPPLIES, DOCUMENT SHREDDING			369.48
SHARP WATER CULLIGAN	OPERATING EXPENSES: WATER			32.50
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING			290.26
UNITED HEALTHCARE	HOSPITALIZATION: PREMIUM			4887.23
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS			886.40
VERIZON	TELEPHONE: OFFICE FIOS			221.57
VERIZON	TELEPHONE: OFFICE INTERNET			109.00
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES			207.00
WEX BANK	TRUCK & EQUIPMENT: FUEL FOR VEHICLES & EQUIPMENT			733.19
ADP	ADMINISTRATION: PAYROLL PROCESSING		[AUTO DEBIT]	199.10
EPWPCOA	TRAINING: CONFINED SPACE RESCUE		[ALREADY ISSUED]	450.00
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]	11039.46
LPTSA CREDIT CARD	ADMIN MISC, TRUCK & EQUIP MAINT, BUILDING MAINT, OPERATING EXPENSE		[TRANSFERRED]	161.57
LPTSA	PAYROLL		[TRANSFERRED]	35,000.00
		TOTAL	TOTAL	292470.19
BILLS PAID FROM CAPITAL IMPROVEMENT				
ANRICH	PAYMENT ESTIMATE NO.: TEN			356183.98
GANNETT FLEMING	ENGINEERING FEES: JULY 2, 2022 - JULY 29, 2022			31916.97
JAMES KENNEY EXCAVATING & PAVING	COLLECTION SYSTEM MAINT: LOCATE MANHOLE			2950.00
LOWER PROVIDENCE TOWNSHIP	PAVING			28800.00
		TOTAL	TOTAL	419850.95

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
September 12, 2022

66692.105	CAP/CMP	-	Transmitted accounting of EDUs for Shannondell Phase 3 to Eric Fry on August 28, 2022.
66692.109	Capital Improvement Plan	-	Met with Charlie and Alan on September 8, 2022 to discuss adding a project to the CIP and revisiting project timelines.
66692.110	2021 Capital Project	-	Construction is progressing. Estimate #10 in the amount of \$356,183.98 will be presented at the September 12, 2022 meeting.
66692.119	2022 Capital Projects	-	Pre-construction meeting set for September 15, 2022.
66692.222	Montco. Coroner's Building, Archive Building and Garage/Warehouse	-	Construction observation is ongoing.

SYSTEM SUPERINTENDENT'S REPORT

SEPTEMBER 2022

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

SEWER AUTHORITY PROJECTS:

CONSTRUCTION PROGRESS MEETING: We have a progress meeting with Gannett Fleming/Anrich scheduled for Tuesday, 9/20/2022 at 10:00 AM at our office.

UPDATE - SECOND STREET BASEMENTS WITH WATER ISSUES: We had Jim Kenny Excavating come in and put a drainpipe in at 2952 Second Street to take the ground water that is getting into his basement and ran it out to his back yard. It is working good so far, but we will know better after the next heavy rain. We also gave a letter to 2976 Second Street to sign to give us permission to come on the property to put the same drainpipe to relieve their water problem in the basement and hopefully it will take care of the neighbors' water problem to at 2980 Second Street.

UPDATE – NEW LABORER EMPLOYEE: We have put together a new sewer laborer job posting and sent it to the Township and asked them to put it on the Township Website and Township Facebook.

UPDATE - 609 LINNETT ROAD: There has been a change in staff with FEMA and we are now dealing with two new representatives for FEMA, and we are having meetings with them to explain and bring them up to date with the information needed.

UPDATE - 2021 SEWER REPLACEMENT PROJECT: Anrich has now completed all the sewer main and laterals and curb and sidewalks and all yard restorations. They are now working on a punch list of items that need to be addressed. The Township has the paving crew starting to do the milling on all the streets to be paved this year starting on Sunnyside then Hillside then we don't have any scheduling after that. We did video all the sewer mains in the streets to be paved inhouse with our camera.

UPDATE - DISLODGED MANHOLES AND DAMAGE FROM HURRICANE IDA: We are still working closely with FEMA on the damage from reimbursement. There has been a change in staff with FEMA and we are now dealing with two new representatives for FEMA, and we are having meetings with them to explain and bring them up to date with the information needed.

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

UPDATE - OLD BAPTIST STATION: Pump Number two is back from Deckman's after repairs and is on the shelf back in rotation as a spare.

MAINTENANCE DEPARTMENT:

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

- Responded to 373 locations (PA One Calls).
- Routine station checks showed pump two at fox rd. station was not performing correctly. The pump was pulled and a small number of debris was removed and the problem was resolved.
- Routine station checks revealed generator at Grange Ave was low on coolant. A small leak was repaired, coolant was added, and issue was resolved.
- Routine station checks revealed the electric cabinet exhaust fan at Cross Keys station was not operating. It was determined the issue was a bad thermostat, the thermostat was replaced.
- All automated fault callers were checked, and four stations had damaged phone lines, Providence Crossing, Grange Ave, St Gabriel's and Gertude Ave. Verizon was contacted and all lines were repaired.
- Installed electrical cabinet exhaust fan and thermostat at Evansburg station. Previously there was no fan installed and the cabinet was extremely hot at times.
- Trimmed all trees lining driveway at Mile Hill station.
- Cleaned sewer main on W Mt Kirk from MH92 to MH92A about 250'.
- Repaired leak in tire of unit one.
- Collected, loaded, and delivered all scrap metal to recycling facility.
- Posted water shutoff notices.
- Installed temporary cold patch berm at edge of driveway on 29 Summit Ave.
- Removed cabinets and old carpet at office to prepare for renovation.
- Inspected five new sewer lateral connections on Nico Lane.
- Inspected new sewer lateral connection at 153 Summit Ave.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	352	344
PTO hours	16	24
Holiday hours	0	0
Overtime	0	n/a
Part-time hours		120
Injury related hours	0	0

LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY

RESOLUTION NO. 2022 - 05

**A RESOLUTION OF THE LOWER PROVIDENCE
TOWNSHIP SEWER AUTHORITY AUTHORIZING THE
OPENING OF ACCOUNTS WITH VANGUARD**

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, located in Lower Providence Township, Montgomery County, Pennsylvania;


WHEREAS, the LPTSA has had recent investments mature and elects to open an account with Vanguard and invest funds in proper financial instruments offered by Vanguard.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED that;

- 1) Vanguard be, and it is hereby, designated as one of the Depositories of the funds of LPTSA and that LPTSA be and hereby is, authorized to invest in financial instruments offered by Vanguard
- 2) That any of the proper officers of the LPTSA, being the Chairman, Vice-Chairman, Secretary, Assistant Secretary, Treasurer, or Assistant Treasurer, shall be permitted to invest, reinvest and change investments, and to that effect, to complete any necessary applications, signature cards, and other documentation required initially, and from time to time, to complete the investments of LPTSA funds with Vanguard.
- 3) That Robert Tschoepe, Secretary of LPTSA shall file with the Vanguard a copy of this resolution, and shall also file with Vanguard a list of the persons at the present time holding offices Chairman, Vice- Chairman, Secretary, Assistant Secretary, Treasurer, or Assistant Treasurer, and Vanguard shall be entitled as against LPTSA to conclusively presume that the persons so certified as holding such offices continue to respectively hold the same until otherwise notified in writing by LPTSA.
- 4) That this resolution shall be in full force and effect and binding upon LPTSA until it shall have been repealed and until written notice of such repeal shall have been delivered to Vanguard.

RESOLVED and ADOPTED this 12th day of September, 2022.

Attest:


Robert Tschoepe, Secretary

**LOWER PROVIDENCE TOWNSHIP
SEWER AUTHORITY**


Fred Walker, Chairman