

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

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, December 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. Ed Woyden, 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 November 14, 2022, meeting was presented. Upon motion of Mr. Tschoepe, seconded by Mr. McDonough and carried, the reading of the minutes was waived and approved. Dr. Sorgini abstained from voting as he was not at that meeting.

**SECRETARY'S REPORT**

Mr. Tschoepe stated to the Board that Mr. Walker, Mrs. Connolly and himself met with Conrad Siegel for the annual investment review for the pension. Conrad Siegel stated to the committee that 2022 has been an unprecedented year for fixed income with significant interest rate increases causing large losses in the asset class. However, this has also resulted in bonds now providing much higher yields.

Conrad Siegel suggests we change the targets of the existing bond funds to extend the duration of the allocation, while still staying shorter than the market and underweight the longest-term bonds.

Mr. Tschoepe stated that a copy of the annual investment review was available for all Board members if they would like a copy.

**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. McDonough and unanimously carried, the Board approved payment of bills from the Revenue & Administration and Capital Improvement accounts hereto marked as Exhibit 'A'.

**BUDGET, RATES / AUDIT**

Dr. Sorgini stated to the Board that the increase notification is scheduled to go out with the bills in January.

**EQUIPMENT & BUUILDING**

Mr. McDonough stated to the Board that pumps were repaired for St. Gabes and Gertrude Avenue Pump Station's.

**PERSONNEL & PENSION**

**End of Year Adjustment**

Mr. Tschoepe presented to the Board the year-end adjustments and asked for any comments.

A motion was made by Mr. Tschoepe, seconded by Mr. McDonough and unanimously carried, to approve the year-end adjustments as presented.

**Sewer Laborer New Hire**

Mr. Tschoepe stated to the Board that an interview has been set up for this week.

**Employee Increases**

Mr. Tschoepe stated to the Board that the Michael Hagenbauch is due to receive the balance of his approved employee increase from June 2022 on January 1, 2023.

**CAPITAL PROJECTS**

**2021 Sanitary Sewer Line Replacement**

Mr. Rose stated to the Board that the 2021 Sanitary Sewer Line Replacement project is complete. The final paperwork was sent to Anrich, who indicated that they will be responding to the final paperwork with a claim for additional costs in January 2023.

**2022 Sanitary Sewer Line Replacement**

Mr. Rose stated to the Board that Doli has indicated field work will start in January 2023 (a delay from the last report). A schedule is available for anyone who wants to review. Change Order number one (1) in the amount of \$19,282.92 will be presented for approval next month. This is due to the Montgomery County Conservation District revisions to the E&S Plan. No payment is being requested at this time.

**2023 Sanitary Sewer Line Replacement**

Mr. Rose stated to the Board that Design is underway.

**TOWNSHIP LIAISON**

Dr. Sorgini stated to the Board that the Supervisor's passed the 2023 budget that included a tax increase for general purposes of 0.3118 mills and for Fire/EMS purposes of 0.06 mills. The increase addresses the Township's continuing structural deficit and allows for improvements in the level of services provided to the community.

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

There were no questions on the Engineer's Report.

**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 Update

Mr. Frey stated to the Board that the Attorney for the Lower Perkiomen Valley Regional Authority responded and is reviewing our application guidelines.

ADJOURNMENT

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

  
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Mr. Robert Tschoepe, Secretary

| BILLS PAID FROM REVENUE & ADMIN     |   | DECEMBER 12, 2022 BOARD MEETING |           |
|-------------------------------------|---|---------------------------------|-----------|
| AMERICAN WATER COMPANY              | COMPUTER BILLING: MONTHLY METER READINGS                                    |                                 | 31.97     |
| AMERICO MOSCARIELLO                 | RETURN OF BALANCE FROM PROFESSIONAL SERVICES AGREEMENT ESCROW               |                                 | 576.50    |
| AMS                                 | COMPUTER BILLING: MONTHLY MAINTENANCE                                       |                                 | 282.45    |
| AUDUBON WATER COMPANY               | COMPUTER BILLING: MONTHLY METER READINGS                                    |                                 | 65.06     |
| CITY ELECTRIC SUPPLY                | BUILDING OPERATION & MAINT: LIGHT FOR BOARD ROOM ENTRANCE                   |                                 | 84.75     |
| CLARK INDUSTRIAL SUPPLY             | COLLECTION SYSTEM MAINT: HAND TOOL TO LIFT MH CASTINGS                      |                                 | 30.45     |
| CLEANING SERVICES                   | BUILDING OPERATION & MAINT: OFFICE CLEANING OCTOBER                         |                                 | 280.00    |
| CLOVERLEAF TOOL COMPANY             | TRUCK & EQUIPMENT: CUTTER FOR SEWER CLEANER                                 |                                 | 318.30    |
| CONNOLLY, LORI                      | HOSPITALIZATION: REIMBURSEMENT OF COPAY                                     |                                 | 6400.51   |
| CREAMERY TIRE                       | TRUCK & EQUIPMENT MAINT: TIRES FOR UNIT 4                                   |                                 | 1068.00   |
| DISCHEL BARTLE & DOOLEY             | LEGAL FEES, REF, SPECIAL PROJECTS: MONTH OF NOVEMBER                        |                                 | 1334.50   |
| GANNETT FLEMING, INC                | ENGINEERING FEES, REF, SPECIAL PROJECTS: OCTOBER 1, 2022 - NOVEMBER 4, 2022 |                                 | 4672.63   |
| GRAINGER                            | COLLECTION SYSTEM MAINT, BUILDING OPERATION & MAINT: MARKING PAINT, FLAG    |                                 | 267.00    |
| HOME DEPOT                          | BUILDING OPERATION & MAINT, PUMP STATION MAINT: WOOD, PAINT, CABLE          |                                 | 253.61    |
| JP MASCARO                          | OPERATING EXPENSES: TRASH REMOVAL   |                                 | 89.05     |
| LPVRS                               | TREATMENT CHARGES   |                                 | 193605.00 |
| LPTSA                               | TO REPLENISH FUNDS AT TRUMARK FINANCIAL                                     |                                 | 5000.00   |
| MAD EXTERMINATORS                   | BUILDING OPERATION & MAINT: EXTERMINATING SERVICE NOVEMBER                  |                                 | 50.00     |
| MONTGOMERY LAW REPORTER             | OPERATING EXPENSES: NOTIFICATION OF SHERIFF SALE                            |                                 | 85.00     |
| NAPA AUTO PARTS                     | PUMP STATION MAINT, TRUCK & EQUIPMENT: GLOVES, ANTIFREEZE                   |                                 | 147.98    |
| PA AMERICAN WATER COMPANY           | WATER: GARAGE & OFFICE  |                                 | 77.62     |
| PA ONE CALL                         | COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING                |                                 | 187.05    |
| PAV FUELS                           | BUILDING OPERATION & MAINT: HEATING OIL                                     |                                 | 345.38    |
| PAYARGO                             | COMPUTER BILLING: ACH TRANSACTIONS 06/01/2022 THROUGH 11/30/2022            |                                 | 746.10    |
| PECO                                | GAS & ELECTRIC  |                                 | 3796.92   |
| R&R VOICE AND DATA, INC             | OFFICE EQUIPMENT REPLACEMENT: PHONE SYSTEM                                  |                                 | 2900.00   |
| RICHTER OFFICE SUPPLY COMPANY, INC. | OFFICE SUPPLIES, DOCUMENT SHREDDING, CALENDARS, OFFICE SUPPLIES             |                                 | 494.12    |
| SEWER SPECIALTY SERVICES CO, INC    | COLLECTION SYSTEM MAINT: CHEMICAL GROUT LEAKING MANHOLES                    |                                 | 15915.00  |
| SHARP WATER CULLIGAN                | OPERATING EXPENSES: WATER COLLER RENTAL                                     |                                 | 18.00     |
| SIGMA CONTROLS, INC                 | PUMP STATION MAINT: REBUILD TRANSDUCER FOR AUDUBON SQUARE                   |                                 | 422.64    |
| STRATIX SYSTEMS                     | ADMINISTRATION: CONTRACT BASE RATE 09/11/2022 - 12/10/2022                  |                                 | 353.53    |
| UNIFIRST                            | HEALTH & SAFETY: UNIFORM RENTAL & CLEANING                                  |                                 | 204.72    |
| UNITED HEALTHCARE                   | HOSPITALIZATION: PREMIUM  |                                 | 7086.38   |
| VERIZON                             | TELEPHONE: GARAGE & PUMP STATIONS   |                                 | 867.21    |
| VERIZON                             | TELEPHONE: OFFICE FIOS  |                                 | 218.33    |
| VERIZON                             | TELEPHONE: OFFICE INTERNET  |                                 | 109.00    |
| VERIZON WIRELESS                    | TELEPHONE: MOBILE PHONES  |                                 | 206.44    |
| SUNOCO WEX                          | TRUCK & EQUIPMENT: FUEL FOR VEHICLES & EQUIPMENT                            |                                 | 617.22    |
| PREMIER PAYROLL                     | ADMINISTRATION: PAYROLL PROCESSING  | [AUTO DEBIT]                    | 210.00    |
| STRATIX LEASING                     | ADMINISTRATION: COPIER LEASE  | [AUTO DEBIT]                    | 321.00    |
| SUN LIFE                            | INSURANCE: PREMIUM LIFE, AD&D, LTD, STD, DENTAL, VISION                     | [AUTO DEBIT]                    | 1050.57   |
| WELLS FARGO                         | DEBT SERVICE: INTEREST 2020 NOTE  | [AUTO DEBIT]                    | 11039.46  |
| LPTSA CREDIT CARD                   | ADMIN MISC  | [TRANSFERRED]                   | 214.64    |
| LPTSA                               | PAYROLL   | [TRANSFERRED]                   | 45,000.00 |
|                                     |   | TOTAL                           | 307044.09 |

#### BILLS PAID FROM CAPITAL IMPROVEMENT

|                 |   |       |          |
|-----------------|---|-------|----------|
| EJ USA, INC.    | MANHOLE CASTINGS AND LIDS FOR YERKES ROAD                           |       | 4795.43  |
| GANNETT FLEMING | ENGINEERING FEES: OCTOBER 1, 2022 - NOVEMBER 4, 2022<br>EXHIBIT 'A' |       | 14335.70 |
|                 |   | TOTAL | 19131.13 |

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

|           |                      |   |   |
|-----------|----------------------|---|---|
| 66692.110 | 2021 Capital Project | - | Final closeout paperwork transmitted to Anrich November 7, 2022.  |
|           |                      | - | Anrich indicated that they will not have their claim for additional costs available until January 2023. |
| 66692.119 | 2022 Capital Project | - | Contractor submitted their progress schedule which indicates the work to begin January 2, 2023.         |
|           |                      | - | Change Order No. 1 will be presented for approval.  |
| 66692.129 | 2023 Capital Project | - | Surveyor to submit base plans in December. Began preparing specifications.                              |

**SYSTEM SUPERINTENDENT'S REPORT**  
**DECEMBER 2022**  
**FOR WORK DONE NOVEMBER 1, 2022 – NOVEMBER 30, 2022**

**SEWER AUTHORITY PROJECTS:**

**NEW-MANHOLE REPAIRS:** We had an ongoing list of manholes that were leaking and in need of repair. We had Sewer Specialties come in and they spent three days repairing 11 manholes one wet well and one valve chamber in different areas of the sewer system by drilling and grouting.

**NEW-2022/2023 SEWER PROJECT:** Doli Construction has given us a start date of 12/2/2023 to start clearing the sewer easements of trees and brush and then start sewer replacement on the second week of January starting at West Mt Kirk Ave heading to 2<sup>ND</sup> street.

**NEW-2022/2023 PROJECT LETTERS:** We have prepared and sent letters to all residents in the project area/surrounding area to inform them of the start dates and scope of work to be performed and the areas that it will be done in.

**NO UPDATE-** We are ninety percent done with the remodeling of the new office space. We are moving the filing cabinets back into the new area and will be installing new flooring in the existing office area and repainting.

**UPDATE - SECOND STREET BASEMENTS WITH WATER ISSUES:** The homeowners of 2976 Second Street that came to the last Board meeting called and asked if a decision was made by the board to assist in financial support. We responded VIA email that it will be discussed, and a decision would be made at the scheduled meeting.

**UPDATE – NEW LABORER EMPLOYEE:** We have an applicant coming this week for an interview.

**UPDATE - 2021 SEWER REPLACEMENT PROJECT:** Anrich has completed the contracted work for the project. They have a small list of Lateral ditches that need topsoil added due to settlement. The work is scheduled to be done on 11/11/2022. All the streets have been paved in the project areas. We are waiting for a final payment amount and list of all the extra work done for our review and approval.

**UPDATE - DISLODGED MANHOLES AND DAMAGE FROM HURRICANE IDA:** We are still working closely with FEMA on the damage from reimbursement. We have another meeting with them Thursday 11/15/2022.

**UPDATE - ST GABES AND GERTRUDE STATION:** Both pumps were repaired and return to us and put on our shelf as spares.

**MAINTENANCE DEPARTMENT:**

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

- Responded to 185 locations (PA One Calls).
- Audubon Rd station called out high wet well alarm, a brief investigation found pumps were not responding when called. The cause of the issue was determined to be a loose wire connection on the pump controller.
- Routine station checks showed pump one at Cross Keys station was logging more hours than pump two. It was determined a faulty flange gasket was the problem, the gasket was replaced, and issue was resolved.
- Routine station checks found muffin monster at Cross Keys station was not operating. Investigation found a bad fuse in the jam/reversing circuitry. The fuse was replaced, and the problem was fixed.
- Responded to abnormal wet well alarm at Audubon Square station. The alarm had been caused by a faulty transducer. The transducer was replaced with a new one and the issue was resolved.
- Ran 12" root cutter in mine run from MH43 to MH44 about 400'.
- Worked to complete office renovations, including various general construction tasks, demolition, framing, electrical, drywall, and painting.
- Had units two and three inspected.
- Supplied new castings and riser rings for state paving project on Yerkes rd.
- Work with contractor to repair 11 leaking manholes, leaking valve chamber at Walker Lane and one constant leak in Cross Keys wet well.

**DEPARTMENT INFORMATION:**

|                      | Maintenance | Administration |
|----------------------|-------------|----------------|
| Regular hours worked | 304         | 456            |
| PTO hours            | 40          | 96             |
| Holiday hours        | 48          | 72             |
| Overtime             | 0           | n/a            |
| Part-time hours      |             | 55             |
| Injury related hours | 0           | 0              |