

REGULAR MEETING

**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF OCTOBER 8, 2018**

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, October 8, 2018 at 6:00 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. William Stanczak, Treasurer
Mr. Doug Hager, Asst. Treasurer
Mr. Robert Tschoepe, Secretary

In addition thereto, the following persons were present:

Mr. Alan Rubendall, System Superintendent
Mrs. Lori Connolly, Office Manager
Mr. William Brennan, Solicitor
Mr. Ed Woyden, Engineer

Present was a member of the public not on the Agenda:

Mrs. Leah Baird

CALL TO ORDER

The Chairman called the meeting to order at 6:00 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 September 10, 2018 meeting were presented. Upon motion of Mr. Tschoepe, seconded by Mr. Walker and unanimously carried, the reading of the minutes was waived and approved.

TREASURER'S REPORT

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

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

STATEMENTS OF OPERATION

Mr. Stanczak presented the August Statements of Operation to the Board for approval.

Upon motion of Mr. Stanczak seconded by Mr. Tschoepe and unanimously carried, the Board approved the August Statements of Operation.

PERSONNEL

Handbook

Mr. Tschoepe stated to the Board that there was an oversight on page 2, number 7 of the employee

handbook. It should read, if an employee is separated from services with the Authority, they will be reimbursed for unused accumulated PTO.

Upon motion of Mr. Tschoepe seconded by Mr. Stanczak and unanimously carried, the Board approved the change in the Employee Policy Handbook.

EQUIPMENT & BUILDING

Mr. Hager stated to the Board that the spare pump that was sent out last month for a repair/replacement quote for Audubon Square Pump Station and Grange Avenue Pump Station is now on a shelf at the garage to be sent back for repair at a later date.

EDU SALES

A motion was made by Mr. Hager, seconded by Mr. Stanczak and unanimously carried to approve one EDU each for 319 Level Road and 3427 Germantown Pike, two EDUs for 3423 Germantown Pike and six EDUs for Arrowhead School.

ENGINEER'S REPORT - EXHIBIT "B"

There were no questions on the Engineer's Report.

Sanitary Sewer Replacement

Mr. Woyden stated that the Sanitary Sewer Replacement Project is progressing and substantial leaks have been found. He has requested a motion for payment of estimate #2.

A motion was made by Mr. Tschoepe, seconded by Mr. Hager and unanimously carried, to authorize the Chairman to sign Payment Estimate #2 for the Sanitary Sewer Replacement Project with JOAO & Bradley Construction Company in the amount of \$384,356.02.

Worcester Township

Mr. Woyden stated to the Board that he and Mr. Rubendall met with the Worcester Township Engineer regarding the Intermunicipal agreement and who will maintain the sewer extension.

After discussion, a motion was made by Mr. Tschoepe seconded by Mr. Stanczak and unanimously carried, the Board will accept the public portion of the main line in Worcester.

SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT "C"

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

EDU Overusage Update

Mr. Rubendall presented to the Board a spreadsheet with an update of the project to date.

ATTORNEY'S REPORT

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

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:40 PM by motion of Mr. Hager, seconded by Mr. Tschoepe and unanimously carried.


Secretary

BILLS PAID FROM REV. & ADMIN.		OCTOBER 8, 2018 BOARD MEETING	
BERKHEIMER	ADMINISTRATION: WAGE ATTACHMENT	[ALREADY ISSUED]	179.00
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS / BILLING QUARTER		15.70
AMS	COMPUTER BILLING/POSTAGE: MONTHLY MAINTENANCE / BILLING QUARTER		4,472.61
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS		65.06
BUTERA, BEAUSANG, COHEN & BRENNAN	LAWYER FEES / SPECIAL PROJECTS: MONTH OF SEPTEMBER		4524.50
CARROLL'S OFFICE SUPPLY	OPERATING EXPENSES: NAME PLATE, NOTEBOOKS, MARKERS		80.50
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING		350.00
COLONIAL ELECTRIC SUPPLY	PUMP STATION MAINT: BULBS FOR STATION PANEL		20.46
CONNOLLY, LORI	HOSPITALIZATION: REIMBURSEMENT OF COPAY		268.01
CORE & MAIN	OPERATING EXPENSES: 4" RUBBER GASKETS FOR STOCK		116.16
DECKMAN ELECTRIC	PUMP STATION MAINT: PUMP INSPECTION FOR AUDUBON SQUARE		420.00
DELAGE LANDEN	ADMINISTRATION: XEROX COPIER FOR AUGUST, SEPTEMBER		607.80
EPWPCOA	OPERATING EXPENSES: OPERATOR DUES FOR 2019		160.00
ENDICOTT	OPERATING EXPENSES: AFTER HOURS EMERGENCY SERVICE (YEAR)		273.41
GANNETT FLEMING, INC.	ENGINEERING FEES / REF FEES: AUGUST 4, 2018 TO AUGUST 31, 2018		13221.82
HOME DEPOT	BUILDING OPERATION & MAINT, PUMP STATION MAINT, OPERATING EXPENSES,		334.10
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL		70.00
LPVRS	TREATMENT CHARGES		162916.00
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE		50.00
NABCO	INSURANCE: LIFE, SHORT / LONG TERM DISABILITY OCT, NOV, DEC PREMIUM		1,941.54
NAPA AUTO PARTS	TRUCK & EQUIPMENT MAINT: INSPECTION 03 GMC 1500		308.20
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE		105.24
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING		181.62
PECO	GAS & ELECTRIC		4,748.68
PRIMEPAY	ADMINISTRATION: PAYROLL PROCESSING		213.57
REYNOLDS, PITTLER & ASSOCIATES	ACCOUNTING: PORTION OF AUDIT PAYMENT		5625.00
RUBENDALL AUTO REPAIR	TRUCK & EQUIPMENT MAINT: INSPECTION 03 GMC 1500		85.00
SHARP WATER CULLIGAN	OPERATING EXPENSES: COOLER RENTAL, WATER		43.00
STAPLES	ADMINISTRATION: COMPUTER MONITOR, CABLE		138.34
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING		444.66
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM		542.86
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS		857.27
VERIZON	TELEPHONE: OFFICE FIOS		534.69
VERIZON	TELEPHONE: OFFICE INTERNET		94.99
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES		338.74
WELLS FARGO	DEBT SERVICE: INTEREST	[AUTO DEBIT]	3649.53
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT		1,307.87
LPTSA	PAYROLL	[TRANSFERRED]	45,000.00
LPTSA	PETTY CASH		246.78
UNITED HEALTHCARE	HOSPITALIZATION: NOVEMBER PREMIUM		6535.70
TOTAL			261088.41

BILLS PAID FROM CAPITAL RESERVE

LPVRS	CAPACITY PERMITS	48000.00
TOTAL		48000.00

BILLS PAID FROM CAPITAL IMPROVEMENT

CONTINENTAL CONCRETE	MANHOLE COVERS	9200.00
D&W DIESEL	REPAIR AIR COMPRESSOR FOR BY PASS PUMP	928.15
GANNETT FLEMING	ENGINEERING FEES: AUGUST 4, 2018 TO AUGUST 31, 2018	29842.46
JOAO BRADLEY	REPLACEMENT OF OLD SYSTEM: PAYMENT #2	384356.02
LOWER PROVIDENCE TOWNSHIP	PAVING: FROM 2017-2018 PROJECT (BALANCE)	6786.78
PA DEPT OF TRANSPORTATION	RAISE MANHOLES	10013.00
EXHIBIT "A"		TOTAL 441126.41

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
October 8, 2018

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
52361.101	Miscellaneous Services	- Attended a site inspection 126 Sunnyside Ave. with Alan Rubendall, Township representatives and the property owner.
52361.134	2017 Replacement of Sanitary Sewer	- A meeting is scheduled with PACT for October 8, 2018 at Mr. Brennan's office.
52361.140	2018 Sewer Replacement Project	- Estimate No. 2 in the amount of \$384,356.02 submitted for Authority approval at the October meeting.
52361.142	Intermunicipal Agreement	- Attended meeting on October 3, 2018 with Alan Rubendall, Worcester Township Manager and Engineer.
52361.223	35 Evansburg Road	- Reviewed and transmitted shop drawings to contractor on September 18 and September 24, 2018.
52361.235	319 Level Road	- Transmitted letter to Engineer stating that our comments have been addressed on September 17, 2018. - Reviewed and transmitted shop drawings to the contractor on September 24, 2018.
52361.238	4028 Eagleville Road	- Transmitted plan review letter to Design Engineer on September 20, 2018.

SYSTEM SUPERINTENDENT'S REPORT

OCTOBER 2018

FOR WORK DONE SEPTEMBER 1, 2018 – SEPTEMBER 30, 2018

SEWER AUTHORITY PROJECTS

The sewer replacement project is moving right along in a timely manner even considering all the heavy rain we have been having. They are done North Park Ave, Village Green Lane, Highgate Road and most of Longmeadow Dr. That leaves Martha lane and Midland Avenue and Midland Avenue R.O.W. And Village Green Lane R.O.W. So far to date we may have had 3 or 4 complaints about this job and they were all about the traffic backups on Park Avenue that couldn't be helped. They crew is still seeing a lot of ground water in the trench which is strange for being up on the hill like they are. Once they are done all the sewer main they are going to drop back and do the sewer laterals.

The paving of Eagleville Road is completed and all manholes and castings were replaced and raised 1 ½ inches for the new paving. Raising the manhole castings for paving using brick and motor or concrete rings rather than riser rings seems to be making a positive impact on the infiltration at our pumping stations.

We will be contracting Mr. Rehab to do the Acoustic sounding for the roads that the state will be paving next year as soon as we get a list from the Township of the roads they will be paving next year so we can lump them all on one contract for better pricing.

We had a pump Station overflow for four hours on 9/28/2018 at Providence Pump Station due to the heavy rains and the temporary lateral connections in our sewer project area.

The dead Pine tree at Trooper Station was cut down and removed.

A master casting agreement was sent out to PennDot allowing the Contractor that gets awarded the paving contract with them to raise the castings and lids on Trooper Road and a section of Ridge Pike and a section of North Park Ave for 2019 state paving project.

The spare pump that we sent out last month for a repair/replace quote for Audubon Square Pump Station and also Grange Ave Pump Station is now on a shelf at our garage to be sent back for the repair at a later date.

DEVELOPER PROJECTS:

Brynwood Manors: 139 units. 88 EDUs were purchased. 51 EDUs need to be purchased in the second phase.

Providence Place: 160 units. 61 units were allocated. 19 EDUs need to be purchased in the second phase.

Moscariello: 30 units + 2 commercial building Subdivision at Crosskeys and Ridge Pike. Plans are being reviewed by Gannett Flemming. 32 EDUs possibly more (commercial) need to be purchased.

Worcester Twp: Sent plans to be reviewed for tying Sewer laterals into our system for two houses in Worcester that are included in the Intermunicipal Agreement. 3 EDUs need to be purchased.

Anderko subdivision: 8 units at Crawford and South Park 7 EDUs still need to be purchased 1 of the 8 lots has an existing house with an existing EDU.

319 Level Road: Single new home. Sent sewer lateral plans to Gannett and Flemming for review. There's a sewer easement issue that needs to be resolved. 1 EDU needs to be purchased.

1558 Second Street of Washington Blvd: Single existing home. Waiting for easement plans from their Engineer and lateral drawing plans to send to Gannett and Fleming for review. 1 EDU needs to be purchased.

MAINTENANCE DEPARTMENT:

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

- Responded to 186 locations (PA One Calls).
- Pulled pump one at Old Baptist for seal failure sent out for repair.
- Installed rebuilt air compressor on bypass pump at walker lane.
- Troubleshoot bypass pump at Providence Crossing found small obstruction in venturi removed obstruction. Pump was then reassembled and operated correctly.
- Installed two new motor starter relays for pump one and pump two at Cross Keys Station.
- Repair and convert outdoor lighting to LED at Audubon Square and Providence Crossing stations.
- Repaired ground water leak in valve chamber at Walker Lane station.
- Power wash wet well and exterior at Audubon Road and Providence Crossing stations.
- Tested Trailer Generators at shop found one unit needed new batteries. Two new starting batteries were installed.
- Tested stationary generators under load at Evansburg Rd and Mile Hill stations both ran fine.
- Had McGovern vacuum out wet well at Audubon Square station.
- Found sump pump in dry well at Walker Lane station not working. Investigation revealed blocked discharge line blockage was cleared and pump operated correctly.
- Purchased and delivered 36 new 26" manhole lids and frames to Alan Myers for paving of Eagleville Rd.
- Collect, load and haul old manhole lids and frames to scrap yard.
- Installed sheet of 3/4" plywood in unit three's bed of to extend life.
- Changed oil and filter on unit 2.
- Cleaned sewer main on Amy and Alexandria from VG1 to SP2 to remove debris introduced by construction project.
- Plunged and clear lateral at 1029 Shearwater Drive.
- Inspect new Connection at 3805 Bryn wood court.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	444	352
PTO hours	12	32
Holiday hours	24	16
Overtime	20	n/a
Part-time hours		51
Special Projects hours		48
Job related injury hours	0	0