

REGULAR MEETING

**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF APRIL 9, 2018**

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, April 9, 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. William Stanczak, Treasurer
Mr. Doug Hager, Asst. Treasurer
Mr. Robert Tschoepe, Secretary

Absent was Authority Members:

Mr. Charles Rose, Vice Chairman

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 March 12, 2018 meeting were presented. Upon motion of Mr. Tschoepe, seconded by Mr. Stanczak 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 and Capital Improvement Account.

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

STATEMENTS OF OPERATION

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

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

PERSONNEL

Healthcare Renewal

Mr. Tschoepe stated he, Mr. Hager, Mr. Rubendall and Mrs. Connolly had an opportunity to review additional insurance plans.

After discussion, a motion was made by Mr. Tschoepe, seconded by Mr. Hager and unanimously carried to approve United Healthcare for the employee health benefits.

Mr. Tschoepe asked for a motion to change our Healthcare Insurance Broker to Brown & Brown of Lehigh Valley.

After discussion, a motion was made by Mr. Tschoepe, seconded by Mr. Hager and unanimously carried to change our Healthcare Insurance Broker to Brown & Brown of Lehigh Valley.

Handbook

Mr. Tschoepe stated to the Board that they received a copy of the Handbook with written changes and asked if anyone had any comments.

After discussion, Mrs. Connolly was asked to type the changes in the handbook and distribute to the Board for review.

Employee Raises

Mr. Tschoepe stated to the Board that Mr. Rubendall and Mrs. Connolly have been in their new positions for nine months and would like to discuss a small increase for them and possibly make it retroactive to January 1, 2018.

After discussion, a motion was made by Mr. Tschoepe, seconded by Mr. Stanczak and unanimously carried to approve a 1.5% increase, retroactive to January 1, 2018 for Alan Rubendall and Lori Connolly.

EQUIPMENT & BUILDING

Mr. Hager stated that he met with Mr. Rubendall and is going to tour all of the facilities and equipment so that he has a better understanding of what the Authority has.

BUDGET

Mr. Stanczak stated to the Board that he, Mr. Hager, Mr. Rubendall and Mrs. Connolly will meet this month to discuss the Preliminary Budget.

EDU SALES

A motion was made by Mr. Stanczak, seconded by Mr. Hager and unanimously carried to approve one EDU requested for 9 Kenney Lane.

ENGINEER'S REPORT - EXHIBIT "D"

There were no questions on the Engineer's Report.

SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT "E"

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

ATTORNEY'S REPORT

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

OLD BUSINESS

EDU Overusage Update

Mr. Rubendall reported to the Board that nine new letters will be mailed to the new customers that are over their usage.

Outstanding Accounts Receivables over \$2000.00

Mrs. Connolly stated to the Board that two of the delinquent properties were found to be connected to public water sent a courtesy letter to bring their account current or they will receive a water shut off notice. To date, she has not heard back from them.

There are two additional private Water Companies in the Township that provide service to numerous accounts that are delinquent.

After discussion, the Board directed the Solicitor to send Mrs. Connolly a copy of the Pennsylvania Municipal Authority's Act statute regarding water shut-offs for delinquent accounts and send a copy with a letter to the private water companies.

NEW BUSINESS

Water Shut off Procedure and Rate Resolution 2018-03 - EXHIBIT "F"

A motion was made by Mr. Hager, seconded by Mr. Stanczak and unanimously carried, to adopt Resolution 2018-03 hereto marked as Exhibit "F" approving the water shut off procedures and rates.

EDU Process Procedure

Mr. Rubendall presented the final draft of the single and multiple EDU purchase process instructions.

A motion was made by Mr. Hager, seconded by Mr. Stanczak and unanimously carried, to approve the single and multiple EDU purchase procedure hereto marked as Exhibit "G".

2018 Sewer Replacement Project

There was discussion to proceed with the full scope of work estimated at a budget of two million dollars.

A motion was made by Mr. Tschoepe, seconded by Mr. Stanczak and unanimously carried to approve the full scope of work at two million dollars.

A motion was made by the Chairman seconded by Mr. Tschoepe and unanimously carried to authorize the Engineer to put the project out to bid.

A motion was made by Mr. Stanczak seconded by Mr. Hager and unanimously carried to authorize the Engineer to apply for a PA Small Water and Sewer Grant for work on Summit Avenue.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:57 PM by motion of Mr. Stanczak, seconded by Mr. Hager and unanimously carried.


Secretary

BILLS PAID FROM REV. & ADMIN.**APRIL 9, 2018 BOARD MEETING**

ADVANCE AUTO PARTS	TRUCK & EQUIPMENT MAINT: SUPPLIES FOR SEWER CLEANER, TRUCK BED LINER PAINT	96.17
AMERICAN WATER	COMPUTER BILLING: MONTHLY METER READINGS	15.82
AMS	COMPUTER BILLING / POSTAGE: MONTHLY MAINTENANCE / PREPARE, MAIL BILLS	4,469.96
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS	65.06
BUTERA, BEAUSANG, COHEN & BRENNAN	LAWYER FEES: MONTH OF MARCH	754.00
CARROLLS'S OFFICE SUPPLY	ADMINISTRATION: COPY PAPER, WATER, PAPER TOWELS, OFFICE SUPPLIES	205.50
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING	350.00
COLLEGEVILLE DO IT BEST	SAFETY: ROCK SALT	44.95
COLONIAL ELECTRIC	PUMP STATION MAINT: BATTERIES FOR DIALERS	61.05
COMPLETE DOCUMENT SOLUTION	ADMINISTRATION: COPIES FOR FEBRUARY / MARCH	159.24
CLOVERLEAF TOOL COMPANY	TRUCK & EQUIPMENT MAINT: ROOT CUTTER & BLADE, PARTS FOR SEWER CLEANER	1202.61
CORE & MAIN	PUMP STATION MAINT: PARTS FOR AIR RELEASE CHAMBER GERTRUDE / ST. GABES	2296.53
DELAKE LANDEN	ADMINISTRATION: XEROX COPIER	260.74
EPWPCOA	TRAINING	495.00
GANNETT FLEMING, INC.	ENGINEERING FEES / REF FEES: FEBRUARY 3, 2018 TO MARCH 2, 2018	9230.80
GRIZZLY GRAPHICS	OPERATING EXPENSES: GARAGE SIGN	525.00
HADLEY, KEITH	HOSPITALIZATION: REIMBURSEMENT OF COPAY	15.00
HOME DEPOT	TRUCK & EQUIPMENT MAINT, BUILDING MAINT, PUMP STATION MAINT, SAFETY	351.80
HORIZON WASTE SERVICE	OPERATING EXPENSES: TRASH REMOVAL	80.00
INDUSTRIAL CHEM LABS	PUMP STATION MAINT: LIFT DEGREASER	232.61
LPVRS	TREATMENT CHARGES	162,786.00
MAD EXTERMINATORS	EXTERMINATING SERVICE	50.00
NABCO	INSURANCE: LIFE, SHORT / LONG TERM DISABILITY APRIL, MAY, JUNE PREMIUM	1,683.24
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE	90.16
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING	133.65
PECO	GAS & ELECTRIC	5,815.70
PRIMEPAY	ADMINISTRATION: PAYROLL PROCESSING	290.08
REYNOLDS, PITTNER & ASSOCIATES	ACCOUNTING: STATEMENT OF OPERATION MARCH	300.00
RICHTER OFFICE SUPPLY COMPANY, INC.	ADMINISTRATION: DOCUMENT DESTRUCTION	65.00
SHARP WATER CULLIGAN	OPERATING EXPENSES: WATER COOLER RENTAL	18.00
STAPLES	ADMINISTRATION: BATTERIES, ABBY FINE READER SOFTWARE	452.34
SUBURBAN PROPANE	BUILDING OPERATION & MAINT: OIL	687.01
UNIFIRST	HEALTH & SAFETY: UNIFORM CLEANING	347.88
UNITED CONCORDIA	INSURANCE: DENTAL PREMIUM	712.03
USPS	POSTAGE	300.00
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS	993.38
VERIZON	TELEPHONE: OFFICE FIOS	197.97
VERIZON	TELEPHONE: OFFICE INTERNET	94.99
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES	339.88
WELLS FARGO	DEBT SERVICE: INTEREST FROM R/A, PRINCIPAL FROM CAPITAL RESERVE [AUTO DEBIT]	697531.37
WEX BANK	TRUCK & EQUIPMENT MAINT: FUEL FOR VEHICLES & EQUIPMENT	1764.07
LPTSA	PAYROLL [TRANSFERRED]	45000.00
UNITED HEALTHCARE	HOSPITALIZATION: MAY PREMIUM	6500.25
	TOTAL	947064.84

EXHIBIT "A"

BILLS PAID FROM CAPITAL IMPROVEMENT**APRIL 9, 2018 BOARD MEETING**

DECKMAN ELECTRIC, INC	PUMP STATION: REBUILD PUMP MOYER RD	4570.00
FLOW ASSESSMENT SERVICES	METERING: EAGLEVILLE RUN INTERCEPTOR FOR APRIL, MAY, JUNE	1225.00
GANNETT FLEMING	ENGINEERING I/I: FEBRUARY 3, 2018 TO MARCH 2, 2018	7402.71
MR. REHAB	ACOUSTIC TESTING	3125.50
SEWER SPECIALTY SERVICES COMPANY, INC.	REMOVE ROOTS FROM PARK AVE ROW, TELEWISE HIGHGATE	5100.00
	TOTAL	21423.21

BILLS PAID FROM CAPITAL EXPANSION**APRIL 9, 2018 BOARD MEETING**

LPVRS

PERMITS: 9 KENNEY LANE

4800.00

TOTAL**4800.00**

EXHIBIT "C"

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
April 9, 2018

<u>Job No.</u>	<u>Description</u>	<u>Services Performed</u>
52361.134	Replacement of Sanitary Sewer	- Reviewing final cost issues with Contractor. - Working on substantial completion.
52361.140	2018 Sewer Replacement Project	- Survey completed April 6 th . Received survey data April 9 th .
52361.200	Providence Place	- E-mail correspondence with Design Engineer, Contractor and Owner regarding EDUs and construction start date. - Installation of connection to the LPVRS system performed April 4.
52361.218	Courts of Brynwood	- Construction observation continued during the month.
52361.219	37 Crawford Road	- Review of revised plans and planning module submission. Transmitted review letter to Design Engineer April 6, 2018.
52361.223	35 Evansburg Road	- Review of revised plans. Transmitted review letter to Design Engineer on April 3, 2018 regarding sewage facilities planning.
52361.227	St. James Episcopal Church	- Phone conversation with Design Engineer. Transmitted sewer plans to Engineer on March 26, 2018.
52361.230	EOC Expansion	- Phone conversation with Design Engineer. Transmitted follow-up letter to Design Engineer April 6, 2018.
52361.231	Moscariello at Cross Keys	- Review of plans. Transmitted review letter to Design Engineer on April 6, 2018.
52361.232	903 S. Park Avenue	- Review of plans. Transmitted review letter to Design Engineer on April 6, 2018.

SYSTEM SUPERINTENDENT'S REPORT

APRIL 2018

FOR WORK DONE MARCH 1, 2018 – MARCH 31, 2018

SEWER AUTHORITY PROJECTS:

Acoustic sounding was completed on all the roads that the Township will be paving this June/July. Work was done by Mr. Rehab and they did not find anything that needs repair.

Seven connection notices were sent out to the residents on Kenny Lane. Originally three properties were in need of low pressure systems to be installed but it turns out that four properties will need low pressure systems.

I drove around to all the properties with outstanding sewer accounts over \$2,000.00 to try to confirm that they are not on public water. We did find that a few are connected to private water companies. The new EDUs purchasing procedure is written and reviewed by Gannett Fleming for their comments/changes and will be finalized and put on the Regionals Web Page soon.

We have nine Commercial Customers to add to the EDU overuse list and we will be sending letters out to them next week.

The Township sent a copy of the Paving Contract and it looks like the portion of the contract that is for the paving of our Sewer Replacement Project will be \$268,206.54. The eight or nine roads that the Township will be paving have a total of 50 manholes of which 35 of them that need to be raised and Chimney seals added at the price of \$1170.00 each and 15 of them just need to have just the Chimney seals installed at \$950.00 each.

DEVELOPER PROJECTS:

Brynwood Manors: 139 units are in the process of installing sewer main. *88 EDUs were purchased. 51 EDUs need to be purchased in the second phase.*

Providence Place: 160 units will be installing sewer main soon. *61 units were allocated. 19 EDUs need to be purchased in the second phase.*

35 Evansburg Road: 24 unit Subdivision Plans are being reviewed. *24 EDUs need to be purchased.*

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.*

Two houses in Worcester included in the Worcester Intermunicipal Agreement sent plans to be reviewed for tying Sewer laterals into our system. *3 EDUs need to be purchased.*

911 County Site: garage and warehouse are still in the planning stages. *No EDUs needed as they have enough Capacity.*

Anderko subdivision: 8 units at Crawford and South Park and 2 units at Eagleville and South Park. Plans are Gannett Fleming office for review. *9 EDUs still need to be purchased – purchased 1 EDU for existing house.*

The contractor doing the work for the Audubon Bird Sanctuary called and is going to do the tie into the manhole on Audubon Road at 7 PM on 4/9/2018 we will have a guy onsite to oversee this job watch that our force main doesn't get hit. *EDUs already purchased.*

MAINTENANCE DEPARTMENT:

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

- Responded to 116 locations (PA One Calls).
- Responded to high wet well call at Moyer Rd Station. Investigation revealed both pump start capacitors failed, most likely due to a low voltage condition caused by a PECO issue. Start, run capacitors and coils were replaced for both pump circuits. Pump 2 was pulled and sent out for repair. Pump 1 was still operational.
- Removed fallen tree at Mile Hill Station.
- Had wet well at Audubon Square vacuumed out by McGovern.
- Power washed providence crossing after rain event caused an overflow.
- Snow removal at office and all stations.
- Removed and rebuilt sewer cleaner pump.
- Service/Rebuilt Root cutter.
- Walked and visually inspected mine run R.O.W from MH 48 to MH31.
- Cut down and remove tree growing over MH 47 on mine run R.O.W
- Cleaned/root cut R.O.W Ringneck to Mourning Dove "MH Pt87 to Pt35" found medium roots.
- Cleaned/root cut R.O.W Ringneck to Mockingbird "MH Pt46 to Pt35" found medium roots.
- Cleaned/ root cut entire sewer main of Falcon Rd.
- Cleaned and videoed Tomstock Rd MH NW 4 to NW 5.
- Collected deductible meter readings.
- Work with crew to complete acoustical sounding for upcoming paving projects.
- Applied paint on bed liner to new crane truck.
- Repaired broken vent taking on ground water at 420 Park Avenue.
- Plunge and cleared lateral at 3727 Stoughton Rd.
- Plunge and cleared lateral at 110 Caswell Ave.
- Plunge and cleared lateral at 721 Mourning Dove Rd.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	498	296
Vacation hours	20	56
Sick / Personal hours	10	0
Holiday hours	24	16
Overtime	31	0
Part-time hours		71.5
Special Projects hours	12	46.25
Job related injury hours	0	0

LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
RESOLUTION 2018- 3
CONCERNING WATER SHUT OFF PROCEDURES

WHEREAS, the Lower Providence Township Sewer Authority (the "Authority") is authorized to cause water to be shut off from the appropriate water company to properties owned or controlled by property owners who have failed to pay legitimate sewage charges to the Authority when due; and

WHEREAS, the Authority seeks to update and clarify its procedures for issuing turn off notices; and

WHEREAS, the Authority wishes to update and clarify its legal entitlement to claim and charge attorney's fees and administrative charges incurred in connection with defaults.

NOW, THEREFORE, it is hereby RESOLVED, that water shut off notices to defaulting customers shall be processed as follows:

1. Before a water shut off notice procedure is initiated, the customer must be at least 12 months in default.
2. Before proceeding further, the Authority shall by regular mail send a notice to each defaulting customer identifying the fact that the water shut off process will be initiated unless payment is made.
3. If payment is not made, as to customers of Audubon Water Company and Pennsylvania American Water Company, the front doors of property owners shall be posted with a water shut off notice and a \$25 door posting fee shall be assessed.
4. If after posting, the customer does not pay, then a list of defaulting property owners shall be prepared and sent to Audubon Water Company and to Pennsylvania American Water Company indicating that water should be shut off.
5. A \$50 administration fee shall be charged to each defaulting customer.
6. As to actual water shut off, the Authority shall assess \$60 to turn off and \$60 to turn on for a total of \$120.
7. In summary, each defaulting customer shall be liable for a \$25 posting fee, a \$50 Administrative Fee for formal listing with the Water Company and \$120 for the cost of shutting the water off and on.

APPROVED, this 9 day of April, 2018.

LOWER PROVIDENCE TOWNSHIP SEWER
AUTHORITY


Fred Walker, Chairman

PERMIT INSTRUCTIONS
Single Residential EDU

1. Property owner must complete and sign the Lower Perkiomen Valley Sewer Authority *"Capacity Access Application Form"*
2. The following must be submitted to **Lower Providence Township Sewer Authority**:
 - a. Completed "Capacity Access Application" and "Sewer Permit Application"
 - b. **A BANK CERTIFIED CHECK in the amount of \$8976.00 for each EDU required to be purchased** (which includes the Capacity permit fee of \$4800.00 and the connection permit fee of \$4176.00) **made payable to Lower Providence Township Sewer Authority.**
 - c. Three (3) signed copies of the "Capacity Rights Agreement". **The agreement must be signed by owner and the local sewer authority/municipality.** Please note that only the signature of the owner **must be notarized** (see page 5 of the agreement).
 - d. A plan of the property showing the location of the sewer main and the proposed street lateral to the proposed building. A simple sketch on a 8½" x 11" piece of paper prepared by the property owner is acceptable.
 - e. Proof of ownership of the property (copy of tax bill or plan with parcel number showing owner's name).
 - f. All paperwork and payment will be forwarded to the Regional Sewer Authority directly by Lower Providence Township Sewer Authority.

Lower Perkiomen Valley Regional Sewer Authority will consider approval of the Capacity Rights Agreement(s) at its next monthly meeting, following the submission of paperwork by Lower Providence Township Sewer Authority.

APPLICATION INSTRUCTIONS
Multiple EDU's OR Single Non-Residential EDU
Requiring Land Development Planning

1. Property owner must complete and sign a "Capacity Access Application Form". The equitable owner of a property may sign the application and the Capacity Right Agreement with proof of equitable ownership and authorization from the owner of record.
2. Forward the following to the Regional Authority for review:
 - a) Two (2) copies of the completed sewerage Capacity Access Application Form for the number of EDU's. If the number of EDU's in the application and agreement are different than the calculation by the Authority Engineer, the applicant will be informed of the number of EDU's required to be purchased and any deficiencies in the information submitted for review. After deficiencies are addressed satisfactorily, the applicant shall then submit a revised application.
 - b) For non-residential uses, the applicant shall provide at least 24 consecutive months of water consumption data from an existing facility owned by the applicant. If there is no existing facility, water consumption data from three (3) similar facilities based on square feet and type of use must be submitted to the Regional Authority for evaluation.
 - c) Two (2) copies of the Municipality Approved Preliminary Plans – include only:
 - 1) General Plan containing the a) final topography, b) eight inch and larger sewer location, c) lateral location to service proposed buildings/residences, d) proposed roads and sanitary sewer easements shown.
 - 2) Plan and Profile of the sanitary sewers.
 - d) Two (2) copies of the Municipal Preliminary Plan approval letter or resolution, or waiver if granted by the municipality.
 - e) Check in the amount of \$275.00 for the review of the plan, Planning Module/Planning Module Exemption review and analysis of EDU's to be purchased. **This check should be made payable to LPVRS.**
In addition, any plans that need to be reviewed by Lower Providence Township Sewer Authority's Engineer will be passed on to the customer to be paid.
 - f) Signed Plan Review Agreement.

If a subdivision is approved as a phased plan by the Municipality, the applicant can submit a separate capacity application for each phase to LPVRSa. LPVRSa will release the Chapter 94 consistency determination letter in phases for submission to PA DEP. LPVRSa will also sell capacity in phases to the applicant prior to each phase approval by the local Municipality.

LPVRSa sell capacity on a first come, first served basis. Capacity allocated under a planning module/Chapter 94 letter is not guaranteed until LPVRSa is paid in full for all EDU fees.

If the municipality in which the development is located is not able or willing to withhold the release of the final plan for recording until LPVRSa is paid in full for all capacity authorized under the planning module or Chapter 94 consistency letter, the developer will be required to pay for all EDU fees before the planning module/Chapter 94 letter is completed by LPVRSa and released for submission to DEP.

In order to purchase capacity, the developer must submit the following to **Lower Providence Township Sewer Authority**.

- g) A copy of the approved Capacity Access Application from the Lower Perkiomen Regional Valley Sewer Authority and a completed Lower Providence Township Sewer Authority "Sewer Permit Application Form".
- h) Three (3) signed copies of the "Capacity Rights Agreement" for the number of EDU's as calculated by the LPVRSa engineer. The agreement **must be signed by the property owner and the local authority/municipality**. All information on the agreement **must be typed or printed legibly in black ink**. The signature of the applicant must be notarized (see page 5 of the agreement). All paperwork will be forwarded to the Regional Sewer Authority directly by Lower Providence Township Sewer Authority.
- i) Lower Perkiomen Valley Regional Sewer Authority will consider approval of the Capacity Rights Agreement(s) at its next monthly meeting, following the submission of paperwork by Lower Providence Township Sewer Authority.
- j) **A BANK CERTIFIED CHECK in the amount of \$8976.00 for each EDU required to be purchased** (which includes the Capacity permit fee of \$4800.00 and the connection permit fee of \$4176.00) **made payable to Lower Providence Township Sewer Authority.**