

REORGANIZATION / REGULAR MEETING
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MINUTES OF JANUARY 8, 2024

The Reorganization / Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, January 8, 2024, 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 and Mr. Frank McDonough, Assistant Treasurer

In addition, thereto, the following persons were present:

Mr. Alan Rubendall, System Superintendent; Ms. Lori Connolly, Office Manager; Mr. Eric Frey, Solicitor; Mr. Ed Woyden, Engineer, Ms. Theresa Funk, Engineer and Mr. Gary Neights, Liaison

Absent was Authority Member:

Dr. Jason Sorgini, Treasurer

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 and personnel issues.

TEMPORARY CHAIRMAN

The Chairman asked for a motion to turn the meeting over to Mr. Frey.

Upon motion of Mr. Rose, seconded by Mr. McDonough and unanimously carried, Mr. Frey was appointed as temporary Chairman for the election of Chairman.

APPOINTMENT OF CHAIRMAN

Mr. Frey asked for nominations for the office of Chairman.

Mr. Rose made a motion nominating Fred Walker as Chairman. The motion was seconded by Mr. Tschoepe and unanimously carried.

Mr. Frey turned the meeting back to the Chairman, Mr. Walker.

APPOINTMENT'S

The Chairman made a motion nominating Mr. Rose as Vice Chairman, Mr. Tschoepe as Secretary, Mr. Sorgini as Treasurer, Mr. McDonough as Assistant Treasurer, Mr. Rubendall as Assistant Secretary and Ms. Connolly as Open Records Officer. The motion was seconded by Mr. McDonough and unanimously carried.

APPOINTMENT OF SOLICITOR

Mr. McDonough made a motion to reappoint the law firm of Dischell Bartle Dooley, P.C. per the established rate. The nomination was seconded by Mr. Rose and unanimously carried.

APPOINTMENT OF ENGINEER

Mr. Tschoepe made a motion to reappoint the engineering firm of Gannet Fleming, Inc. per the established rate. The nomination was seconded by Mr. McDonough and unanimously carried.

APPOINTMENT OF AUDITOR

Mr. Rose made a motion to appoint Bee, Bergvall & Company as Auditor. The motion was seconded by Mr. Tschoepe and unanimously carried.

APPOINTMENT OF DEPOSITORS

Mr. Tschoepe made a motion to appoint Trumark Financial Credit Union, The Victory Bank, PNC Bank and Charles Schwab as Depositors. The motion was seconded by Mr. Rose and unanimously carried.

APPOINTMENT OF COMMITTEES

The Chairman made a motion to appoint the following committees:

Personnel & Pension - Mr. Tschoepe; Equipment & Building - Mr. McDonough; Rates & Budget - Mr. Sorgini and Capital Projects - Mr. Rose. The motion was seconded by Mr. Tschoepe and unanimously carried.

MEETING DATES & TIMES

A motion was made by Mr. Rose, seconded by Mr. McDonough and unanimously carried, to approve the meeting dates for their regular monthly meetings for 2024/2025, held on the second Monday of every month at 4:30P.M. unless otherwise noted, and for said dates and times to be advertised in the local newspaper.

The meeting dates are as follows:

FEBRUARY 12

MARCH 11

APRIL 8

MAY 13

JUNE 10

JULY 8

AUGUST 12

SEPTEMBER 9

OCTOBER 14

NOVEMBER 12 - TUESDAY

DECEMBER 9

JANUARY 13, 2025 - REORGANIZATION / REGULAR MEETING

MINUTES

The minutes of the December 11, 2023, 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'

Mr. McDonough presented to the Board the bills to be paid from the Revenue & Administration and Capital Improvement accounts.

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

EQUIPMENT & BUILDING

Mr. McDonough stated to the Board that an overhang was built at the shop to permanently store the plow outside. Two new additional cellular callers were installed, and our maintenance crew worked with the Township Road crew to clean a storm pipe on Buckwalter Road.

Mr. Rubendall added that the backflow preventor at the garage was inspected.

CAPITAL PROJECTS

2021 Sanitary Sewer Line Replacement

Mr. Rose stated to the Board that an email was sent to Anrich on December 7, 2023 requesting a status update on closing the Contract. Anrich stated the submission requesting extras will be made by the end of January 2024.

2023 Sanitary Sewer Line Replacement

Notice to Proceed sent to JOAO & Bradley December 15, 2023. The starting date for this Contract is January 8, 2024. The Contractor secured a staging area with the Lower Providence Fire Department and will begin having materials delivered starting Monday January 8, 2024. As of January 8, 2024, they are still on schedule to begin work Monday January 15, 2024 with the Rogers Road portion as the planned starting area.

ENGINEER'S REPORT - EXHIBIT 'B'

There were no questions on the Engineer's Report.

Sewer Line at Trooper Road

The Chairman asked if the sewer line on Trooper Road could be rerouted to the gravity line on Clearfield Avenue. The Engineer will investigate it.

Force Main at Audubon Road

Mr. Rubendall stated to the Board that the spot to repair the force main is estimated to be between \$7,000 - \$10,000. The Chairman asked the Engineer to get a cost to replace the entire Force Main.

SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT 'C'

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

2972 Second Street

Mr. Rubendall stated to the Board that since the ground water issue was fixed at 2976 Second Street, the owner of 2972 Second Street has been getting ground water in the basement when it rains. The owner sent pictures.

After discussion, the Board directed Mr. Rubendall to work with the Engineer to see if there is something that can be done to resolve the ground water issue.

ATTORNEY REPORT

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

OLD BUSINESS

Collection Update on Delinquent Accounts

Ms. Connolly stated that a new AR Aging will be run after the billing quarter, and she will get together with the Attorney.

Ordinance for Sewer Lateral Inspection Prior to Sale of Property

Mr. Frey reported to the Board that he reached out to the Township Solicitor and is still waiting to hear back from her regarding the prior discussions with the staff and solicitor. The next step is to receive comments from the Township and then, hopefully, for the Township to adopt the ordinance.

Ridge Pike & Germantown Pike Realignment Project Invoice Repayment

Mr. Woyden stated to the Board that they are working with consultants on the Agreements.

NEW BUSINESS

1429 Pawlings Road

After discussion, a motion was made by Mr. McDonough, seconded by Mr. Tschoepe and unanimously carried authorizing the Solicitor to negotiate a minimum of \$8000.00 plus attorney fees.

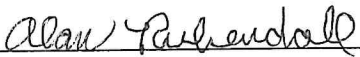
Grant Money

Mr. McDonough stated to the Board that he read about some Grant opportunities.

After discussion, Mr. McDonough, Mr. Rose and Mr. Rubendall will meet with Gannet Fleming to discuss further.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:17 PM by motion of Mr. Rose seconded by Mr. McDonough and unanimously carried.



Mr. Alan Rubendall, Assistant Secretary

BILLS PAID FROM REVENUE & ADMIN		JANUARY 8, 2024 BOARD MEETING	
ADVANCED AUTO PARTS	TRUCK & EQUIPMENT MAINT: WIPER BLADES, GENERATOR DIESEL TREATMENT		375.47
AMERICAN WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS		37.94
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE, POSTAGE, PRINTING OF BILLS		6,425.52
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS		65.06
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING DECEMBER		350.00
CLOVERLEAF TOOL COMPANY	TRUCK & EQUIPMENT: ROOT CUTTER FOR SEWER CLEANER		903.05
DISCHEL BARTLE & DOOLEY	LEGAL FEES, REF: MONTH OF NOVEMBER		2669.00
GANNETT FLEMING, INC	ENGINEERING FEES, REF: NOVEMBER 4, 2023 - DECEMBER 1, 2023		8,469.27
GRAINGER	COLLECTION SYSTEM MAINT, BUILDING: MARKING FLAGS, SWITCH TO REPAIR HEATER AT GARAGE		241.31
HEALTHCARE	HOSPITALIZATION: REIMBURSEMENT OF COPAY		1,639.10
HOME DEPOT	EQUIPMENT, OPERATING EXPENSES, BUILDING OPERATION & MAINT, PUMP STATION MAINT		565.16
HOMER GROUP	ADMINISTRATION: ACCOUNT CARDS		105.00
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL		100.58
LPVRS	TREATMENT CHARGES		220,898.00
LPTSA	PETTY CASH		402.74
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE DECEMBER		50.00
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE		90.40
PA MUNICIPAL AUTHORITIES ASSOC	OPERATING EXPENSES: 2024 MEMBERSHIP DUES		2600.00
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING		240.24
PECO	GAS \$288.51 & ELECTRIC \$4670.00		4,958.51
RAY ROSS PLUMBING	OPERATING EXPENSES: BACKFLOW TEST AT GARAGE		160.00
RICHTER OFFICE SUPPLY COMPANY, INC.	OFFICE SUPPLIES: BACK REST, PAPER, WATER, REPORT COVERS, STAPLES, RUBBERBANDS		193.72
SENSAPHONE	PUMP STATION MAINT: NEW DIALER FOR EVASNBURG PS & GERTRUDE PS		2,780.42
SHARP WATER CULLIGAN	OPERATING EXPENSES: WATER		41.25
UNIFIRST	HEALTH & SAFETY: UNIFORM RENTAL & CLEANING		383.60
UNITED HEALTHCARE	HOSPITALIZATION: PREMIUM		7,797.94
VALLEY FORGE SECURITY CENTER	BUILDING OPERATION & MAINT: YEARLY ALARM SERVICE		300.00
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS		716.37
VERIZON	TELEPHONE: OFFICE FIOS		400.75
VERIZON	TELEPHONE: OFFICE INTERNET		109.00
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES		523.70
WEX SUNOCO	TRUCK & EQUIPMENT: FUEL FOR VEHICLES & EQUIPMENT		1,059.38
WILSON OF WALLINGFORD, INC	OFFICE FUEL		207.04
PREMIER PAYROLL	ADMINISTRATION: PAYROLL PROCESSING	[AUTO DEBIT]	157.50
STRATIX LEASING	COPIER LEASE	[AUTO DEBIT]	290.00
SUN LIFE	INSURANCE: PREMIUM LIFE, AD&D, LTD, STD, DENTAL, VISION	[AUTO DEBIT]	1,402.89
WELLS FARGO	DEBT SERVICE: INTEREST	[AUTO DEBIT]	10,711.52
LPTSA CREDIT CARD	EMERGENCY SERVICE FEE, INK CARTRIDGE, USB STORAGE CASES	[TRANSFERRED]	231.42
LPTSA	PAYROLL	[TRANSFERRED]	60,000.00
		TOTAL	338,652.85

BILLS PAID FROM CAPITAL IMPROVEMENT

DISCHEL BARTLE & DOOLEY	LEGAL FEES: MONTH OF NOVEMBER		714.00
GANNETT FLEMING	ENGINEERING FEES: NOVEMBER 4, 2023 - DECEMBER 1, 2023		8,503.15
		TOTAL	9,217.15

GANNETT FLEMING'S REPORT
for the
LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY
January 8, 2024

- | | | | |
|-----------|----------------------------------|---|---|
| 66692.105 | CMP | - | Compiling data to draft DEP status report on I/I work performed over the past several years. |
| 66692.110 | 2021 Capital Project | - | Corresponded with Anrich, who indicated documentation necessary to proceed with finalizing contract would be provided by end of January 2024. |
| 66692.111 | Intersection Improvement Project | - | Reviewing and responding to RFIs from the Contractor. |
| 66692.122 | FEMA | - | Attended Zoom call with FEMA on January 4, 2024. |
| 66692.124 | 2023 Capital Project | - | Prepared and distributed meeting minutes from pre-construction job conference. |
| | | - | Transmitted NTP to Joao & Bradley on December 15, 2023, with contract start date of January 8, 2024. |
| | | - | Storm sewer submittals returned to Contractor following review by Township Engineer. |
| | | - | Received and reviewed pre-construction video. |
| 66692.223 | 102 N. Park Ave | - | Observing construction of sewer, which commenced on December 13, 2023 and is ongoing. |
| 66692.238 | Encompass Health | - | Completed Table J of Planning Module and provided to LPTSA for signature. |
| | | - | Transmitted executed Table J to the Design Engineer on January 3, 2024. |

SYSTEM SUPERINTENDENT'S REPORT

JANUARY 2024

FOR WORK DONE DECEMBER 1, 2023 – DECEMBER 31, 2023

SEWER AUTHORITY PROJECTS:

CLEANED SEWER MAIN= 1,100'

CLEANED AND ROOT CUT= 300'

CLEANED AND VIDEOED SEWER MAIN= 800'

NEW ITEM: FORCE MAIN BREAK: We had another force main break on Audubon Road. The force main is coming from the Audubon Road pump station and goes out to Pawlings road then turns right and goes gravity at manhole number 160 Pawlings road at the entrance of Colony Arms Apartments. It broke in the same area as it did four other previous times in the past eighteen to twenty years. The question arose if we should start looking into replacing this complete force main from end to end. WE will have a full report to review at the Authority meeting for discussion.

NO UPDATE: The preconstruction meeting was held at our office on Thursday, December 7, 2023 with JOAO & Bradley. Project is scheduled to start January 15, 2024 and scheduled to be completed mid to end of JUNE.

NO UPDATE-CELLULAR CALLERS: The new stye cellular callers are a big upgrade from the old style. We purchased two more callers to install at two stations of our choice and will continue to replace them with a couple at a time until all the stations are upgraded. We installed them at Providence Crossing and Trooper Stations

NO UPDATE: LIFT GATE: We had Triad Truck Equipment order the lift gate for the truck to be installed. They said it may take six weeks for delivery.

UPDATE - DISLODGED MANHOLES AND DAMAGE FROM HURRICANE IDA: FEMA sent us another email requesting more information. We had a Zoom meeting on 1/4/2024. They are looking for our Floodplain Administrator (Mike Mrozinski) to send them a letter or Email stating that the work performed is in compliance with the Townships Flood Plain ordinance.

NO UPDATE - 2021 SEWER REPLACEMENT PROJECT: Anrich has completed the contracted work for the project. All streets have been paved in the project areas. We are waiting for the final payment amount and list of all the extra work done for our review and approval if there is one. They have been in contact with Gannett Fleming for payment.

MAINTENANCE DEPARTMENT:

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

- Responded to 191 locations (PA One Calls).
- Added fuel treatment to all Generators and Bypass pumps.
- Had Audubon square's wet well vacuumed out.
- Built overhang to permanently store plow outside of shop.
- Responded to high wet well alarm at Police Station. After investigating it was determined the problem was caused by excessive grease build up in wet well effecting the operation of the float switches. We recommended they have the well vacuumed.
- Installed new cellular style callers at Trooper station and Cross Keys station.
- Routine station checks revealed after the scheduled auto test period Smith Road's Generator had not transferred back to normal source. We inspected the transfer switch and found the mechanical linkage had malfunctioned. We cleaned, greased, and manually operated the switch several times it now seems to be operating fine but will continue to be monitored.
- During routine station checks it was discovered Gertude station's Generator was in alarm and had not tested. A brief investigation found the coolant was low. We replaced the thermostat and added coolant, and the issue was resolved.
- Managed two rain events by monitoring/maintaining stations and critical points in collection system.
- Collected deductible meter readings.
- Worked with Township Road crew to clean storm pipe on Buckwalter Road.
- Video R.O.W. off North Park Ave to determine location of lateral stub.
- Cleaned and Videoed sewer main on Crawford MH213 to MH212 to determine if there was an existing lateral connection.
- Cleaned and videoed Featherbed R.O.W. MH369H to 369K about 450'. This was done to find and record manhole lateral location and overall run measurements.
- Cleaned Pine Tree R.O.W. MH527A to 527F about 500'.
- Ran 12-inch root cutter mine run off Park Ave from MH44 to MH45 about 300'.
- Cleaned mine runoff Crawford MH 19 to MH21 about 300'.
- Inspected lateral repairs at 37 South Park, 55 East Mount Kirk, and 265 Pinetown Road.
- Inspected new sewer lateral connection at 312 Brimfield Circle.

DEPARTMENT INFORMATION:

	Maintenance	Administration
Regular hours worked	416	452
PTO hours	40	15
Holiday hours	48	39
Overtime	21	n/a
Part-time hours	n/a	24.5
Injury related hours	0	0