

**REGULAR MEETING**  
**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**MINUTES OF DECEMBER 11, 2023**

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, December 11, 2023, 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; Ms. Lori Connolly, Office Manager; Mr. Eric Frey, Solicitor; Mr. Ed Woyden, Engineer and Ms. Theresa Funk, Engineer

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 and personnel issues.

**MINUTES**

The minutes of the October 9, 2023 and November 13, 2023, meeting was presented. Upon motion of Mr. McDonough seconded by Mr. Rose 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. Tschoepe and unanimously carried, the Board approved payment of bills from the Revenue & Administration and Capital Improvement accounts hereto marked as Exhibit 'A'.

**BUDGET & RATES**

Charles Schwab Certificate of Deposit

Dr. Sorgini stated to the Board that a Certificate of Deposit matured at Charles Schwabb and asked the Board how they would like to proceed.

After discussion, a motion was made by Mr. McDonough, seconded by Dr. Sorgini and unanimously carried; the Board approved to reinvest the funds for one year in a Certificate of Deposit.

**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. Rose and unanimously carried, to approve the year-end adjustments as presented.

**EQUIPMENT & BUILDING**

Mr. McDonough stated to the Board that we received the muffin monster, and it has been installed at Mile Hill Pump Station.

**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. As of December 11, 2023 Anrich responded that they will have the information to us by January.

**2022 Sanitary Sewer Line Replacement**

Mr. Rose stated to the Board that the project is complete, however minor warranty items were completed by the contractor, Doli.

**2023 Sanitary Sewer Line Replacement**

Mr. Rose stated to the Board that the Notice of Award was sent to JOAO & Bradley November 17, 2023. Notice of Intent to Award was sent to JOAO & Bradley October 19, 2023. Insurance coverage is currently under review by the Engineer. The pre-construction Job Conference was held December 7, 2023 at the Sewer Authority Office.

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

There were no questions on the Engineer's Report.

Upon motion of Mr. Rose, seconded by Dr. Sorgini and unanimously carried the Board directed the Engineer to issue a Notice to Proceed to JOAO Bradley.

**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.

**OLD BUSINESS**

**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 waiting to hear back from her regarding the prior discussions with the staff in addition to getting a meeting date with the Township Solicitor and Manager.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 4:55 PM by motion of Mr. Rose seconded by Dr. Sorgini and unanimously carried.

  
Mr. Robert Tschoepe, Secretary

BILLS PAID FROM REVENUE & ADMIN		DECEMBER 11, 2023 BOARD MEETING	
ADVANCED AUTO PARTS	TRUCK & EQUIPMENT MAINT: WIPER BLADES, GENERATOR DIESEL TREATMENT		238.14
AMS	COMPUTER BILLING: MONTHLY MAINTENANCE		296.58
AUDUBON WATER COMPANY	COMPUTER BILLING: MONTHLY METER READINGS		65.06
CITY ELECTRIC SUPPLY	PUMP STATION MAINT: CONDUIT MILE HILL GRINDER PUMP		24.71
CLEANING SERVICES	BUILDING OPERATION & MAINT: OFFICE CLEANING NOVEMBER		280.00
CREAMERY TIRE	TRUCK & EQUIPMENT MAINT: TIRE PLUG FOR UNIT 3		20.00
DISCHEL BARTLE & DOOLEY	LEGAL FEES, REF: MONTH OF OCTOBER		4131.00
GANNETT FLEMING, INC	ENGINEERING FEES, REF: SEPTEMBER 30, 2023 - NOVEMBER 3, 2023		7,569.69
GRAINGER	PUMP STATION MAINT, COLLECTION SYSTEM MAINTENANCE, TRUCK & EQUIPMENT		120.72
HAYES INDUSTRIES	TRUCK & EQUIPMENT MAINT: GRIND, GUSSET & WELD SEWER SNAKE TRUCK BRACKET		402.50
HEALTHCARE	HOSPITALIZATION: REIMBURSEMENT OF COPAY		2,639.65
HOME DEPOT	EQUIPMENT, OPERATING EXPENSES, BUILDING OPERATION & MAINT, PUMP STATION MAINT		274.17
JP MASCARO	OPERATING EXPENSES: TRASH REMOVAL		100.58
LPVRS	TREATMENT CHARGES		220,881.00
MAD EXTERMINATORS	BUILDING OPERATION & MAINT: EXTERMINATING SERVICE OCTOBER		50.00
MONTGOMERY LAW REPORTER	OPERATING EXPENSES: NOTIFICATION OF SHERIFF SALE		85.00
NAPA AUTO PARTS	PUMP STATION MAINT, TRUCK & EQUIPMENT		104.39
PA AMERICAN WATER COMPANY	WATER: GARAGE & OFFICE		95.08
PA ONE CALL	COLLECTION SYSTEM MAINT: NOTIFICATION OF CONTRACTORS DIGGING		194.24
PAYARGO	COMPUTER BILLING: ACH TRANSACTIONS 7/01/2023 THROUGH 11/30/2023		1033.83
PECO	GAS \$121.18 & ELECTRIC \$3894.56		4,015.74
RICHTER OFFICE SUPPLY COMPANY, INC.	OFFICE SUPPLIES: NAME PLATE, TRASH BAGS, TISSUES		8,759.20
SANTONIS GARAGE	TRUCK & EQUIPMENT MAINT: INSPECTION 2017 FORD F-350		76.68
SCHANLEY, PATRICIA	SEWER RENTAL: OVERPAYMENT SEWER RENTAL - PREVIOUS OWNER		93.00
SENSAPHONE	PUMP STATION MAINT: NEW DIALER FOR TROOPER PS & PROVIDENCE PS		2,780.42
SHARP WATER CULLIGAN	OPERATING EXPENSES: COOLER RENTAL, WATER		59.25
SHIRT & IINK	OPERATING EXPENSES: SHIRTS		245.90
SIGMA CONTROLS	PUMP STATION MAINT: REBUILD TRANSDUCER FOR AUDUBON ROAD PUMP STATION		437.10
STRATIX SYSTEMS	ADMINISTRATION: CONTRACT BASE RATE 11/17/2023 - 02/16/2024		272.22
UNIFIRST	HEALTH & SAFETY: UNIFORM RENTAL & CLEANING		306.88
UNITED HEALTHCARE	HOSPITALIZATION: PREMIUM		7,797.94
VERIZON	TELEPHONE: GARAGE & PUMP STATIONS		735.87
VERIZON	TELEPHONE: OFFICE FIOS		224.29
VERIZON	TELEPHONE: OFFICE INTERNET		109.00
VERIZON WIRELESS	TELEPHONE: MOBILE PHONES		261.85
WEX SUNOCO	TRUCK & EQUIPMENT: FUEL FOR VEHICLES & EQUIPMENT		1,235.69
WILSON OF WALLINGFORD, INC	OFFICE FUEL		239.18
PREMIER PAYROLL	ADMINISTRATION: PAYROLL PROCESSING	[AUTO DEBIT]	217.50
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, SEAL REPLACEMENT KIT, SCANNER	[TRANSFERRED]	412.54
LPTSA	PAYROLL	[TRANSFERRED]	60,000.00
TOTAL			339,291.00

#### BILLS PAID FROM CAPITAL IMPROVEMENT

DISCHEL BARTLE & DOOLEY	LEGAL FEES: MONTH OF OCTOBER		1309.00
GANNETT FLEMING	ENGINEERING FEES, REF: SEPTEMBER 30, 2023 - NOVEMBER 3, 2023		10,739.27
TOTAL			12,048.27

**GANNETT FLEMING'S REPORT**  
**for the**  
**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**December 11, 2023**

66692.105	CMP	<ul style="list-style-type: none"><li>- Received flow information from the LPVRSA.</li><li>- Preparing status report for the DEP.</li></ul>
66692.110	2021 Capital Project	<ul style="list-style-type: none"><li>- Email sent to Anrich December 7, 2023 requesting response to finalizing the Contract.</li></ul>
66692.122	FEMA	<ul style="list-style-type: none"><li>- Responded to another FEMA RFI on December 7, 2023 regarding Linnet Area.</li></ul>
66692.124	2023 Capital Project	<ul style="list-style-type: none"><li>- Transmitted NOA to Joao &amp; Bradley on November 17, 2023.</li><li>- A pre-construction Job Conference was held December 7, 2023.</li></ul>
66692.202	37 Crawford Rd	<ul style="list-style-type: none"><li>- Responded to the Developer December 6, 2023 with the requirements for dedication.</li></ul>
66692.216	Moscariello at Crosskeys	<ul style="list-style-type: none"><li>- Witnessed CCTV work and flushing on December 7, 2023. Performed final inspection for dedication.</li></ul>
66692.223	102 N. Park Ave	<ul style="list-style-type: none"><li>- Met with Contractor and Engineer on December 7, 2023.</li></ul>
66692.238	Encompass Health	<ul style="list-style-type: none"><li>- Transmitted review letter to Design Engineer on November 30, 2023.</li></ul>



## **SYSTEM SUPERINTENDENT'S REPORT**

**DECEMBER 2023**

**FOR WORK DONE NOVEMBER 1, 2023 – NOVEMBER 30, 2023**

### **SEWER AUTHORITY PROJECTS:**

**CLEANED SEWER MAIN= 1600'**

**CLEANED AND ROOT CUT= 0**

**CLEANED AND VIDEOED SEWER MAIN= 4,300**

**NEW ITEM:** 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.

**UPDATE: CROSSKEYS STATION:** We got the suction piping elbow back and installed it back in the station and put pump number two back online.

**NO UPDATE-CELLULAR CALLERS:** The new style 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

**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 - MILE HILL PUMP STATION:** We received the new muffin monster and installed it at Mile Hill pump station.

**UPDATE - DISLODGED MANHOLES AND DAMAGE FROM HURRICANE IDA:** FEMA sent us another email requesting more information. We responded to them, and they emailed us again with a few more minor questions.

**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 186 locations (PA One Calls).
- Routine station checks showed pump one at cross keys station was logging excessive hours. A brief investigation revealed a faulty discharge flange gasket. The gasket was replaced, and the issue was resolved.
- Installed a new Muffin Monster unit at Mile Hill station.
- Routine station checks revealed pump one discharge piping leaking at welded seam. The pipe was removed and sent out to be repaired and then reinstalled.
- Exercised all gate valves at Walker Lane, Trooper and Audubon Rd station.
- Responded to low wet well alarm at Trooper Rd station. Investigation showed the issue was caused by a faulty transducer. The transducer was replaced, and the issue was resolved.
- Had unit 3 inspected.
- Cleaned and removed leaves at all stations.
- Secured castings to cones on two manholes in flood plain at Casselberry Meadow.
- As an attempt to prevent ground water from entering valve chambers the concrete around piping in valve chambers was sealed at, Walker Lane, Fox Rd, Audubon Rd and Trooper stations.
- Fueled all generators and bypass pumps.
- Plunged and cleared lateral at 820 Sunnyside.
- Cleaned gutters at the office, shop and Valley Forge Station.
- Cleaned R.O.W. on Mary Bell MH214C to 214E about 600'
- Cleaned R.O.W. on Mockingbird MHPT56 to MHPT58 and MHPT56 to MHPT65 about 1000'.
- Inspected lateral repairs at 58 Skyline DR, 49 E Mt Kirk, 405 S Trooper RD, 148 S Midland, 225 Evansburg RD, and 2788 Ringneck RD.
- Inspected new lateral connection at 3004 Fifth ST.

**DEPARTMENT INFORMATION:**

	Maintenance	Administration
Regular hours worked	348	296
PTO hours	16	83
Holiday hours	72	55
Overtime	20	n/a
Part-time hours	n/a	24.5
Injury related hours	4	0