

UPPER MONTGOMERY JOINT AUTHORITY
MINUTES OF AUGUST 9, 2022 BOARD MEETING

The regular monthly meeting of the Board of Directors of the Upper Montgomery Joint Authority was held on Tuesday, August 9, 2022 in the office of the Plant Administration Building, Mensch Dam Road, Pennsburg, Pennsylvania.

I. EXECUTIVE SESSION

The board held an Executive Session prior to the meeting to discuss personnel matters.

II. CALL TO ORDER

Mr. Ingram, Chair, called the meeting to order at 7:00 p.m.

III. PLEDGE OF ALLEGIANCE

IV. MOMENT OF SILENCE FOR THE MEN & WOMEN SERVING IN HARM'S WAY

V. ROLL CALL

Donna Paul, Secretary, called the roll. The following board members were present:

William Ingram
Ryan Pugh
Donna Paul
Leon Ritchey
Gregory Gaudreau
Elizabeth DeJesus

Also, in attendance were:

Jennifer Leister, Executive Superintendent
Gregory Philips, Yergey, Daylor, Allebach, Scheffey, Picardi, Solicitor
Marie Pellegrino, Administrative Assistant
Jamie Lorah, SSM Group

VI. VISITORS

None.

VII. PUBLIC COMMENT PERIOD

None.

VIII. MINUTES APPROVAL

Mr. Ingram noted the Minutes of the July 12, 2022 meeting had been distributed previously and presented tonight. Mr. Ingram asked if there were any corrections to the minutes. Mr. Pugh made a motion to approve the minutes and Mr. Gaudreau seconded the motion. The Minutes were approved.

X. TREASURER AND INTEREST REPORTS

The board reviewed the Treasurer's Report for August (copy of which is attached hereto). A motion was made by Mr. Pugh to accept the Treasurer's Report. The motion was seconded by Mr. Ritchey and it was approved.

XI. FINANCIAL REPORTS

The Financial Reports were circulated for review and discussed.

XII. BILLS FOR PAYMENT

Mrs. DeJesus made a motion to approve the listed monthly bills that were paid prior to the meeting, because their due dates fall between meetings, and those that are currently due. Mr. Pugh seconded the motion and it was approved.

XIII. ENGINEER'S REPORT

The following summarizes SSM Group (Spotts, Stevens and McCoy) activities this past month:

1. Miscellaneous Services (.2022)

- **RECAP:** A meeting was held on May 31st with the PA DEP to discuss the Authority's **Corrective Action Plan (CAP)**, the **Connection Management Plan (CMP)**, re-rating of the existing WWTP, compliance issues, and planning aspects. We had previously requested additional "credits" for relinquished or eliminated EDUs in the *Annual Chapter 94 Report*, and we had requested relief from the existing **CAP**. SSM will be preparing a revised **CMP**, and DEP will consider EDUs "relinquished" on a case-by-case basis following this submission. DEP is willing to provide approval for additional connections following the **CMP** request.
- **RECAP:** SSM conducted FOG Inspections with Authority staff in order to train staff on inspections, things to look for, etc. SSM also assisted in training Authority staff on manhole inspections and property inspections looking for sources of inflow and infiltration, recommended remediation methods, etc.

- **UPDATE:** In order to re-rate the WWTP to its full 2.77 MGD Design Capacity, an **Act 537 Plan Update** would need to be completed showing “future sewer service needs,” including Upper Hanover Twp considerations, where good planning does not exist. SSM has re-created the **Act 537 Planning** boundaries in the GIS database and has prepared a new large format map for the Authority’s use in tracking proposed developments and to determine if proposed developments are in the Authority’s existing *Planning* area.
- **UPDATE:** SSM prepared two (2), separate Local Share Account (LSA) Grant program applications for the Authority in March. The Grant Applications included the **2022 WWTP Improvements Project** in the amount of \$149,952.¹³ and the **East Greenville Borough - State, Valley and 4th Street Sanitary Sewer Lateral and Manhole Rehabilitation Project** in the amount of \$967,813.⁷⁸. We attended the July 19th CFA Meeting and requested an update. The Grant Applications will not be considered until the November 15th Meeting of the CFA.
- **UPDATE:** SSM re-created all flow metering graphs and flow meter mapping for the Authority in GIS. A flow metering layer was added to the Authority’s GIS database/portal for tracking purposes and review. The smoke testing mapping is also in the process of being re-created, and SSM is adding all smoke testing results to the GIS Database as well. SSM is in the process of determining where to meter flow next and to provide a list of potential areas for future smoke testing.

2. **Consent Order Assistance (.0001)**

- **RECAP:** In January, a response was submitted to the PA DEP relative to the **Consent Assessment and Civil Penalties** associated with WWTP Permit excursions and wet weather sanitary sewer overflows (SSOs). The penalty assessed to the Authority was \$37,285.⁰⁰. DEP stated that they were willing to provide relief on the wet weather discharges and will *consider* relief of civil penalties for excursions during excessive wet weather events. A revised letter was previously submitted to DEP requesting relief on the excursions and recommending payment of penalties in the amount of \$7,113.⁰⁰.
- **UPDATE:** We are still awaiting response from DEP on this request. DEP’s Bob Bauer is out of the office until August 8th.

3. **Glenwood Chase Development (.0004)**

- **UPDATE:** Additional submittals were reviewed this past month following the Pre-Construction Job Conference for the **Glenwood Chase Development** Construction-Phase. Final Construction Plans were received this past month, reviewed, and processed to include the new Authority design Standard Details. New submittals were provided for SSM’s review prior to purchase of the materials by the developer; the submittals are

currently under review. SSM is able to provide a Construction Representative for the manhole and sewer line installation work, if needed.

4. **300 Penn Street – Pennsburg (Silver Rhino Holdings, LLC) (.0006)**

- No update. This project is likely ready for escrow close-out.

5. **Still Waters Tract (.0007)**

- The Developer has requested an escrow release. Quantities are under review for release of escrow. However, funds in the amount of \$19,000 or more will be held for the Maintenance Escrow during the 18-month maintenance/warranty period.

6. **Lakeview Terrace Pennsburg – Stormwater Project (.0008)**

- **UPDATE:** A project has been opened in order to track our time and for possible reimbursement by Pennsburg. SSM notified GVC that a Plan review would be required relative to the plans for moving the sanitary sewer laterals. Plans have not yet been reviewed until confirmation has been received relative to the escrow with the Authority.

7. **Burger King – Pennsburg Square Shopping Center (.0009)**

- **UPDATE:** The final Plans were received and reviewed by SSM for the Burger King Development at the Pennsburg Square Shopping Center. The final review letter was sent out earlier this month for the new sanitary sewer lateral to include the sanitary waste, as well as a 1,200-gallon grease interceptor, to be fed by the “greasy” waste line. The developer revised the Plans to provide a non-traffic load bearing grease interceptor. This was reviewed and approved.

XIV. SOLICITOR’S REPORT

1. **Personnel.** Mr. Philips worked with Mrs. Leister regarding the following items:

- a. Reviewed Employee Handbook and made revisions based on Board recommendations.
- b. Reviewed the Employee Handbook for job posting requirements and provided advise on how job posting should be handled.

2. **Collection of Delinquent Accounts.**

- a. Nothing to report this month

3. **Development Plans.**

Mr. Philips worked and met with Mrs. Leister and the Authority Engineer on the following

development plans:

- a. 11 Street Subdivision.
Worked with Mrs. Leister regarding the timing of the final escrow release and the expiration of the 18-month maintenance period.
- b. Glenwood Chase.
Nothing new to report this month.
- c. Railroad Street Subdivision.
Nothing new on this subdivision.
- d. Still Waters Tract Subdivision.
Nothing new to report.
- e. 4th Street Subdivision – Macintosh Homes.
Nothing new on this Subdivision.
- f. 6th Street Subdivision – Macintosh Homes.
Nothing new on this Subdivision.
- g. Demeno Tract.
Nothing new on this Subdivision.
- h. 300 Penn Street (Silver Rhino).
Nothing new on this Subdivision.

General Counsel Services.

- a. Agenda and Minutes.
Mr. Philips worked with Staff to review and revise July Agenda and review of July Meeting Minutes;
- b. Voltus Energy Contract.
Mr. Philips with staff to review the proposed Voltus contract, conducted research on Voltus as a company and prepared questions for Voltus representative. Mr. Philips has communicated after the meeting with the Voltus representative regarding the Board's position.

The Board have requested that Mrs. Leister compare the proposed Voltus contract with similar entities before they make a decision.

XV. EXECUTIVE SUPERINTENDENT'S REPORT

Treatment Plant Information:

- Rainfall: 4.20"

Sanitary Sewer Overflows & Violations:

- There were no violations or SSO's.

Committee Information:

Safety Meeting was held on July 26, 2022.

Escrows:

None opened or closed.

Other General Information:

- Dryer actuator has been sourced and is scheduled to arrive in 2 weeks.

Land Development

- Stillwater's- The developer has requested that the solicitor prepare a deed of dedication agreement. A maintenance bond needs to be set up. A review of the escrow and work completed is in progress.
- Bayberry- The escrow was requested for release by the developer.
- Glenwood Chase- SSM is working with the developer to review plans.
- 300 Penn Street- The escrow was requested for release by the developer.
- Kershner Tract- The developer reached out for information to open a professional services agreement and escrow account.
- Burger King- The grease trap was installed and inspected by UMJA staff on 8/2/2022.

Lateral Inspections:

There was a total of **13** lateral inspections in the month of July:

East Greenville – 4 – 1 failed for a missing vent cap and sump pump connection.

Pennsburg- 5 – All passed

Red Hill- 4- All passed on homeowner's side- 660 Jefferson- total break on UMJA's side.

Collection System Updates:

- Two crews from Performance Pipeline were in town starting the week of July 18th and continue to be onsite lining laterals on Hickory Alley, Washington Street in East Greenville and Penn Street.
- UMJA smoke tested Washington Street, Jefferson Street, Cindy Lane and E. Second street in Red Hill. Reports and finding will be presented at the board meeting.

- Two flow meters have been moved in the collection system in hopes of identifying post I/I after the lateral lining project. (G305 and G301 Washington Street and Hickory Alley).
- Smoke testing will continue in areas identified by SSM as having high amounts of inflow.

XVI. UNFINISHED BUSINESS

None.

XVII. NEW BUSINESS

None.

XVIII. ADDITIONAL BUSINESS

Mrs. Leister read a letter to the board from Mr. Charlie Reifinger from 519 West 5th Street in Pennsburg. Due to a fire at Mr. Reifinger's residence in June, 2021, a contractor was hired by his insurance company to repair the damage. During repairs, the contractor left a window open prompting the heat to run continually and causing the oil tank to run out of oil. When Mr. Reifinger stopped by on January 30th to check on progress, he saw a broken water pipe which froze, causing approximately 185,000 gallons of water to leak into the basement. Mr. Reifinger is requesting that the Board waive the \$181.15 penalty from his June invoice due to these circumstances. The Board discussed the matter and have requested that Mrs. Leister contact Mr. Reifinger to obtain a copy of his insurance claim and payment before making a decision.

XIX. ADJOURNMENT

Mrs. DeJesus made a motion to adjourn the meeting.

Mr. Ingram adjourned the public meeting at 9:25 p.m.

Respectfully submitted,


Secretary (Assistant Secretary)

Meeting Date:

August 09, 2022

Treasurer's Report - Account Balances as of

July 31, 2022

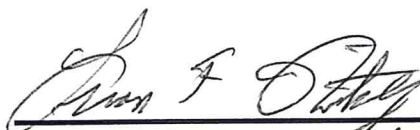
QNB Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Operating Checking	1284	100,638.83	164,695.39	-	(150,323.15)	27.36	115,038.43
Special Checking	1300	9,919.67	119,083.37	-	(121,856.82)	7.42	7,153.64
Rental Income	4741	47.89	263,565.33		(263,565.33)	-	47.89
Rental - Credit Card Income	2050	21.44	65,744.73	-	(65,744.73)	2.69	24.13
Revenue Fund	0478	454,229.02	277,961.51		(270,884.25)	139.91	461,446.19
Bond Redemption	0486	684,310.17	177,936.33		(115,058.94)	289.43	747,476.99
Depreciation Reserve	0494	438,737.50	5,475.00			168.97	444,381.47
Debt Service Fund	0544	303,855.71	100,633.67		-	139.71	404,629.09
Deb Service Reserve Fund	0551	1,210,340.71	-		-	462.58	1,210,803.29
Totals		\$ 3,202,100.94	\$ 1,175,095.33	\$ -	\$ (987,433.22)	\$ 1,238.07	\$ 3,391,001.12

Univest Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Withdraws	Interest Earned	Ending Balance
Operating Checking	7514	42,083.90	-	(42,085.05)	1.15	(0.00)
Rental Income	7480	108,075.97	-	(108,078.93)	2.96	0.00
Rental - Credit Card Income	7548	27,771.59	-	(27,772.35)	0.76	0.00
Capital Account	7522	42,508.12	2,666.33	-	16.35	45,190.80
Special Checking	7506	54,353.91	177,936.33	(177,936.33)	11.19	54,365.10
Totals		\$ 274,793.49	\$ 180,602.66	\$ (355,872.66)	\$ 32.41	\$ 99,555.90

Note: Operating, Special Checking, Rental, CC Rental and Capital will remain open until 30 days without activity, after which they will be moved to QNB


 Ryan Pugh, Treasurer (Assistant)
 Leon Ritchey

Meeting Date:

August 09, 2022

Treasurer's Report - Account Balances as of


July 31, 2022

QNB Escrow Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Red Hill Garage - Sands	0619	1,760.05	-			0.38	1,760.43
Fox Clearing (Glenwood Chase)	0627	123,775.19	-		(3,772.96)	46.42	120,048.65
Perkiomen School	0635	1,315.19	-			0.28	1,315.47
Silver Rhino	0643	8,902.46	-		(72.00)	1.88	8,832.34
McIntosh - Pennsburg	0668	6,417.79	-			1.36	6,419.15
Jefferson Street O&M	0676	29,304.82	-			6.23	29,311.05
P&B Partitions	0684	1,141.13	-			0.24	1,141.37
Pennsburg Shopping Center	0692	5,290.61	-			1.12	5,291.73
HG Properties (Construction)	0700	6,317.47	-			1.34	6,318.81
HG Properties (Professional)	0718	100.22	106.25		(106.25)	0.02	100.24
Stillwater - Hendricks	0726	26,112.72	-		(62.71)	5.54	26,055.55
Lateral Projects	0734	12,338.24	-			2.62	12,340.86
Burger King	1088	2,500.21	-			0.32	2,500.53
		\$ 225,276.10	\$ 106.25		\$ (4,013.92)	\$ 67.75	\$ 221,436.18

INCOME

		2022-2023 Budget	Total to Date	%	July	June	May
Rentals	364.10	3,583,370.00	886,903.94	25%	261,305.33	356,851.34	268,747.27
EDU's	364.20	-	27,412.00		13,706.00	13,706.00	
Certifications	364.30	6,000.00	1,575.00	26%	550.00	500.00	525.00
Laterals	364.40	20,000.00	6,500.00	33%	1,600.00	2,900.00	2,000.00
Other Income	364.50	-	50.00		-	-	50.00
Inspections	364.60	-	1,800.00		-	1,000.00	800.00
Legal Fee Reimbursement	364.70	-	-		-	-	-
FOG Program	364.80	-	300.00		-	75.00	225.00
Interest Income	341.10	6,000.00	3,687.14	61%	1,270.48	1,212.53	1,204.13
Cell Tower Income	342.53	26,000.00	7,998.99	31%	2,666.33	2,666.33	2,666.33
TOTAL MONTHLY INCOME		\$ 3,641,370.00	\$ 936,227.07	26%	\$ 281,098.14	\$ 378,911.20	\$ 276,217.73


Ryan Pugh, Treasurer (Assistant)
 Leon Ritchey

Upper Montgomery Joint Authority

X.B

Meeting Date August 09, 2022

Treasurer's
Cash Report - Payroll - July 2022

Payroll - EFT transfers
(Automatic withdraw)

Pay Date	Check #	NAME & DESCRIPTION	Account	AMOUNT
7/7/2022	EFT	Salaries (Net)	426.10	\$ 12,767.58
7/7/2022	EFT	Payroll taxes	201.50	\$ 5,052.72
7/7/2022	EFT	Paychex Fee	400.11	\$ 103.10
TOTAL				\$ 17,923.40
7/14/2022	EFT	Salaries (Net)	426.10	\$ 10,088.62
7/14/2022	EFT	Payroll taxes	201.50	\$ 4,162.45
7/14/2022	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,336.47
7/21/2022	EFT	Salaries (Net)	426.10	\$ 10,041.32
7/21/2022	EFT	Payroll taxes	201.50	\$ 4,163.72
7/21/2022	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,290.44
7/28/2022	EFT	Salaries (Net)	426.10	\$ 10,094.20
7/28/2022	EFT	Payroll taxes	201.50	\$ 4,227.64
7/28/2022	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,407.24
TOTAL EFT Transfers for month				\$ 60,957.55



 Ryan M. Pugh, Treasurer / Leon Ritchey, Asst Treasurer