

UPPER MONTGOMERY JOINT AUTHORITY
MINUTES OF DECEMBER 13, 2022 BOARD MEETING

The regular monthly meeting of the Board of Directors of the Upper Montgomery Joint Authority was held on Tuesday December 13, 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 7:05 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 – via teleconference
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
Jamie Lorah, SSM Group

VI. VISITORS

Greg Ede – Styer Associates

Greg Ede reported on the audit that Styer Associates completed for the fiscal year 5/1/2021 through 4/30/2022.

VII. PUBLIC COMMENT PERIOD

None.

VIII. MINUTES APPROVAL

Mr. Ingram noted the Minutes of the November 8, 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. Ritchey seconded the motion. The Minutes were approved.

X. TREASURER AND INTEREST REPORTS

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

XI. FINANCIAL REPORTS

The Financial Reports were circulated for review and discussed.

XII. BILLS FOR PAYMENT

Mr. Pugh 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. Ritchey seconded the motion and it was approved.

XIII. ENGINEER'S REPORT

1. **Miscellaneous Services (.2022)**

- **RECAP:** 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. The Grant Applications will not be considered now until the January 2023 Meeting of the CFA; this meeting is not yet scheduled.
- **RECAP:** SSM reviewed the rating of the WWTP with the PA DEP back in May. 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.

- SSM has suggested applying for a Grant for the **Act 13 Program** through the DCED in the Spring for **Act 537 Plan Updates**. These Grants are typically awarded in the Fall of each year.
- **UPDATE:** A meeting was held on November 18th with the PA DEP at their office in Norristown in order to discuss the Authority's **Corrective Action Plan (CAP)**, the **Connection Management Plan (CMP)**, compliance issues, and planning aspects. We discussed the need for additional EDUs/Connections in the **CMP**, as well as possible elimination of the **CMP** and **CAP**.
 - DEP feels that they need a few more years of flow data and corrective actions in order to release the Authority from the **CAP**. DEP would like to see a more active property inspection program to eliminate peak flows.
 - We discussed the need for additional connections in the **CMP**, and DEP agreed that the Authority has reduced flow enough to warrant additional EDUs. The DEP asked for a formal letter and request in order to issue additional credits; we discussed an amount of 200 EDUs of additional capacity for now. Following the meeting, a formal request was made and granted by the PA DEP to add 200 EDUs/Connections to the **CMP**.
- **UPDATE:** SSM has been preparing two (2) separate CFA Grant Applications, one **H2O PA Grant Application** for the **WWTP Digester and Thickener Improvements** at the WWTP and one **PA Small Water & Sewer Grant Application** for the **2023 East Greenville & Pennsburg Sanitary Sewer Rehabilitation Project**. The **Sanitary Sewer Project** includes 81 laterals for CIPP lining and rehabilitation in E. Greenville and Pennsburg, as well as 549 Linear Feet (LF) of main sewer CIPP lining repairs in Red Hill. These Grant Applications have been billed under Task 0002 of the General Services project, and the Applications are due to the CFA by December 21, 2022.
 - Meetings have been held with vendors this past month in order to prepare the scope of the **WWTP Digester and Thickener Improvements** work. Following several meetings with the equipment vendors, and meetings with Contractor, Worth and Company, etc., it was determined that the EnviroMix Bio-Cycle D process is the more cost-effective mixing and aeration system for the Aerobic Digesters, in addition to the Huber Thickener. Proposals were obtained from Kappe Associates for the furnishing and installation of the EnviroMix system, including three (3) new (smaller) blowers, BioMix system, and control system. Also, a proposal was obtained from Worth and Company for the furnishing and installation of the Huber Thickener, sludge pumps, polymer feed system, and other ancillary equipment.
 - **Resolutions** have been prepared for Authority signature for the two (2) Grant Applications: one in the amount of \$423,576.⁰⁰ for the **Lateral Lining and Rehabilitation Project: East Greenville & Pennsburg** (Authority's contribution would be \$74,749.⁵⁰); and the other Grant in the amount of \$1,377,520.⁰⁰ for the **WWTP Digester and Thickener Improvements Project**. The total cost of the **WWTP Project** is estimated to be \$2,066,470; the Authority is committing to a

contribution of \$688,950.⁰⁰. We are requesting the Authority's approval and signature for these Grant **Resolutions**.

2. Consent Order Assistance (.0001)

- This work has been completed.

3. Glenwood Chase Development (.0004)

- **UPDATE:** Sanitary sewer installation work at the Glenwood Chase Development site began on October 24, 2022 and continued intermittently in the month of November. SSM has provided a Construction Representative for the manhole and sewer line installation work, with training of Authority staff, as needed. To date, over 1,819 LF of 8" diameter main line sewer has been installed on site, and 29 wye connections. Additionally, 15 laterals have been installed.

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

- Last month, SSM was asked to review the duplex, grinder pumping station to be installed at 300 Penn Street in order to allow connection of 8 apartments in the lower part of the building. SSM supplied comments to the initial grinder station submission, as well as the follow-up submission by the developer. The developer previously issued concerns regarding the costs of the development and connection to the sanitary sewer collection and treatment systems.
- On December 6, 2022, a new set of Plumbing drawings was uploaded for review. It appears as though the duplex pumping station has been eliminated, and a new sewer lateral is being proposed. SSM will work on reviewing these Plans in the next few weeks.

5. Still Waters Tract (.0007)

- The Developer requested an escrow release in July. Deliverables, including As-Built drawings and other materials are still pending. 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 – Storm Sewer Project (.0008)

- **RECAP:** The escrow was opened for the *Lakeview Terrace Storm Sewer Project* Plan review last month. The Plans were reviewed, and a review letter was sent to the Authority. Plan revisions are required, but this project was delayed until the Spring 2023.

7. Developer Review – Kershner Tract (.0011)

- **RECAP:** The Plan Set was reviewed for the Kershner (Weaver) Tract (a.k.a. Kershner Village LLC) development located in Red Hill Borough and Upper Hanover Township. The proposed Village is expected to contain 33 single family homes and 32 townhomes (65 total connections/EDUs), in addition to its own pumping station. SSM has completed

the initial Plan Review and has provided comments to the Authority and the developer. The Standard Details for the sewer system must be updated on the Plans; the 2007 Standard Sewer Details were used in this Plan Set. A review letter was issued to the Engineer.

- **RECAP:** This development is showing connection to Manhole MH R-21, which is the same manhole being utilized by the Glenwood Chase Development. A study was previously conducted by Hazen and Sawyer regarding the Red Hill (Gun Club) Pumping Station capacity; these reports were reviewed by SSM.
- **RECAP:** The pumping station design details and Sewage Planning Module were submitted to the Authority by Ebert Engineering for review. This Planning Module submission and pumping station review were completed and returned to Ebert Engineering. A **CMP** will eventually be issued to the PA DEP along with the completed Planning Module for this development.
 - A flow meter at Manhole R-5 to determine the flows in the “most limiting section” of the gravity sewer system (18” diameter piping) indicates an average daily flow of about 360,000 gpd. Peak instantaneous flows (during heavy wet weather) have appeared to reach 2.7 MGD, and the capacity in this 18” diameter pipe is about 4.9 MGD (using Manning’s equation and confirmed by the Hazen and Sawyer Report). The gravity portion of the collection system has capacity to accept this additional flow, and it currently appears as though the Pumping Station also has adequate capacity for the addition of 15,210 gpd of average dry weather sewage flow.
- **UPDATE:** SSM recently addressed comments relative to the Plans for this development, and we are awaiting a re-submission of the Plans for review.

8. Developer Review – 1012 Schoolhouse Rd (.0012)

- Last month, SSM received a two-page plan set from the developer of the property at 1012 Schoolhouse Road for review. The developer wishes to add a grinder pumping station and sanitary sewer connection to the property and make it into a residential home. The Plans were reviewed, and comments were issued to the developer. The developer is currently working on PA DEP Planning Approval for the sewer connection due to a malfunctioning on-lot system, as well as the easement across the nearby property.

XIV. SOLICITOR’S REPORT

1. **Personnel.** Mr. Philips worked with Mrs. Leister regarding the following items:
 - a. Review of unemployment compensation paperwork for former employee;
 - b. Discuss changes to the Drug and Alcohol use and testing Policy;
 - c. Regarding employee issues and the performance improvement plan process.
 - d. Reviewed Google reviews posted about the Authority.

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. Glenwood Chase.
Nothing new on this Subdivision.
- b. Railroad Street Subdivision.
Nothing new on this Subdivision.
- c. Still Waters Tract Subdivision.
Nothing new to report. Still waiting on information from the Developer.
- d. 4th Street Subdivision – Macintosh Homes.
Nothing new on this Subdivision.
- e. 6th Street Subdivision – Macintosh Homes.
Nothing new on this Subdivision.
- f. Jefferson Street O&M.
Nothing new on this Subdivision.
- g. Kershner Village LLC.
Nothing new on this Subdivision.
- h. 300 Penn Street (Silver Rhino).
Telecon with Developer regarding UMJA's requirements; Draft sewer connection agreement; Review SSM for development and proposed grinder pump stations.
- i. 1012 School House Road.
Nothing new on this connection. Waiting for easement agreement from owner.
- j. Pennsburg Stormwater Project.
Discussion on escrow account, refunds to old Borough Engineer and establishment of new escrow by new Borough Engineer.

General Counsel Services.

- a. Agenda and Minutes.
Mr. Philips worked with Staff to review November Agenda and review November Minutes;
- b. Solar Electric Panels.
Mr. Philips discussed a potential contract for installation of Solar Panels at the Plant and generation of renewable energy.

- c. Resolutions.
Mr. Philips worked with Ms. Lorah and Ms. Leister to prepare resolutions 2022-09, 10, 11, 12, 13 and 14.
- d. Escrow Account and Reservation of Capacity Reviews.
Mr. Philips worked with Ms. Lorah and Ms. Leister align the Reservation of Capacity agreements and escrows accounts with specific Developments.

Mr. Pugh made a motion to add Agenda Item "C" Bachman Roofing Proposal under New Business. Mrs. DeJesus seconded the motion and it was approved.

XV. EXECUTIVE SUPERINTENDENT'S REPORT

Treatment Plant Information:

Rainfall: 2.87"
Sanitary Sewer Overflows: None

Committee Information:

No meetings held.

Escrows:

No escrows were opened or closed.

Other General Information:

The treatment plant well pumps have been replaced.

The B3 Chlorine roof is leaking. I am waiting on a quote for replacement. This was an existing building.

The second digester inspection needs to be rescheduled. We are low on digester capacity.

Lateral Inspections:

In the month of November: 5 laterals were inspected.

East Greenville- 1 passed, 1 failed

Pennsburg- 3 passed

Collection System Updates:

UMJA staff was out televising and inspecting manholes this month.

XVI. UNFINISHED BUSINESS

None.

XVII. NEW BUSINESS

Mrs. DeJesus made a motion to approve the following consent items:

1. Resolution 2022-13 Authorizing application to the Pennsylvania Small Water and Sewer Program for a Lateral Lining and Rehabilitation Project in East Greenville and Pennsburg Boroughs.
2. Resolution 2022-14 to Authorizing application to the Pennsylvania H2O Program for a Wastewater Treatment Plant Digester Rehabilitation Project.
3. Bachman's Roof Proposal in the amount of \$73,849.00 to replace the leaking roof on the Chlorine building.

Mr. Ritchey seconded the motion and it was approved.

XVIII. ADDITIONAL BUSINESS

None.

XIX. ADJOURNMENT

Mr. Gaudreau made a motion to adjourn the meeting.

Mr. Ingram adjourned the public meeting at 8:37 p.m.

Respectfully submitted,


Secretary (Assistant Secretary)

Meeting Date:

December 13, 2022

Treasurer's Report - Account Balances as of
QNB Escrow Accounts

November 30, 2022

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Red Hill Garage - Sands	0619	1,761.54	-			0.36	1,761.90
Fox Clearing (Glenwood Chase)	0627	117,272.41	-		(5,142.30)	51.31	112,181.42
Perkiomen School	0635	1,316.30	-			0.27	1,316.57
McIntosh - Pennsburg	0668	6,387.18	-		(720.00)	1.22	5,668.40
Jefferson Street O&M	0676	29,336.75	-		(64.50)	8.43	29,280.68
P&B Partitions	0684	1,142.09	-			0.24	1,142.33
Pennsburg Shopping Center	0692	5,295.06	-			1.09	5,296.15
Stillwater - Hendricks	0726	24,673.16	-		-	6.09	24,679.25
Lateral Projects	0734	38,985.07	-		(824.00)	11.04	38,172.11
Burger King	1088	1,305.61	-		(1,305.73)	0.12	(0.00)
Kershner Village	1526	4,678.26	-		-	0.96	4,679.22
Silver Rhino	1724	1,500.21	-			0.30	1,500.51
Steve's Bobcat	1740	2,500.34	-	-	(417.00)	0.45	2,083.79
		\$ 236,153.98	\$ -		\$ (8,473.53)	\$ 81.88	\$ 227,762.33

INCOME

		2022-2023 Budget	Total to Date	%	November	October	September
Rentals	364.10	3,583,370.00	1,818,176.18	51%	304,732.43	265,581.91	345,695.28
EDU's	364.20	-	370,062.00		13,706.00	205,590.00	123,354.00
Certifications	364.30	6,000.00	2,600.00	43%	275.00	550.00	400.00
Laterals	364.40	20,000.00	10,200.00	51%	200.00	2,300.00	2,200.00
Other Income	364.50	-	1,289.60				1,089.60
Inspections	364.60	-	2,360.00		400.00	360.00	400.00
Legal Fee Reimbursement	364.70	-	-				
FOG Program	364.80	-	675.00		150.00	75.00	375.00
Interest Income	341.10	6,000.00	8,317.65	139%	1,347.59	1,430.97	1,587.84
Cell Tower Income	342.53	26,000.00	10,721.31	41%			2,722.32
TOTAL MONTHLY INCOME		\$ 3,641,370.00	\$ 2,224,401.74	61%	\$ 320,811.02	\$ 475,887.88	\$ 477,824.04

Ryan M. Pugh

Ryan Pugh, Treasurer

Meeting Date:

December 13, 2022

Treasurer's Report - Account Balances as of

November 30, 2022

QNB Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Operating Checking	1284	93,822.89	179,479.19	-	(187,431.01)	25.60	85,896.67
Special Checking	1300	10,079.88	474,754.31	-	(481,709.08)	20.79	3,145.90
Rental Income	4741	88.94	222,600.15		(222,600.15)		88.94
Rental - Credit Card Income	2050	36.45	65,784.79	-	(65,784.79)	3.87	40.32
Revenue Fund	0478	882,597.58	324,533.36		(285,597.86)	353.52	921,886.60
Bond Redemption	0486	176,353.62	300,000.00		(467,175.78)	22.65	9,200.49
Depreciation Reserve	0494	461,433.40	5,475.00		(300,000.00)	110.95	167,019.35
Debt Service Fund	0544	707,328.73	100,633.67		(603,982.00)	262.10	204,242.50
Debt Service Reserve Fund	0551	1,212,475.96	-		-	548.11	1,213,024.07
Totals		\$ 3,544,217.45	\$ 1,673,260.47	\$ -	\$ (2,614,280.67)	\$ 1,347.59	\$ 2,604,544.84

Univest Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Withdraws	Interest Earned	Ending Balance
Capital Account	7522	50,633.87		-	18.73	50,652.60
Special Checking	7506	54,392.51	-	-	8.94	54,401.45
Totals		\$ 105,026.38	\$ -	\$ -	\$ 27.67	\$ 105,054.05

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



Ryan Pugh, Treasurer

Upper Montgomery Joint Authority

X.B

Meeting Date December 13, 2022

Treasurer's
Cash Report - Payroll - November 2022

Payroll - EFT transfers

(Automatic withdraw)

Pay Date	Check #	NAME & DESCRIPTION	Account	AMOUNT
11/3/2022	EFT	Salaries (Net)	426.10	\$ 9,955.57
11/3/2022	EFT	Payroll taxes	201.50	\$ 4,166.26
11/3/2022	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,207.23
11/10/2022	EFT	Salaries (Net)	426.10	\$ 9,987.80
11/10/2022	EFT	Payroll taxes	201.50	\$ 4,155.65
11/10/2022	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,228.85
11/17/2022	EFT	Salaries (Net)	426.10	\$ 10,045.11
11/17/2022	EFT	Payroll taxes	201.50	\$ 4,188.77
11/17/2022	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,319.28
11/23/2022	EFT	Salaries (Net)	426.10	\$ 10,013.40
11/23/2022	EFT	Payroll taxes	201.50	\$ 4,197.11
11/23/2022	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,295.91
TOTAL EFT Transfers for month				\$ 57,051.27


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